



**O/O Chief Executive Officer
DEOGHAR AIRPORT LIMITED
DEOGHAR, JHARKHAND**

NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES

NIQ No. DAL/CEO/FIN/HIRING OF TAX CONSULTANT/NIQ/2025-26

(DOMESTIC OPEN NIQ TWO COVER SYSTEM)

Subject: Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited (DAL), Deoghar.

Notice Inviting Quotation is invited from the reputed Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms on behalf of the Chairman, Deoghar Airport Limited, Deoghar, Jharkhand by the Chief Executive Officer, Deoghar Airport, Deoghar for below mentioned scope of work.

SCOPE OF WORK

- a) Preparation of data (including verification of PAN) as per format of Filling of Income Tax TDS and TCS returns i.e. Form 24Q, Form 26Q, 27EQ and 27Q and filling thereof quarterly or annually within time limit as required as per Income Tax Act for the time being in force.
- b) Generation and providing of Form 16, Form 16A, Form 16B, form 27D in the format & time limit as required as per Income Tax Act and rules for the time being in force.
- c) Preparation of data & filing of all monthly GST returns i.e. (GSTR-1, GSTR-3B, GSTR-7 and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.
- d) Preparation of data & filing of all annual GST returns i.e. (GSTR-9 & 9C and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.
- e) Verification of GSTIN before filing of GST Return.
- f) Assisting in month wise reconciliation of Input Tax Credit from GSTR 2B and maintaining database thereof for chasing non-filer vendors.
- g) Assisting in annual turnover reconciliation with monthly GST returns filed for identification of Exempt, Nil rated and Non-GST supplies and necessary corrections.
- h) Generation and printing of TDS and TCS certificate in the format & time limit as required as per GST Act and Rules for the time being in force.
- i) Generation and printing of TDS and TCS certificate in the format & time limit as required as per Income Tax Act and Rules for the time being in force.
- j) Revision of TDS/TCS/GST returns as and when required.
- k) Assisting in preparation of data related to Tax Audit and GST Audit.

- l) Preparation and filing of ROC Forms as per the requirement of The Companies Act, 2013 (Filing Fee not included in the quoted rate and shall be paid separately on submission of payment challan).
- m) Assisting in clearing / adjustments in Tally in the General Ledger Accounts of GST Input, GST Output, GST Cash Credit, GST TDS etc.
- n) Proper guidance/preparation of E-way bills (if any),
- o) Attending/representing/assisting any hearing before statutory authorities on behalf of Deoghar Airport Limited in case of receipt of any notice or if any clarification is sought by statutory authorities for the above-mentioned returns with extra charges if applicable.
- p) Providing of Periodical information related to change in Direct and Indirect Taxation laws.
- q) Any other tax related consultancy/opinion in writing on direct or indirect taxation including but not limited to Income Tax Act, rules, GST Act and rules there under and also preparation of data & reports for Tax Audit purpose or any other Audit reports if required in GST/ TDS/ TCS etc.
- r) Assisting in preparation of data & filing of professional tax returns as per format and time limit as prescribed under respective statute.

The estimated cost is Rs. 4,24,800/- (Rupees Four Lakh Twenty Four Thousand Eight Hundred only) including GST for a period of two years from the date of award of Work order. However, the contract shall be extended further one Year on satisfactory performance. Quotation form can be downloaded from AAI web site after 23.05.2025 15.00 Hrs.

ELIGIBILITY CRITERIA

- a) Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms must have minimum average turnover related to similar work of last Two years (i.e. in FY 2022-23, 2023-24) of Rs. 10 lacs. The applicant firm shall be submitted their Financial Information as per Annexure-2 duly certified by Chartered Accountant with UDIN.
- b) The applicant firm should have existence of minimum three years which is supported by Firm's Registration Certificate i.e.(COP etc) issued by concerned Institutes or any other relevant document.
- c) The applicant Firm should have valid PAN and GSTIN in the name of firm.
- d) The Firms who are having branch/ head office at DEOGHAR, JHARKHAND are only eligible for participation supported by documentary evidence.

