

Cost of Quotation: Not applicable/-

कर सलाहकार
की नियुक्ति हेतु कोटेशन दस्तावेज
**Quotation Document for
Appointment of Tax Consultant**



Quotation No: (Finance) 01/2021-2022

भारतीय विमानपत्तन प्राधिकरण
जे.वी.एम.यू., स. व. प. अंतर्राष्ट्रीय हवाईअड्डा
अहमदाबाद

संस्था का नाम:/ Name of the Firm

.....

पता:/ Address

.....

.....

फोन/मोबाइल नं./ Phone/Mobile No:

.....

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टिप्पणी:-

- हस्ताक्षरित टेण्डर दस्तावेज़ पृष्ठ 1 से 14 तक, अनुसूची - III को छोड़कर 'लिफाफा -ए' में डालें।
- 'लिफाफा-बी' में केवल पृष्ठ -14 (अनुसूची 'III') में दिया गया प्रोफार्मा में वित्तीय बोली डालें।

Note:

- Duly Signed Quotation document in original from Page 1 to 14, except ANNEXURE-III shall be in **Envelop –“A”**.
- Only Page 14 Financial/ Price Bid (ANNEXURE-III) of the Quotation document shall be in **Envelop-“B”**.

कोटेशन आमंत्रण सूचना / Notice Inviting Quotation

अध्यक्ष, भारतीय विमानपत्तन प्राधिकरण की ओर से विमानपत्तन निदेशक, जेवीएमयू, सरदार वल्लभभाई पटेल अंतरराष्ट्रीय हवाई अड्डा, अहमदाबाद निम्नलिखित कार्य के लिए पात्र बिडरों से मुहरबंद लिफाफों में कोटेशनों को आमंत्रित किया जाता है।

Sealed Quotations are invited by Airport Director, JVMU, Sardar Vallabhbhai Patel International Airport, Ahmedabad, on behalf of Chairman, Airport Authority of India from the eligible bidders for the following works.

01. कार्य का नाम / **Name of Work :- Appointment of Tax Consultant 2021.**
02. कोटेशन डॉक्यूमेंट का शुल्क / **Cost of Quotation:** लागू नहीं / **Not Applicable**
03. कार्य की अनुमानित लागत / **The estimated cost of the work:- ₹ 48,000/-** (अठ्ठातीस हजार मात्र/ Forty Eight Thousand Only)
04. बयाना जमा राशि (ईएमडी) / **Earnest Money Deposit (EMD) :** लागू नहीं / **Not Applicable**
05. योग्यता / Eligibility criteria
 - a) वैध पैन कार्ड एवं जीएसटी की प्रति/ Valid PAN Number and GST Number.
 - b) पिछले 3 (तीन) पूर्ण वित्तीय वर्षों में सीए फर्म का न्यूनतम वार्षिक टर्नओवर रु. 20 लाख होना चाहिए / The CA Firm must have minimum annual turnover of Rs. 20 lacs in the last 3 (Three) completed financial years **i.e. 2017-18, 2018- 19 & 2019-20**
 - c) फर्म के पास आयकर, जीएसटी रिटर्न, टीडीएस/टीसीएस रिटर्न दाखिल करने का अनुभव होना चाहिए / The firm must have experience of filing of Income Tax matter and GST Return, TDS/TCS Return.
 - d) A proof of working knowledge from PSU/Govt. of filling of TDS Returns, tax audit or expertise in area of consultancy in Direct and Indirect Taxation for a minimum period of **10 (Ten) years.**
 - e) वह फर्म जिसका अहमदाबाद में शाखा / प्रधान कार्यालय है और अहमदाबाद कार्यालय में स्थायी योग्यताधारी सीए उपलब्ध है, केवल भागीदारी के लिए पात्र है। / The firm who is having branch/head office at **Ahmedabad** with a permanent qualified CA available at Ahmedabad office, **only eligible for participation.**
 - f) नियमों एवं शर्तों का पालन हेतु बिना शर्त स्वीकृति पत्र (अनुसूची-I) / Unconditional acceptance of AAI Quotation (Annexure-I)
 - g) Self-attested copy of GST No.

