



**AIRPORTS AUTHORITY OF INDIA**  
**Regional Headquarters, North Eastern Region, LGBI Airport**  
**Guwahati, Phone: 0361-2840023**

**E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR NER REGION(7 STATES)**

**E-TENDER NO. AAI/RHQ/GST CONSULTANT/2022**

**(DOMESTIC OPEN E -TENDER –TWO-COVER SYSTEM)**

**Start Date & Time for Online Submission : From 16.30 hrs. On 10.05.2022**

**Last date & Time of Online Bid Submission: Till 16.00 hrs. On 18.05.2022**

**Opening of Technical Bid : After 10:00 hrs. On 19.05.2022**

**AIRPORTS AUTHORITY OF INDIA**  
**Regional Headquarters, North Eastern Region, LGBI Airport**  
**Guwahati, Phone: 0361-2840806**

**FINANCE DIRECTORATE**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR NER REGION(7STATES)**

**E-TENDER NO. AAI/RHQ/GST CONSULTANT/2020**

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**AIRPORTS AUTHORITY OF INDIA**  
**RHQ-NER, FINANCE DIRECTORATE**  
**GST-CELL**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR NER REGION(7States)**

**IMPORTANT POINTS TO NOTE**

E-TENDER DOCUMENT NO.	AAI/RHQ/GST CONSULTANT/2022
TENDER INVITED FOR	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES COVERING 07 STATES UNDER NER i.e ASSAM, TRIPURA, MANIPUR, NAGALAND, MEGHALAYA, MIZORAM AND ARUNACHAL PRADESH.
BID SECURITY / EMD	<b>RS.20,000.00 (RS. TWENTY THOUSAND ONLY)</b>
VALIDITY OF THE TENDER	<b>90 DAYS</b> FROM THE DUE DATE FOR SUBMISSION OF TENDER
PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE & CPP	<b>10.05.2022AT 16.00 HRS.</b>
START DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>10.05.2022 AT 16.30 HRS.</b>
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>18.05.2022 TO 16.00 HRS.</b>
TIME & DATE OF OPENING OF TECHNICAL BID	<b>19.05.2022 After 10:00HRS.</b>
TIME & DATE OF OPENING OF PRICE BID	<b>Will be intimated later on.</b>
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA DEPTT. OF FINANCE & ACCOUNTS O/O GM, FINANCE, REGIONAL HEADQUARTERS, North Eastern Region, LGBI Airport, Guwahati-781015,
Estimated Price of the Contract	Rs. 2,64,000(Exclusive of GST)
FOR FURTHER DETAILS PLEASE VISIT	<a href="http://www.aai.aero">www.aai.aero</a>

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**NOTICE INVITING ONLINE TENDER**

- 1.1 Online tenders through **e-procurement mode** are invited by Airports Authority of India for Engagement of Professional Consultant for GST and related services for a period of 12 months on the basis of the evaluation with scope for extension for an additional period of up to 12 months with same terms and conditions, subject to satisfactory performance during the contracted period and at the AAI's discretion under two-cover system.
- 1.2 The tender document is made available through **e-procurement mode** and open for downloading free of cost from 10.05.2022 to 18.05.2022 at AAI official website [www.aai.aero](http://www.aai.aero) (for reference only) and Gem Portal at <https://gem.gov.in/>
- 1.3 The tender document consists of two volumes Volume I Technical Bid and Volume II Price Bid.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 The Bid security (EMD) **as per Clause 4 of Section-iii** shall be paid as described in the Tender Document.
- 1.6 The offer (both Technical & Price) must be valid for a minimum of 90 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.7 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-ii Volume I Technical Bid** and bidders are advised to submit below mention documents to qualify for the award of the contract.
  - a) The bidder should submit self-declaration in the covering letter as mentioned in Format - I, stating that the bidder has not been blacklisted /debarred by any Government department/agency / falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
  - b) All the documents required to meet the eligibility criteria, as per Format-III of Section- vi along with relevant documents in the Tender Document Technical Bid shall be uploaded through e-procurement portal after scanning in .pdf format. The Tenderer may submit either Notarized or Self attested copies of the documents. **The Tenderer has to produce the original documents for verification before issuing letter of award. Failure to produce the original documents will be treated as void/ non-responsive and is liable to get rejected. Then the offer will be given to L2 to match the price of L1 for getting the award.**
- 1.8 The prospective Tenderer shall submit queries, if any, through e-mail at [bhonagiri@aai.aero](mailto:bhonagiri@aai.aero) with a copy to [cnhazoary@aai.aero](mailto:cnhazoary@aai.aero) and [sjha@aai.aero](mailto:sjha@aai.aero) in connection with this tender well in advance, on or before 18.05.2022. The bidders' queries will be clarified by mail.