Deoghar Airport Limited reserves the right to reject any or all applications without assigning any reasons thereof. Your rates along with envelopes should be sent in a sealed envelope, subscribing on the top "**Sealed Quotation for Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited, Deoghar**" To the Office of Chief Executive Officer, Deoghar Airport Limited, Deoghar Airport, Deoghar, Jharkhand, Pin - 814143. The Schedule is as follows:

Start Date & Time for Submission	: 26.05.2025	From 10:30 hrs
Last Date & Time for Submission	: 16.06.2025	Till 16:30 hrs
Opening of Technical Bid	: 18.06.2025	At 11:30 hrs
Opening of Financial Bid	: 18.06.2025	At 12:30 hrs

TERMS AND CONDITIONS OF NIQ: -

Name of Work: Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited (DAL), Deoghar.

1. Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms are advised to study the scope of work as given in scope of work and schedule 'A' as well.
2. The contract shall be for a period of Two years.
3. Only Single Quotation will be accepted from One party.
4. Late receiving / incomplete quotation will not be entertained.
5. Quotation may be sent to this office by hand/post in any of the working days as per the critical dates given above. DAL shall not be responsible for delay / Loss of quotation.

How to submit NIQ Documents:

- A. **Master Envelope** subscribing on the top " **Sealed Quotation for Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited, Deoghar** " should contain Envelope A and Envelope B,
 - B. **Envelope A** marked as "Technical Bid" will contain all the following documents invariably: -
 - a. Duly signed with seal acceptance letter showing unconditional acceptance of DAL's terms and conditions (Annexure-1).
 - b. The self-certified copy of PAN Card of the Firm,
 - c. The self-certified copy of GST Registration No
 - d. Self-attested copy of Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms registration certificate (i.e. COP etc) issued by the concerned institute or any other relevant document.
 - e. Documents in support of minimum Turnover as per (a) of Eligibility criteria as stated in NIQ.
 - f. Documentary evidence in support of Firm having office at Deoghar, Jharkhand.
 - C. **Envelope B** marked as "Financial Bid" will contain duly filled quotation (Schedule-A).
6. The successful bidder will have to execute an agreement on Non-Judicial stamp paper of Rs. 100/- within 07 days of acceptance of work order. The cost of stamp shall be borne by the firm.
 7. In case DAL feels the services are no more required from the Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms then after giving 2 months' notice in writing DAL may terminate the contract and the Firm should provide all the working papers and copies of returns/ documents to the DAL and the payment will be restricted to the period up to which the services of the Firm have been utilized by DAL on proportionate basis. The Firm may discontinue by giving at least 2 months prior notice.
 8. The agency shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.
 9. The agency should obey the security restrictions and obtain the necessary passes to access the work place.
 10. Before commencement of the work the agency should provide Security deposit of 5% of award amount. In case of delay in filing 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 interest or any fee if any, levied by the respective Tax Authorities will be borne by the Firm. And the same may be adjusted against security deposit or the bills of the Firm.

11. Terms of Payment:

- a. The payment to Firm by AAI will be made on quarterly basis. On completion of work executed in every quarter, the Firm shall submit the bill to the Finance In charge. Statutory deductions i.e. TDS etc. will be deducted from the bills of the Firm as per the applicable acts for the time being in force.
- b. The filling fees to be reimbursed to the Firm based on the documentary evidence produced.
- c. Payment will be made to the Firm's Bank Account for which duly filled NEFT Form/Bank details must be submitted to us.

12. For query,

the following official may be contacted:

Chief Financial Officer, DAL, Deoghar, Mobile no.- +91 86519 01006



Chief Financial Officer,
For Chief Executive Officer,
Deoghar Airport Limited
Deoghar, Jharkhand

Annexure-1

Undertaking for Unconditionally Acceptance of the Quotation Terms & Condition

Sub: - Undertaking for unconditionally Acceptance of the Quotations Terms & Conditions.