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06. इस कोटेशन के लिए महत्वपूर्ण तारीखें नीचे दी जा रही हैं / Critical date for this Quotations are as given below:-

महत्वपूर्ण गतिविधियों की अनुसूची Schedule of Important Activities.	दिनांक और समय Date & Time
कोटेशन दस्तावेज की बिक्री / डाउनलोड करने की अंतिम तिथि Last Date for sale/ download of Quotation document	10/08/2021 1100 Hrs.
कोटेशन दस्तावेज जमा करने की अंतिम तिथि Last Date for submission of Quotation document	10/08/2021 1300 Hrs.
लिफाफा 'ए' तकनीकी बोली खोलने की तिथि Opening of Envelop "A" Technical bids	10/08/2021 1500 Hrs.
लिफाफा 'बी' वित्तीय बोली खोलने की तिथि Opening of Envelop "B" Financial bids	11/08/2021 1500 Hrs.

07. कोटेशन डॉक्यूमेंट प्राप्त करना : भा.वि.प्रा. के वेब साइट www.aai.aero से कोटेशन डॉक्यूमेंट डाउनलोड किया जा सकता है। / Quotation document shall be available by: Downloading from AAI Web-site www.aai.aero

08. कोटेशन भरना : कोटेशन 'दो लिफाफा' पद्धति के अनुसार जमा करें।

Filling Quotation: - The Quotation should be submitted in "two envelope" system,

09. अपेक्षित दस्तावेजों के साथ कोटेशन दस्तावेज पंजीकृत डाक द्वारा भेजा जा सकता है।
Quotation document along with requisite documents should reach by registered post.

अथवा अंतिम तिथि एवं समय से पहले व्यक्तिगत रूप से आकर निम्नलिखित पते पर कोटेशन दस्तावेज जमा कराया जा सकता है:- ध्यानार्थ:- संयुक्त महाप्रबंधक (वित्त), जेवीएमयू, विमानपत्तन निदेशक का कार्यालय, भारतीय विमानपत्तन प्राधिकरण, सरदार वल्लभभाई पटेल अंतरराष्ट्रीय हवाई अड्डा, अहमदाबाद -03./ Or, Quotation can also be dropped in person at the following address on or before Last Date & Time for submission of Quotation document positively at O/o the **Airport Director, Kind Attn: Jt. General Manager (Finance) Airports Authority of India, JVMU, SVP International Airport Ahmedabad-03**

संयुक्त महाप्रबंधक (वित्त) के कार्यालय, जेवीएमयू, सरदार वल्लभभाई पटेल अंतरराष्ट्रीय हवाई अड्डा, अहमदाबाद में इच्छुक बोलीदाताओं / या उनके अधिकृत प्रतिनिधियों की उपस्थिति में तकनीकी बोली और वित्तीय बोली खोली जाएगी।

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Technical bid & Financial bid shall be opened in the O/o Airport Director, Jt. General Manager (Finance), Airports Authority of India, SVP International Airport, Ahmedabad (Gujarat), in presence of the intending Bidders /or their authorized representatives who wish to be present.

कोटेशन जमा कराने / कोटेशन खोलने की तारीख तथा कोटेशन की वैधता का विस्तार करने का अधिकार भारतीय विमानपत्तन प्राधिकरण के पास होगा।

AAI reserves itself the right to extend the date of receiving /opening of the bids as well as to extend the validity of the Quotation.

संयुक्त महाप्रबंधक (वित्त)

Jt. General Manager (finance)