- 1.9 The last date of online submission of offers will be 18.05.2022 **at 16.00 hrs.** unless otherwise notified. In the event of any changes in the schedules, the same shall be notify only through [www.aai.aero](http://www.aai.aero) and CPP Portal <https://etenders.gov.in/eprocure/app>.
- 1.10 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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**GENERAL INFORMATION**

**ORGANISATION**

Airports Authority of India (AAI) has been constituted as a statutory authority under the Airports Authority of India Act 1994. It manages a total of 137 Airports all over India covering all the states & Union Territories, including 23 International Airports, 10 Customs Airports, 81 Domestic Airports and 23 Civil Enclaves at Military Airfields.

**SERVICES**

AAI provides services of:-

- Control and management of Indian air space extending beyond the territorial limits of the country accepted by ICAO.
- Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas
- Design, development, operation and maintenance of passenger terminals
- Development and management of cargo terminals at airports
- Passenger Facilities and information systems in the passenger terminal
- Consultancy work for upcoming airports in India and abroad.
- Calibration facility to IAF and other Airport operators in India and abroad

**SOURCES OF REVENUE/INCOME**

AAI's revenue is broadly categorized as Traffic and Non-Traffic revenue.

**I. Traffic revenues** are generated from:-

- RNFC fees collected for providing CNS & ATC services to aircraft over the Indian air space.
- Landing/Parking fees for providing landing and parking facilities to aircraft at Airports
- Passenger Service fees collected for providing passenger facilities in the terminal building

**II. Non-Traffic Revenues** are generated from:-

- Concessions Rents paid by shops, restaurants etc. inside and outside the Terminal Building
- Parking and Airport Access
- Car Rental Operations
- Lease of Land
- Advertising- Advertisements placed on airport walls
- Handling of cargo etc.

**III.** Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.

## **BILLING AND REALISATION PROCESS OF REVENUE**

- **BILLING OF REVENUE**

While the bills for the above services provided for domestic flights are raised by the concerned Airports, the bills for the services provided to international flights are raised by IATA centrally.

- **REALIZATION OF REVENUE**

Realization of the bills so raised for domestic flights are received through e receipts by the concerned airports as well as at Corporate Head Quarter, Guwahati. The realizations in respect of foreign airlines are made by IATA. The payment is made to AAI after deducting the TDS by the Airlines and Concessionaries.

- **SAP MODULE**

Accounting of the above billing and realization are made in SAP module at the airports and CHQ for the respective billing and realization made by them.

## **MAJOR AREAS OF EXPENDITURE**

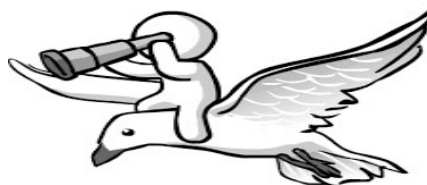
1. Construction of Airports, Terminal Buildings, Runways, Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State police etc.
5. Hiring of Manpower
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
11. Telecommunications Services
12. Expenditure on CSR activities
13. Import of Foreign Services
14. Services provided by Government Agencies like Meteorological Department.

Please visit AAI website at [www.aai.aero](http://www.aai.aero) for more information about AAI.