Sir,

1. The quotation documents for the work **Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited (DAL), Deoghar** have been provided to me / us by Deoghar Airport Limited and I/We hereby certify that I/We have inspected the sites and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.
2. I/We here by unconditionally accept quotation conditions of DAL's mentioned in this quotation documents in its entirety for the above work.
3. The contents of quotation have been noted wherein it is clarified that DAL reserves the rights to reject the conditional quotation without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of DAL for awarding this contract at any stage during its execution at the time of payment of bills and further if any officers of DAL ask for bribe/ gratification, I/We will immediately report it to the appropriate authority in DAL.

Date: -



Signature of the Partner/ Proprietor of Firm with seal

ANNEXURE-2

FINANCIAL INFORMATION

Financial Analysis - Details to be furnished Turnover for the last Two years duly certified by the Chartered Accountant as submitted by the applicant to the Income-Tax Department.

Figure in (Lakhs Rs.)

S. No.	Particulars	Financial Year (Last Two Years)	
		F.Y. 2023-24	F.Y. 2022-23
1.	Gross Annual Turnover		
2.	Turnover from Similar Works as per NIQ		

The bidder should give information strictly in above format.

Unique Document Identification Number (UDIN)

Signature of Chartered Accountant with Seal



SIGNATURE (S) OF BIDDER (S)

SCHEDULE-A

Sub: Appointment of Tax Consultant for a period of Two Years (extendable for further one Year on satisfactory performance) at Deoghar Airport Limited (DAL), Deoghar

Item No.	Description	Quantity	Quoted Amount for Two Years (excluding GST) (in Rs.)
1	<p>a) Preparation of data (including verification of PAN) as per format of Filling of Income Tax TDS and TCS returns i.e. Form 24Q, Form 26Q, 27EQ and 27Q and filling thereof quarterly or annually within time limit as required as per Income Tax Act for the time being in force.</p> <p>b) Generation and providing of Form 16, Form 16A, Form 16B, form 27D in the format & time limit as required as per Income Tax Act and rules for the time being in force.</p> <p>c) Preparation of data & filing of all monthly GST returns i.e. (GSTR-1, GSTR-3B, GSTR-7 and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.</p> <p>d) Preparation of data & filing of all annual GST returns i.e. (GSTR-9 & 9C and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.</p> <p>e) Verification of GSTIN before filing of GST Return.</p> <p>f) Assisting in month wise reconciliation of Input Tax Credit from GSTR 2B and maintaining database thereof for chasing non-filer vendors.</p> <p>g) Assisting in annual turnover reconciliation with monthly GST returns filed for identification of Exempt, Nil rated and Non-GST supplies and necessary corrections.</p> <p>h) Generation and printing of TDS and TCS certificate in the format & time limit as required as per GST Act and Rules for the time being in force.</p> <p>i) Generation and printing of TDS and TCS certificate in the format & time limit as required as per Income Tax Act and Rules for the time being in force.</p>	1 Job	

	<p>j) Revision of TDS/TCS/GST returns as and when required.</p> <p>k) Assisting in preparation of data related to Tax Audit and GST Audit.</p> <p>l) Preparation and filing of ROC Forms as per the requirement of The Companies Act, 2013 (Filing Fee not included in the quoted rate and shall be paid separately on submission of payment challan).</p> <p>m) Assisting in clearing / adjustments in Tally in the General Ledger Accounts of GST Input, GST Output, GST Cash Credit, GST TDS etc.</p> <p>n) Proper guidance/preparation of E-way bills (if any),</p> <p>o) Attending/representing/assisting any hearing before statutory authorities on behalf of Deoghar Airport Limited in case of receipt of any notice or if any clarification is sought by statutory authorities for the above-mentioned returns with extra charges if applicable.</p> <p>p) Providing of Periodical information related to change in Direct and Indirect Taxation laws.</p> <p>q) Any other tax related consultancy/opinion in writing on direct or indirect taxation including but not limited to Income Tax Act, rules, GST Act and rules there under and also preparation of data & reports for Tax Audit purpose or any other Audit reports if required in GST/ TDS/ TCS etc.</p> <p>r) Assisting in preparation of data & filing of professional tax returns as per format and time limit as prescribed under respective statute.</p>		
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Total Amount (Rs.) (In figures) and

Rupees..... (In words) only.

The above rates are exclusive of GST.

Signature of the Proprietor/Partner of the firm with Date & Seal