जेवीएमयू / JVMU

कृते विमानपत्तन निदेशक

For Airport Director

स.व.प.अं. हवाई अड्डा, एएआई, अहमदाबाद-03

S.V.P. International Airport, AAI, Ahmedabad-380003

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NIQ Terms & Conditions

- 01. Security Deposit:** - The bidder, whose tender is accepted, shall submit Security Deposit of equivalent to 10% of the Contract Amount or 10% will be deducted as Security Deposit from each bill and the same amount will be release after satisfactory completion of work. **No interest** will be payable on security deposit.
- 02. Concessions to Small Scale Industries (SSI) Units & Central Public Sector Enterprises (CPSEs) will be applicable as per Govt. of India guidelines.**
- 03.** No Quotation shall be accepted to a party or an individual falling under the Following categories:
 - a) Having outstanding dues in respect of any contract with Airports Authority of India, at any airport under its administrative control.
 - b) Debarred /black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India.
- 04.** The terms and conditions of the contracts as contained in the Quotation Document issued by Airports Authority of India shall be carefully read and understood and also that Quotation is liable to be rejected by AAI on account of furnishing any wrong or inadequate information.
- 05.** Your Quotation is liable to be rejected by AAI on account of furnishing any inadequate or wrong information.
- 06.** The services to be supplied by the agency should be of highest standard.
- 07. Right to Accept or Reject the Quotations:**
 - a) The right to accept the Quotation in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest Quotation and reserves to it-self the authority to reject any or all the Quotations received without assigning any reason whatsoever.
 - b) Quotations are not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered non-responsive and are liable to be rejected.
 - c) AAI also reserves the right at its sole discretion not to award any order under the Quotation called. AAI shall not pay any costs incurred in the preparation and submission of any Quotation.
 - d) If the bidder gives wrong information in his Quotation, AAI reserves the right to reject such Quotation at any stage or to cancel the contract, if awarded, and an action shall be initiated to black list the bidder in AAI.
 - e) Should a bidder have a relation or relations employed in AAI in the capacity of an officer, the authority inviting Quotation shall be informed. In the event of failure to inform and in a situation where it is established that the relation or relations employed in AAI has / have tried to influence the Quotation proceedings then AAI at

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its sole discretion may reject the Quotation or cancel the contract

- f) The requirements indicated in this NIQ are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalents to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.
- g) Any correspondence after the opening of the technical bid, from the bidder, regarding the bid unless specifically sought by AAI shall not be considered.

08. Award of Contract: - AAI shall issue the award order to successful bidder. Successful bidder shall return one copy of award order within three working days as a confirmation to acceptance of terms and conditions of purchase order duly signed by him on each page of the order.

09. Execution of Agreement: -

Successful bidder has to enter into an agreement with AAI on terms and conditions mentioned in the tender, its corrigendum and technical queries and responses against which purchase order has been issued. **The agreement shall be executed on a non-juridical stamp paper of ₹ 300/- (Rupees Three hundred only) and the cost of stamp paper shall be borne by the contractor.**

10. Payment terms: -

1. The payment to CA Firm (the awardee) by AAI will be made on quarterly basis (proportionately) on submission of bill and its certification of work completion. On Completion of work, the CA Firm shall submit the Tax Invoice to the Finance In charge along with bank details for online payment.
2. GST if applicable will be reimbursed as per the applicable GST law for the time being in force.
3. Taxes like TDS etc. will be deducted from the bills of the CA Firm as per the statutory acts as applicable for the time being in force.
4. The return filing fees to be reimbursed to the CA Firm based on submission of the documentary evidence.
5. Payment will be made to the CA Firm's Bank Account which has been submitted along with the bill.

11. Contract Period: - The total period of Contract is 1 years and on completion of 1 year of the contract it will be extended for another 1 year only on the basis of satisfactory performance of the agency.

12. Penalty: -

In case of delay in filling of any of the returns or filing of incorrect data in returns_without proper verification of GSTIN or PAN or negligence in performance of_duties, penalty or

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interest or any fee if any, levied by the respective Tax Authorities will be borne by the CA Firm. Security Deposit and bills will not be released till such cases are resolved.

Penalty is leviable as per the discretion of **Competent Authority** for any delay in providing information or execution of work. Penalty of Rs.500 (incl. GST, if applicable) per day is chargeable and the same to be paid by agency.

13. The Bidder shall sign unconditional acceptance letter (Annexure-I) in the place provided as a proof of acceptance of conditions and the same may be returned along with schedule.

14. Validity of Quotation: The Quotation must remain valid for a minimum of **180** days from the last date of submission of Quotation.

15. Rates: -

A) The rate quoted by the party shall remain firm and fix for **ONE YEAR** and AAI shall not pay any extra dues to escalation of cost.