### **Bird Eye View of the Work:**

**i. Total Number of Line Items (for Customer & Vendor) per Month as per ERP-SAP**

<b>Meghalaya</b>	<b>→</b>	<b>100</b>	<b>Line Items approx</b>
<b>Mizoram</b>	<b>→</b>	<b>75</b>	<b>Line Items approx</b>
<b>Tripura</b>	<b>→</b>	<b>150</b>	<b>Line Items approx</b>
<b>Nagaland</b>	<b>→</b>	<b>150</b>	<b>Line Items approx</b>
<b>Manipur</b>	<b>→</b>	<b>150</b>	<b>Line Items approx</b>
<b>Arunachal Pradesh</b>	<b>→</b>	<b>50</b>	<b>Line Items approx</b>
<b>Assam</b>	<b>→</b>	<b>1000</b>	<b>Line Items approx</b>



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**SECTION I**

**SCOPE OF WORK**

**(Arunachal Pradesh, Assam, Meghalaya, Mizoram, Tripura, Nagaland & Manipur As A Whole From RHQ-NER Guwahati Only)**

**Good and (GST)**

**1. Consultancy Service: -**

- a. To give written opinion on issues/ matters as referred from time to time in relation to GST issues including import and export of goods/services, dealing with related parties like subsidiaries, associates, joint ventures (JVC) etc.
- b. Opinion on availing of CENVAT credit/ Input Tax credit of various input services utilized/ goods purchased by AAI.
- c. Opinion on matters relating to Accounting of GST (including but not limited to output and input services);
- d. Opinions/comments/clarifications on various GST issues raised by the airports/ RHQ/CHQ;
- e. Opinion on the issues raised in audit conducted by the various Authorities.
- f. Review of various circulars to be issued to the airports in respect of GST/ and related matters.
- g. Any other advice to AAI, NER on any other GST related issues as and when required. Assist AAI, NER in framing policy, procedure and its implementation in accordance with the provision of GST related matters.
- h. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- i. Update the AAI officials about various amendments taking place in tax laws rules, regulations notifications, circulars, directions etc. from time to time and assist in dealing the same through training, GST updates, clarifications, opinions etc.
- j. Assisting in drafting the reply to be submitted for various notices/summons received from GST / Authorities/ DGGI/similar authorities.
- k. To create training material & presentation/manual/SOP for the use of the AAI's staff and assisting in implementing of GST related circulars issued by CHQ, Delhi.
- l. To provide guidance/advise for developing necessary tools for reviewing, monitoring, reporting and compliance with reports required in GST regime and verify completeness and correctness of the data generated through the system for GST Returns.
- m. To examine any order /communication received from GST Authorities Authorities/ DGGI/similar authorities and advice further course of action.
- n. To advice on all circulars /policies /procedures issued by CHQ.
- o. To advice on tax planning benefits /rebates /deductions/ exemptions available under GST Act.
- p. Highlight areas of potential non-compliances' for immediate regulation.



## **2. Filing of GST Returns of Seven States of NER Region.**

- a. To prepare /check /scrutinize and file accurate complete GST returns of all the NER States within the prescribed time as required under GST Act and file original/revised GST returns of AAI (including preparation of necessary schedules as per T-code for GST report and attachments required for filing the return). The SAP line items on an average for monthly output supply are 2500 approx. and for inward supply are 1000 approx (Combining 7 States as a Whole).
- b. Reconciliation / matching /compilation of input tax credit availed in books of accounts/ missing ITC with GSTR form 2A or any other form or manner as notified by GST Authorities from time to time and providing detailed report to match unreconciled/unmatched/missed ITC on monthly basis.
- c. Development / up gradation / implementation of standardized format for compilation of data from SAP for GST returns required to be filed under GST laws.
- d. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts & necessary corrective action in return & books.
- e. Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST returns, issuance of certificate etc. Similar steps are to be performed for other monthly GST returns.
- f. Implementation of any changes related to GST Return (Inward & Outward) filing on GST Portal need to be replicated after necessary changes in SAP /AIMS billing system is to be done and along with necessary SOP such as E-invoicing etc.
- g. Reconciliation & compilation of GSTR 2A in any other form or manner as notified by GST Authorities with books of accounts,
- h. Timely Preparation and filing of GST Annual Return complete in all respect and assisting corrective actions in books of Accounts.**
- i. Reply of queries raised by any Auditor in connection with GST & .
- j. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
- k. Reconciliation of GL & report extracted from SAP & analyzing the difference if any before filing the monthly returns.& advising corrective actions in books of Accounts .
- l. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply, nature of tax etc. before filing the monthly returns and advising corrective actions in books of Accounts.
- m. Proper guidance in E- Way bills generation and creation of sub user etc. & necessary accounting guidance & reflection in GST returns.

