

NOTICE INVITING QUOTATION

Sealed Quotations are invited by Airport Authority of India, CATC, Prayagraj from Practicing Firm of Chartered Accountants/Practicing Firm of Tax Advocates/Practicing Firm of Financial & Tax Consultants for work of compliance and consultancy services with regards to Goods and Service Tax matters of the AAI, CATC, Prayagraj.

Goods and Service Tax (GST)

1. General Scope of Work:-

- i. Reconciliation of all ports data with SAP report.
- ii. Merging of all Airport wise data within Uttar Pradesh provided by SAU, CATC, Prayagraj for filing of GSTR 3B, GSTR 1, GST TDS returns.
- iii. Preparing and assisting in the filing of monthly return GSTR 3B.
- iv. Preparing and assisting in the filing of monthly return GSTR 1.
- v. Preparing and assisting in the filing of monthly GST TDS return.
- vi. Reconciliation of inputs availed with GSTR 2A available on the portal.
- vii. Preparing and assisting in filing GST Annual Return of AAI, Uttar Pradesh.
- viii. To provide consultancy on GST matters to AAI, CATC, Prayagraj as and when required.
- ix. Assisting the AAI in forming representations before GST authorities.

Payment Terms:

- (1) After completion of the assignment, you will raise the bills on a quarterly – basis for the services rendered.
- (2) Payment will be released, after completing the work within 15 days from the date of submission of the bill after deduction of Tax at Source at applicable rates.

Details in Schedule A should be submitted by the parties in a **SEPARATE SEALED COVER** on their letterheads, duly signed by the competent authority.

The rate should be quoted in the specific format, attached in Schedule B enclosed herewith in a **SEPARATE SEALED COVER**.

However, post-selection of the consultant, if the scope of work increases, then, the fees payable shall be finalized, based on the quantum of work after negotiation.

Interested parties are requested to provide a quotation for professional fees per annum (excluding GST) for the services of conducting of the said scope of work on or before 22.10.2021, in SEALED COVER, with duly mentioning thereon: "Professional Quotes for the Retainer Ship as Goods and Service Tax consultant ". Quotation sent through courier /speed post /submitted in person shall be accepted.

The price bid of only qualified bidders will be opened.

A.G.M. (Finance)
Airport Authority of India,
CATC, Prayagraj

SCHEDULE-‘A’**OFFER /DETAILS TO BE SUBMITTED**

To,
The Assistant General Manager (Finance)
Airport Authority of India
C.A.T.C. Prayagraj

Sr. No	Particulars
1.	Name of the Practicing Firm of Chartered Accountants/Practicing Firm of Tax Advocates/Practicing Firm of Financial & Tax Consultants : • Whether Partnership /Proprietorship/Individual: • Name of the Lead Partner / Proprietor / Individual /In-charge : • Name(s) of the Contact Person(s) and the Contact details :
2.	Date of registration Registration Number : (Please attach copy)
3.	Details of Office (s) <i>Address:-</i> <i>Contact Nos:-</i> <i>Email:-</i> <i>Website: -</i>
4.	PAN No : GST Registration No. (if any) :
5.	Number of Active Partners/Professionals associated with the firm :
6.	Any other relevant information.

Declaration:

- 1. All the information provided by me/us here in above is correct.**
- 2. I/We have no objection if enquiries are made about the work listed by me/us by AAI, CATC, ALLAHABAD.**
- 3. I/We hereby undertake that, I will not subcontract the work assign to me or my firm.**
- 4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the AAI .**

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Proprietor/Firm: _____

Date: _____

Place: _____

Schedule B (format of Price-Bid to be submitted in separate sealed cover)

S.No.	Particulars	Remuneration (exclusive of GST) Per Annum Rs.
1.	Compliance and consultancy services related to Goods and Service Tax (Please refer Point no. 1 of Scope of Work for details)	
Total		

Signature: _____

Name: _____

Stamp: _____