B) The bidder shall confirm that quoted prices shall be firm and fixed and subject to no escalation whatsoever till the validity period of the quotation/Quotation.

i. The Total Amount shall be written both in figures and in words.

ii. That if on checks there are differences between the amount given by the contractor in words and figures or in amount worked out by him, the following procedures should be followed:

1. When there is a difference between the amount in figures and in words, the rates which correspond to the amounts worked out by the contractor, should be taken as correct.
2. When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the amount quoted by the contractor in words should be taken as correct.
3. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor should be taken as correct and not the amount.
4. In case of percentage rate Quotation, the contractors are required to quote their rates both in amount as well as in the percentage below / above the rates entered in the schedule. In such cases, in the event of arithmetical error committed in working out the amount by the contractor, the Quotation percentage and not the amount should be taken into account.

16. Force Majeure: -

- a) AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being followed. Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory. The successful bidder's right to an extension of the time limit for

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completion of the work in above mentioned cases is subject to the following procedures

- 1) That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the bidder informs the AAI in writing that the Bidder considers himself entitled to an extension of the time limit.
 - 2) That the Successful Bidder produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
 - 3) That the Successful Bidder proves that the said conditions have actually been interfered with the carrying out of the Contract.
 - 4) That the Successful Bidder proves that the delay occurred is not due to his own action or lack of action.
- b) Apart from the extension of the time limit, force majeure does not entitle the successful bidder for any relaxation or to any compensation of damage or loss suffered.

17.Arbitration and Laws: -

- a) All disputes arising out of this contract shall be referred to the competent authority that will be sole arbitrator and his decision or award will be final and binding on all companies/suppliers. Any dispute shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, the venue of Arbitration shall be **Ahmedabad**, India. The arbitration award shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
- b) Indian laws shall govern this contract.

18.Declaration:

The General Information and Guidelines given in the Quotation Document are hereby accepted unconditionally and shall be complied with.

19.Evaluation of Quotation:

In the evaluation of Quotations, the overall quality and economy of the item offered will be kept in view. Bidder found lowest in overall will be selected and contract will be awarded to L1.

20.FORECLOSURE OF CONTRACT. AAI may, at any time during the validity of Contract, foreclose the contract by giving a written notice of 30 days to the contracting firm/agency. No claim for any compensation/loss suffered by firm on account of foreclosure of contract will be entertained by AAI.

Seal & Signature of bidder
Name of the Party/Firm

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Enclosure: Annexure I, II and III

Annexure - I

Acceptance Letter

To,

Airport Director
Airports Authority of India
SVP International Airport
Ahmedabad Gujarat 380003

Sub: Un-conditional Acceptance of AAI's Quotation Conditions

Dear Sir,

1. The Quotation documents for “**Quotation Document for Appointment of Tax Consultant 2021 at SVP International Airport Ahmedabad (Gujarat)**” have been issued to us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the Quotation document made available to me / us in the office of the Airport Director, AAI, which shall form part of the contract agreement and I/we shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the Quotation conditions of AAI's Quotation document in its entirety for the above works.
3. It is clarified that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the Quotation enclosed in envelope “A” & “B” and the same has been followed in the present case. In case any provisions of this Quotation are found violated after opening envelope “A” & “B”. I / we agree that the Quotation shall be rejected and AAI shall without prejudice to any other right or remedy.
4. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI ask for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

Yours faithfully

(Date with rubber Stamp)

(Signature of the Bidder with Rubber Stamp)

Proforma for Declaration

1. Declaration-1 By the Contractor/ bidder: -

I/We hereby declare that none of the members or my/our relatives is relative of any employee of AAI and I/We also further declare that no Director/Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/ Partnership) Proprietor.

Signature of bidder: _____

Name : _____

Date & Seal : _____

2. Declaration-2 By the Contractor/bidder: -

I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in supply of material / equipments by the Airports Authority of India

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the purchaser.