## **3. Refunds**

To identify /prepare/file / monitor refunds of GST/ from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to AAI and preparation of letters in this regard to be submitted to the Department.

## **4. Review of SAP Accounts**

- a. Review of Accounting in SAP environment as per GST Law and incorporating of changes in SAP as per GST Act amended from time to time.
- b. Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern.
- c. Conducting detailed trial balance / ledger review on quarterly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism
- d. Review of issuing of invoices of outward supply & inward supplies under RCM.

**5. Scrutiny/assessment of Return**

To represent AAI before GST/ Officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST/ Department & GST Intelligence) for successful completion of scrutiny, assessments including re-assessments.

Assistance in all GST compliances including audit proceedings / show cause notices/ Refund process /demands/assessments/re-assessments/scrutiny and other proceedings as applicable initiated by appropriate authorities including drafting/ filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands. Further similar assistance will also be provided in respect of matters.

**6. One qualified CA / CMA having at least 3 year of post-qualification experience will be required to visit the Regional office, Guwahati, one Day weekly or monthly five days to carry out the above referred scope of work. The official deputed must have at least 1 year of experience in indirect Taxation**

- 7.** The above mentioned "scope of work" is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities/ matters related to Indirect Tax Law ( GST ) including all kinds of updation/ changes and all the work relating to GST Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI /CBIC including work related to previous periods also.

**8. GST Annual Return**

Preparation of GST Annual Return(GSTR9 & GSTR9C) for 2021-22/2022-23with all the Necessary Reconciliation Statements to be Prepared as per the requirements of the auditor.

**9. Registration Certificates**

- 10 Necessary Cooperation in the Future for Any Clarification sought From the Department/Auditor for any event/transaction occurred During the Period of Contract related to the Scope of Work allotted.**

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**SECTION II**

**VOLUME - I TECHNICAL BID**

**1. Eligibility Criteria:**

The Bidder should fulfill all the following parameters for evaluation of Technical Bid: -

- i. The Bidder should be a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of **10(Ten) years**.
- ii. The Bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc charged in the process of usual business) of Rs. 1.50 Crore (One and half ) crores in the last 3 (Three) completed financial years i.e.2017-18,2018-19 and 2019-20
- iii. The Bidder should have minimum 8(Eight) full time qualified CAs / CMAs as partners out of which at least 3 (Three) should be having at least 2 years of post qualification experience in the indirect taxation field.
- iv. The Bidder should have minimum 3 (Three) paid qualified CA/CMAs (other than partners) out of which at least 1(One) should have minimum 3 year post qualification experience in Indirect Taxation field.
- v. The Bidder should have undertaken similar / GST assignments of at least Two Central /State PSU / Listed Public Limited Company/Private Limited/Unlisted Public Company having annual turnover of Rs.350 crores or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y.2017-18,2018-19 and 2019-20.

**2. Evaluation criteria:-**

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

The Bidders/Applicants should fulfill the following Evaluation criteria: -

<b>Sl. No</b>	<b>Evaluation Criteria</b>	<b>Marks</b>	<b>Documents to be submitted</b>
1	<b><u>Legal Status Of The Bidder</u></b> The Bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Management Accountants registered in India <b>having experience of 10 (Ten) years</b> . Minimum marks for 10 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks	10	Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India.
2	<b><u>Financial Capacity</u></b> The bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc charged in the process of usual business but excluding Other Income) of Rs. 1.50 (One and Half Crore) in the last 3 (Three) completed financial years i.e. F.Y. 2017-18,2018-19 and 2019-20 Minimum	10	Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified

	marks for the criteria for having average annual turnover / receipts of Rs.1.50 Crore in the last 3 completed financial years will be 5. For each additional Rs.1 (one) crore turnover / receipts, additional 1 mark will be awarded subject to maximum of 10 marks.		
3	<b><u>Experience</u></b> The Bidder should have minimum 10 (Ten) full time qualified CAs / CMAs as partners out of which at least 3 (Three) should be having at least 3 year of post qualification experience in the indirect taxation field. Minimum marks for the criteria will be 5. The Partner who will associate /deal with AAI should be named. The Partner having 2 year of post- qualification experience should only be named. The bidder having Partners more than minimum criteria will be awarded one additional mark for each Partner subject to maximum of 15 marks.	15	List of the partners along with the resume giving the brief details of relevant experience in Indirect taxation and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.  The resume should separately mention the work done and period of experience in Indirect Taxation.
4	<b><u>Service Provider Resources</u></b> The Bidder should have minimum Three paid qualified CA/CMA's (other than partners) out of which at least 1 should have minimum 3 year of post qualification experience in Indirect Taxation field. Minimum marks for the criteria will be 5. The above qualified employee who will associate /deal with AAI should be named. Employee having 1 year of post-qualification experience should be named. The bidder having Employees more than minimum criteria will be awarded 1 additional mark for each Employee subject to maximum of 15 marks.	15	List of qualified CAs/ CMAs as per payroll listing along with the Segment handled, membership no. and post qualification experience in Indirect Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria..
5	<b><u>Assignment Undertaken</u></b> The Bidder should have undertaken similar / GST assignments of at least Two Central /State PSU/ Listed Public Limited Company/Private Limited Company/Unlisted Public Company having annual turnover of Rs.350 crore or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y.2017-18,2018-19 and 2019-20. Minimum marks for the criteria will be 5. For each additional similar assignment handled for a continuous period of at least 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.	10	List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner Proof of execution of services/ other credentials (award letter and certificate of completion/ certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, financial year of provision of service, etc) and Audited Balance Sheet & P&L of the client for determining

			the turnover.
6	<b>Presentation</b> Presentation on bidders competence in Indirect Taxation and how it will be helpful and beneficial to AAI with relation to scope of work as defined in the tender. (It will be conducted after opening of Technical bid).(Refer Point No.11)	20	
	Total Marks	80	
	Other criteria's		
7	The Bidder should have Registered Office/Branch office in Guwahati	No Value	Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.
8	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	No Value	Self-declaration

Note: -

- The Bidder scoring at least 65 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically Qualified Bidder.**
- The Technical bid prepared by the bidder shall comprise of:
  - The **original financial instrument** or original letter containing complete remittance details of NEFT/RTGS transfer towards EMD.
  - Covering Letter as specified in Format I.
  - Unconditional Acceptance Letter as specified in Format II.
  - Evaluation criteria as specified in Format III along with all documentary evidences.
- Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order.
  - Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above. In case any document is not submitted, bidder will be given another opportunity to submit the same once for all.
  - Non-submission of requisite documents after the same will lead to disqualification from Tender process.
- Every page of the Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
- Self-declaration needs to be signed by authorized signatory(s).

6. During evaluation of the bids, AAI may at its discretion ask the Bidders for clarification of their bids or any other document previously asked or now required as deemed fit by the Competent Authority, if required.
7. Decision of AAI in all matters regarding appointment of consultant, their eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by AAI in this regard.
8. **Experience in Indirect Taxation includes Erstwhile ,Central Excise,VAT and other indirect Tax Laws also.**
9. **For the Purpose of Point no :5 Similar Assignment Means GST Audit or Consultancy Services or any Special Audits or any Departmental Audits Conducted in Erstwhile Indirect Tax Regime.**
10. **For the Purpose of Point No:5 Even the UDIN Generated for the Respective Financials will also suffice the Requirement.**
11. **Presentation should Cover the Following Topics:-**
  - A) Having Branches other than at Guwahati
  - B) Any Pronouncement of Advance Ruling from Introduction of GST
  - C) Partners Specialization in Indirect Tax.
  - D) Firms Experience in indirect Taxation.
  - E) Any Suggestions given to Your Client which has made a change and saving of Cost.
  - F) Any Articles Written by the Partner.

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**SECTION II**

**VOLUME -II FINANCIAL BID EVALUATION**

**PRICE BIDS SHALL BE OPENED ONLY FOR TECHNICALLY QUALIFIED BIDDERS.**

The price shall be firm and inclusive of all applicable taxes & duties **except** GST as applicable.

While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure, **except those specified under General terms & conditions**, Section iv, clause 12.

No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation / discount clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format (Format -IV).

Bidders Should Quote only Amount(Excluding of GST). GST Rate for the above Services will be Considered at the rate of 18%.

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**SECTION III**

**SPECIAL TERMS AND CONDITIONS**

**1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be one (01) year from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, with reasonable increase in rates subject to negotiations.

**2. PAYMENT TERMS**

- **No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under: -**
- - 1<sup>st</sup> Quarter Upto 15 % of total amount p.a.**
  - 2<sup>nd</sup> Quarter Upto 35 % of total amount p.a.**
  - 3<sup>rd</sup> Quarter Upto 60 % of total amount p.a.**
  - 4<sup>th</sup> Quarter Upto 100 % of total amount p.a.**
- **All payment shall be subject to recoveries towards statutory deductions.**
- **The payment will be made by electronic transfer**

**For the Purpose of this Clause Notwithstanding anything contained any other law for being in force Quarter means Every Three Months From the Date of Award of Contract If the Contract is Awarded after Fifteen Days in a Month it is to be Excluded for the Purpose of computation of Quarter.**

**3. SECURITY DEPOSIT**

The Successful bidder shall be required to pay the 10% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by AAI from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

**4. EARNEST MONEY DEPOSIT (EMD)**

The Firm/ Organization should submit the Earnest Money Deposit (EMD) for Rs.20,000/- (Twenty thousand only) through online/ RTGS/ NEFT to the account number mentioned below. EMD of the unsuccessful bidders shall be returned as soon as the Consultant is appointed. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party.



Details of AAI, RHQ, NER Bank Accounts is given as below: -

**STATE BANK OF INDIA**

<b>Branch</b>	<b>Guwahati Airport</b>
<b>A/c No.</b>	<b>30854418615</b>
<b>IFSC</b>	<b>SBIN0003776</b>
<b>Name</b>	<b>AAI GUWAHATI AIRPORT</b>
<b>Address</b>	<b>AIRPORTS AUTHORITY OF INDIA (NER) Office of the Regional Executive Director, LGBI Airport Guwahati – 781015, INDIA .</b>
<b>MICR CODE</b>	<b>781002013</b>
<b>CIF NO.</b>	<b>80179138870</b>

**COVER-I DETAILS: TECHNICAL BID****The following documents shall be submitted online only:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page no. of scanned Documents</b>
(i)	Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD.	
(ii)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2017-18, 2018-19 and 2019-20, including computation of Income for the respective years as per Evaluation Criteria No:2	
(iv)	Scanned copy of the List of Partners and Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3.	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in Indirect Taxation, same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4.	
(vi)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken , date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner <b>AND</b> Proof of execution of services / other credentials (Award Letter <b>and</b> certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5.	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per Evaluation Criteria no. 6(Not Applicable)	<b>Not applicable</b>
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	
(x)	Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 8.	
(xi)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	

(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

## **COVER-II DETAILS: PRICE BID**

Price should be quoted in the spread sheet file (.xls format) available in e-procurement Portal only.

**Any indication of "Quoted price" in the online technical bid documents shall lead to rejection of the bid outright.** Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

## **5. EVALUATION PROCESS:**

- I. A proposal shall be considered responsive (after getting required clarification / documents if any as mentioned in note 3, volume 1 Technical Bid) if**
  - a) It is received by the proposed Due Date and Time.
  - b) It is Digitally Signed.
  - c) It contains the information and documents as required in the Tender Document.
  - d) It contains EMD.
  - e) It contains information in formats specified in the Tender Document.
  - f) It mentions the validity period as set out in the document
  - g) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
  - h) There are no significant inconsistencies between the proposal and the supporting documents.
  - i) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
  - j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
  - k) The AAI reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the AAI in respect of such Tenders.
  - l) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- II. Since the tender involves selection based on pre-qualification criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such tenders only will be opened and EMD will be returned to the unsuccessful / rejected tenderers. The EMD of the unsuccessful bidders shall be returned as soon as the Consultant is appointed.**
  - a) The date and time will be intimated to tenderers whose offers are found suitable and Cover II of such tenderers will be opened on the specified date and time.
  - b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid. Though only one chance will be given to the bidders after the closing date to complete the submission by giving required documents.