Signature of bidder : _____

Name : _____

Date & Seal : _____

3. Bidder's Bank Details

1	Name of the Bidder/supplier	
2	Name of the bank	
3	Name of the branch	
4	Complete address of bank	
5	Account of beneficiary	
6	Type of account	
7	Core Banking Account No In full	
8	IFSC code of the bank	

Signature of Bidder

Name: _____

Telephone: _____

Office Seal (Stamp)

The scope of work

- a) Filing of income Tax E-TDS and E-TCS returns i.e. Form 24Q, Form 26Q, 27EQ and 27Q and after due verification periodically filing thereof i.e. monthly, quarterly and/or annually within the time limit as required as per the Income Tax Act & Rules for the time being in force.
- b) Generation and printing of TDS and TCS Certificates after due verification in the forms or formats as prescribed in the statute i.e. Form 16, Form 16A, Form 16B, Form 27D in the time limit as required as per Income Tax Act and rules for the time being in force.
- c) Filing of revised returns of TDS and TCS if required with Tax department.
- d) Preparation and submission of reply for notice issued by the Tax department if any related to TDS and TCS matter and attending any hearing before statutory authorities on behalf of Airports Authority of India,
- e) Drafting and submission of reply in case of receipt of any notice or if any clarification is sought by statutory authorities / AAI related to TDS and TCS matter.
- f) Providing of Periodical information related to change in Direct and Indirect Taxation laws.
- g) Any Other tax related consultancy/opinion in writing on direct or Indirect tax related to TDS deduction as per Income Tax Act, Rules and regulation.
- h) Required Data for E-TDS and E-TCS return would be provided to the office of the Airports Authority of India in required format as case may be required time to time.
- i) Drafting and submission of any other issues related to Direct and Indirect Tax matters.

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General information / Guidelines and Check List

1. This Quotation document is a non-transferable document.
2. Bidder(s) must use Quotation document issued to him/them by Airports Authority of India or downloaded from AAI website/email.
3. Quotation must be submitted in **two parts** (two envelop system), each in separate envelopes marked '**ENVELOPE A**' & '**ENVELOPE B**'. Name of work & address of the bidder must be written on both the envelopes.
4. Both the envelopes should be enclosed in a **COMMON SEALED ENVELOPE** superscripted as "**Quotation Document for Appointment of Tax Consultant 2021**"
5. Only one Quotation document shall be sold to a single party either a firm or an individual. The proprietor of more than one company or firm will be considered as single party and one legal entity.
6. **Envelope 'A' (Technical Bid): -**

It shall contain the following self-attested valid documents:

S. No.	Documents	Submitted
1	Duly signed unconditional acceptance of AAI Quotation conditions.	Yes/ No
2	Duly Signed Quotation document, except ANNEXURE-III	Yes/ No
3	Photo copy of PAN Card and GST certificate	Yes/ No
4	Annual turnover certificate (i.e. 2017-18, 2018- 19 & 2019-20)	Yes/ No
5	A proof / undertaking of having branch/head office at Ahmedabad	Yes/ No
6	Copy of Power of Attorney (<i>In case of Signatory is other than Director of a Company or Proprietor / Partner of the Firm</i>)	Yes/ No
7	Declaration-1 & declaration-2 by The Contractor and Bank Details	Yes/ No
8	A proof of working knowledge from PSU/Govt. of filling of TDS Returns, tax audit or expertise in area of consultancy in Direct and Indirect Taxation for a minimum period of 10 (Ten) years.	Yes/ No

7. Envelope-B

1	It shall contain only the Financial Bid/ Price Bid (Annexure - III)	Yes/ No
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8. All the guidelines will form part & parcel of the Notice Inviting Quotation (NIQ)

(Signature of the Bidder with Seal)

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Annexure - III

Financial/ Price Bid

1	2	3	4	
S No	Description	Qty	Unit Rate (INR) without GST	
			Figure	word
01	Tax Consultant charges for the scope of work as mentioned in Annexure – II	01 Job		
Total Amount without GST				
Minus header discount (%) if any:				
Grand Total Amount After Discount without GST				
GST will be paid as applicable				

Grand Total Amount (In Words: ₹Only

I / We agree all terms and conditions specified in the NIQ.

Seal & Signature of bidder
Name of the Party/Firm