**III.** The decision of AAI in all matters regarding engagement of GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

## **6. OPENING OF TENDER**

- a) The Technical Bid shall be opened at 10:00 hours on 19.05.2022 in the presence of the interested bidders or their authorized representatives in the office of :

**O/o General Manager (F&A) GST Cell, Airports Authority of India**  
1<sup>st</sup> Floor, RHQ, NER, Guwahati-781015

- b) The Financial bid of those bidders who are technically qualified, shall be opened. Date of opening of Financial Bid shall be intimated later on.
- c) AAI reserves the right to extend the date of receiving/opening of the bids.
- d) AAI reserves the right to call for any other details or information from any of the bidder(s).

## **7. SELECTION CRITERIA**

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner:-

<b>Criteria</b>	<b>Maximum Marks (weightage)</b>	<b>Method of allotting marks for Combined Score</b>
Financial	20	The bidder with the lowest quote will be awarded 20 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 20 marks. A bidder quoting Rs.100/- will get $(60/100) \times 20 = 12$ marks.
Technical	80	Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria.
Total	100	

### **NOTES:**

- a) The Financial Bid as per Format IV has to be submitted ON-LINE only.
- b) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score (Technical and financial) out of 100 will be selected as the successful bidder.
- c) **In case of a tie, preference will be given to the bidder with higher Technical Score i.e. having got higher technical Score. In case of a tie in financial as well as technical score, the AAI can award the assignment to any one of the bidders at its sole discretion.**
- d) **AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.**
- e) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.

- f) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified Bidders.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.

#### **8. SIGNATURE OF BIDS/OFFERS**

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Consultant shall be furnished along with the offer.

The consultant's (Bidders) name stated on the proposal shall be the exact legal name of the firm.

Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

#### **9. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the EMD.

**AIRPORTS AUTHORITY OF INDIA**  
**RHQ-NER, FINANCE DIRECTORATE**  
**GST CELL**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES**

**E-TENDER NO. AAI/RHQ/GST CONSULTANT/2020**

**SECTION IV**

**GENERAL TERMS AND CONDITIONS**

**1. CLARIFICATIONS ON TENDER DOCUMENTS**

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 5 (five) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

**2. AMENDMENT OF TENDER DOCUMENT**

Before the deadline for submission of tender, the Tender Document may be modified by AAI by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 2 days prior to the deadline for submission of tenders as finally stipulated.

Addendum/corrigendum, if any, will be hosted at CPP Portal and shall become a part of the tender document. All Tenderers are advised to see the CPP Portal for addendum/ corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given if considered necessary by AAI.

**3. REJECTION OF BID**

AAI reserves the right to reject the conditional or incomplete offer.

AAI also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for AAI's action.

**4. WORK NOT TO BE LET OUT**

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted, except as specifically approved by AAI.

**5. CONFIDENTIALITY CLAUSE**

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of AAI and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by AAI.

**6. Termination of services**

The engagement of Consultant can be terminated by the Management of Airports Authority of India without assigning any reason, whatsoever, at any time during the contract period by giving 30 days notice.

**7. SETTLEMENT OF DISPUTES**

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the AAI management subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties within 30 days.

If amicable settlement cannot be reached, then all disputed issues shall be settled by Arbitration. RED, NER will be the Competent Authority to appoint the Arbitrator. Arbitration proceedings shall be governed by the provisions of Arbitration and Conciliation Act, 1996 ( as amended time to time) . Fees of the Arbitration shall be as per the Arbitration and Conciliation Act, 1996 ( as amended time to time). Venue of Arbitration proceedings shall be Guwahati.

8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
10. Bidder shall have proper infrastructure including lap top, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they required working in AAI's premises.
11. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period shall be the property of AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
12. In case of visit to outstation, If necessary and approved by Competent Authority, AAI shall provide accommodation (lodging and boarding) as per the entitlement of GM, AAI and AGM, AAI for Partner and qualified professionals respectively), To & Fro air ticket of economy class or other means or mode as mutually agreed, and local transportation including pick and drop from airport.
13. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
14. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI employees.
15. **Bidder Shall be Liable For any interest, Penalty or any other Fees Levied by Department/Government for the Period of Work Allocated to him for indirect taxation matters.**
16. **In Case of any Deficiency in Meeting the Scope of Work as Mentioned in Point No :6 Fees will be deducted on Pro rata basis .**
17. All the above terms & conditions, scope of work and guidelines as mentioned in **SECTION I TO SECTION VI** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

**LETTER OF SUBMISSION-COVERING LETTER**  
**(ON THE LETTER HEAD OF THE BIDDER)**

Date: \_\_\_\_\_

To,

The General Manager (F&A)  
Airports Authority of India,  
**1st Floor, RHQ-NER**  
**Guwahati-781015**

**Subject: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR NER REGION(7States)**

**E-TENDER NO. AAI/RHQ/GST CONSULTANT/2022**

Being duly authorized to represent and act on behalf of \_\_\_\_\_  
(Hereinafter referred 'as the Bidder' and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page no. of scanned documents</b>
(i)	Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD.	
(ii)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2016-17 , 2017-18 and 2018-19 As Per Evaluation Criteria2	
(iv)	Scanned copy of the List of Partners and Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3.	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in Indirect Taxation, same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4.	
(vi)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner <b>AND</b> Proof of execution of services / other credentials (Award Letter <b>and</b> certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5.	



(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per Evaluation Criteria no. 6(Not Applicable)	Not Aplicable
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	
(x)	Scanned copy of the Self declaration as mentioned in Format I .The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 8	
(xi)	Scanned copy of PAN, TAN, and GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank Format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

**We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.**

Signature of the bidder or: \_\_\_\_\_ Authorised Signatory

Name of the bidder : \_\_\_\_\_

Company Seal : \_\_\_\_\_

**UNCONDITIONAL ACCEPTANCE LETTER**

**(TO BE GIVEN ON LETTER HEAD ALONG WITH TECHNICAL BID)**

To,

The General Manager (F&A)  
GST Cell, **1<sup>st</sup> Floor, RHQ-NER,**  
**Guwahati-781015**

**SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS**

**REF: E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND  
RELATED SERVICES FOR NER REGION(7 States)**

**"E-TENDER NO. AAI/RHQ/GST CONSULTANT/2022"**

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAI for

**"ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES"**

and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall 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 asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAI.

Date:

Sincerely yours,

Place:

(Signature of the Tenderer with rubber stamp)

**TECHNICAL BID**

1	Name of the Firm / LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	<b><u>Contact Information</u></b>  Office Phone Number: Mobile Number: E Mail: Name & Designation of Contact Persons	
5	Year of Establishment: (enclose the copy of the Registration Certificate)	
6	Nature of Business	
7	Details of Partners with professional qualifications:	
8	<b><u>Registration Details</u></b> (attach proof) Firm/LLP Registration Number & Date:  PAN & TAN:  GST Registration No.:  Others, if any:	

9	Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed		Sl. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm/ Cost Accountant Firm (Year wise)		Sl. No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.						
12	Details of EMD: -		Demand Draft no. / RTGS /NEFT UTR No.	Date	Name and address of Bank	Amount (INR)		
13	Bank Account Particulars:							
	Name of the A/c holder							
	complete Bank Account No.							
	Account type (SB/ CA)							
	Name of the Bank Branch & Address							
	Branch contact phone Nos.							
	11 digit IFSC code							
<p>I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details.</p> <p style="text-align: center;">Name, Seal &amp; Signature of the Authorized Signatory</p>								

**FINANCIAL BID**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES**

<b>Scope of Work</b>	<b>Professional Fee (in figure as well as in words)</b>
Professional Fee in Lump sum per annum for providing consultancy for GST and related services as per Scope of work as mentioned in Section (i).	
GST	
TOTAL	

- a) The amount shall be conspicuously written both in figures as well as in words. In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.
- b) Rate should be quoted in the spread sheet file (.xls format) available in **e Procurement Portal only** and shall be signed digitally by a person or persons duly authorized to sign on behalf of bidders.
- a) GST is required to be quoted separately in the price bid. Non quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus additional claim on account of GST shall not be entertained at any cost.

**(Signature of the Tenderer with rubber stamp) :**

Place:

Date: