

Tender ID: 2021_AAI_74638_1

DRAFT BID DOCUMENT (QCBS)

E-Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22& 2022-23.

March 2021

Due date & time for online submission: upto 1500 hrs. on 27.04.2021

Due date & time of technical bid opening: At 1500 hrs. on 28.04.2021

**AIRPORTS AUTHORITY OF INDIA
JOINT VENTURE MONITORING CELL
RAJIV GANDHI BHAWAN**

E -Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23.

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AGM(F)-JVC
(For and on behalf of the Chairman)
Airports Authority of India
Rajiv Gandhi Bhawan,
Safdarjung Airport,
New Delhi-110003

E -Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23.

IMPORTANT POINTS TO NOTE

| | |
|--|--|
| E-TENDER DOCUMENT NO. | AAI/MC/JVC-03/IA/2021-22 |
| TENDER INVITED FOR | Appointment of Independent Auditor for F.Y.2021-22 and 2022-23 |
| Tender Processing Fee | Rs.5,900/- (Rupees Five Thousand Ninehundred only) including GST |
| VALIDITY OF THE TENDER | 90 days from the due date for submission of tender |
| Publishing of Tender Document on Website | 30.03-2021(1200 HRS) |
| Period of downloading Bidding Document | 31-03-2021 |
| Clarification Start Date | 01-04-2021 (1100 HRS) |
| Clarification End Date | 09-04-2021(1500 HRS) |
| START DATE & TIME FOR ONLINE SUBMISSION OF BID | 12-04-2021 from 1100 hours onwards |
| END DATE & TIME FOR ONLINE SUBMISSION OF BID | 27-04-2021 upto 1500 Hrs. |
| TIME & DATE OF OPENING OF TECHNICAL BID | 28-04-2021 at 1500 Hrs. |
| TIME & DATE OF OPENING OF PRICE BID | 04-05-2021 1100 Hrs. (Tentative as consent of DIAL is to be taken in r/o Technically Qualified firms before opening of Financial bid) |
| PLACE OF OPENING OF TECHNICAL BID | Airports Authority of India Joint Venture Monitoring Cell, Room No-270, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003. |
| For further details please visit | www.aai.aero |

**AIRPORTS AUTHORITY OF INDIA
JOINT VENTURE MONITORING CELL
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT NEW DELHI**

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NOTICE INVITING ONLINE TENDER

- 1.1 Lumpsum Rate e-tenders are invited through CPP Portal by SM(F)-JVC, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003, (Bid Manager) on behalf of Chairman, A.A.I. from all Chartered Accountants Firms, towards Appointment as **INDEPENDENT AUDITOR** for carrying out verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23 under two-cover system.
- 1.2 The tender document is made available through **E-Tender portal** and open for downloading free of cost from 03.03.2021 to 11.03.2021 at AAI's official website www.aai.aero and CPP Portal <https://etenders.gov.in/eprocure/app>.
- 1.3 The tender document consists of two volumes – Volume-I Technical Bid (all Technical & commercial offer documents) 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 Declaration **as per FORMAT-IV** is to be submitted along with other tender documents shall be paid as described in the Tender Document.
- 1.6 The offer (both Techno-Commercial & 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 stating that the bidder has not been blacklisted/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.
 - b. All the documents required to meet the eligibility criteria, as per Format- I& Format-III 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. In case of self-attested documents, the tenderer has to produce the original documents for verification before issuing letter of award.

- 1.8 Airports Authority of India do not bind to accept any tender and reserve the right to accept or reject any tender without assigning any reason thereof.
- 1.9 The prospective tenderer shall submit queries, if any, through e-tendering portal addressed to the GM (Finance)JVC, Airports Authority of India, Delhi in connection with this tender well in advance, as specified in clause 1 of Section IV. The bidders' queries will be clarified through e-procurement portal and if necessary the pre-bid meeting will held be at the Office of the General Manager (Finance)JVC, Room no 270, C Block, Rajiv Gandhi Bhawan New Delhi 110003 and notification in this regard will be issued through www.aai.aero.
- 1.10 The last due date of online submission of offers will be **27.04.2021 at 1500 hrs.**unless otherwise notified. In the case of changes in the schedules, **General Manager (F)JVC, Room no 270, C Block, Rajiv Gandhi Bhawan New Delhi 110003** will notify the same only through AAI website i.e. www.aai.aero
- 1.11 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.
- 1.12 Applicant shall furnish a certificate along with other tender documents conveying that the firm has not been awarded any Audit Work with DIAL or any GMR Group company at present (FY 20-21) or during the last three years (from FY 17-18 to FY 19-20) so as to have any conflict of interest.**

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GENERAL INFORMATION

Airports Authority of India (AAI) has been constituted as a statutory authority under the Airports Authority of India Act 1994. AAI came into existence on 1st April 1995. It manages a total of 126 Airports all over India covering all the states & Union Territories, including 21 International Airports, 8 Customs Airports, 78 Domestic Airports and 19 Civil enclaves at Military Airfields.

Services

AAI provides services of:

- Control and management of Indian air space (excluding special user air space) extending beyond the territorial limits of the country accepted by ICAO.
- Provision of Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas viz Runway, Aprons, Taxiways etc. and provision of ground-based landing and movement control aids for aircrafts & vehicular traffic in operational area.
- Design, development, operation and maintenance of passenger terminals
- Development and management of cargo terminals at International and Domestic airports covered under AAI.
- Passenger Facilities and Information systems in the passenger terminal.

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Section I

Airports Authority of India (Authority) has entered into an Operation, Management and Development Agreement (OMDA) with DIAL(JVC). As per terms of the OMDA, DIAL has to share 45.99% of its applicable Gross Revenue with AAI. The applicable Gross Revenue used for final verification/reconciliation of the Annual Fee (AF) shall be Revenue of the JVC (DIAL) as certified by the Independent Revenue Auditor every quarter.

In terms of OMDA, AAI intends to appoint a Chartered Accountants Firm initially for a period of two years extendable for further 01 (One) financial year on year to year basis depending upon the satisfactory performance and at the discretion of the Management of AAI.

1. Scope of Work: -

The purpose of this tender / RFP is to invite Chartered Accountants Firms for verification of Revenue in accordance with the following scope. The illustrative (but not exhaustive) list of tasks to be performed as Independent Auditor by Practicing Chartered Accountants (CA) Firm Partnership/ Proprietorship/ is given as under: -

OMDA Provisions:

Definition of Revenue as per Article 1.1 of OMDA:

All pre-tax gross revenue of JVC, excluding the following:

- a) *Payments made by JVC, if any, for the activities undertaken by relevant authorities or payments received by JVC for provision of electricity, water, sewerage or analogous utilities to the extent of amounts paid for such utilities to third party service providers;*
- b) *Insurance proceeds except insurance indemnification for loss of revenue;*
- c) *Any amount that accrues to JVC from sale of any capital assets or items;*
- d) *Payments and/or monies collected by JVC for and on behalf of any governmental authorities under applicable law; and*
- e) *Any bad debts written off provided these pertain to past revenues on which Annual Fee (AF) has been paid to AAI.*

Definition of Receivables as per Escrow Agreement:

“Receivables” means any and all cash flows and cash realizations of the JVC accruing from or in relation to the Airport from any source, including all proceeds from any draw-downs under its loan agreements, any equity funding received by the JVC, refund of taxes, any and all monies due or to become due to the JVC from any source including from any performance bonds, letters of credit and instruments of a similar nature and proceeds from any insurance contracts;

According to para 10.03: Provisions of Accounts.

- a) The JVC shall, at the end of its accounting reference period, deliver its set of accounts, to the AAI as soon as reasonably practical after they are available but no later than the expiry of the period provided under the Companies Act, 1956 for the finalisation of the audited accounts, beginning with the first accounting reference period which ends within the Term, copies of the annual report, audited profit and loss account, balance sheet and cash flow statement for the JVC and (if applicable) for any subsidiary of the JVC) as at the end of and for that accounting reference period, together with copies of all related director's and auditor's reports.
- b) Each set of accounts delivered hereunder shall, save as stated in the notes thereto, be prepared and audited in accordance with accounting principles and auditing standards and practices generally accepted in India and consistently applied and in accordance with all Applicable Laws and, together with those notes and subject to any qualifications contained in any relevant auditor's report, shall give a true and fair view of the state of affairs and profits or loss for the period covered by such accounts. Each set of accounts shall be prepared consistently in accordance with the JVC's normal accounting policies, details of which shall be supplied, on request, to the AAI and any changes to which shall be notified to AAI upon submission of such accounts.
- c) The JVC shall, in addition to above, deliver to AAI unaudited profit and loss account and balance sheet and cash flow statement for each reporting period as well as management accounts for each month as soon as reasonably practical after they are available. The accounting reference period of the JVC shall be a twelve month period
- (d) All accounts may also be maintained in the electronic form.

According to para 10.5: Right of Inspection

The AAI and its representatives shall be permitted to inspect at any reasonable time the books, records and other material kept by or on behalf of the JVC in order to check or audit any information (including the calculation of Revenue) supplied to the AAI under this Agreement. The JVC shall make available to the AAI and its representatives such information and grant such access or procure the grant of such access (including to or from third parties) as they shall reasonably require in connection therewith. If any such exercise reveals that information previously supplied to the AAI was in any material respect inaccurate on the basis of information available to the JVC at the time, the costs of any such exercise shall be borne by the JVC.

Keeping in view the OMDA provisions, the illustrative (but not exhaustive) list of tasks to be performed as Independent Auditor by Practicing Chartered Accountants (CA) Firm Partnership/ Proprietorship/ is given as under: -

- i) Verify that all receivables as defined above flow upto the Escrow Account.
- ii) Verification of all income heads and expenses heads with respect to income recognized.
- iii) The Annual Fee payable by JVC (DIAL) shall be as per Clause 11.1.2 of OMDA and shall be certified by the Independent Auditor every quarter.
- iv) As DIAL maintain its accounts in two accounting system, i.e. IGAAP under which DIAL share revenue with AAI and Ind AS to comply Company Act provisions. Audit will examine the annual fee payable under IGAAP as well as annual fee payable under Ind AS system. Independent Auditor will make a comparison of revenue under Ind AS accounting system and IGAAP accounting system under which revenue share is calculated and check the exclusions made under Ind AS system to arrive at revenue under IGAAP system
- v) Verification of income and expenditure heads reflecting in the Monthly management accounts as wells as the unaudited quarterly P&L account, Balance Sheet and Cash Flow Statement submitted by DIAL in terms of para 10.3(c).
- vi) The Quarterly Objective Service Quality Report (As per Schedule 3 of OMDA) submitted by DIAL has be test checked, every quarter to ensure that its meet the requirement as per OMDA.
- vii) Determination of penal interest payable by DIAL on delayed / short payment of MAF as per provisions of Chapter 11.1.2 of OMDA.
- viii) Verification of collection charges payable by AAI to DIAL, as per OIOC Decision, on quarterly basis.
- ix) Verification of all security deposits received & deposited by DIAL in each month against commercial contracts, lease contract, rent contract or any other sub-contract awarded by DIAL or awarded to DIAL by any third party. Security deposits shall be verified under terms of tender documents published by DIAL and shall be incorporated in quarterly audit report. Accounting treatment of Security Deposit also to be examined.
- x) Independent Auditor has to check that the exclusions from revenue are as per OMDA provisions only. Supporting documents and approvals are to be submitted in the report. Whenever, exclusions, which are not as per OMDA provisions, detail of the same have to submitted in the report alongwith relevant documents.
- xi) A certificate to the effect that gross revenue of DIAL shareable with AAI from various aeronautical, non-aeronautical services and any other sources has been calculated as per OMDA and is accordance with the Indian Generally Accepted Accounting Principles. In case of any variation, the same should be quantified and to be reported in respective Audit Report.
- xii) Independent Auditor shall examine the Quarterly Duly Signed Financials of DIAL as well as Balance Sheet, P&L account and Cash Flow Statement of respective Financial

- Year and submit a reconciliation of the annual fee due and annual fee already paid by DIAL alongwith detail of amount not paid during the year.
- xiii) Review of flow of information from other data base system to SAP in order to ensure proper recording of revenue in SAP and in case of any deficiency, same to be reported in the Audit Report.
 - xiv) Ascertain and report revenue leakage, if any, noted during the audit.
 - xv) Review of any relief/ rebate granted to any concessionaire alongwith the detail of approving authority.
 - xvi) Omission/ deletion/ adjustment of revenue under any agreement.
 - xvii) Documents/Records to be verified;
 - a. Ledgers in SAP including GL.
 - b. Existing Agreement between DIAL and trade concessionaires. Further if require, in compliance of C&AG audit observation, the old agreements as specified by AAI from time to time.
 - c. Revenue statement of concessionaries and airlines submitted to DIAL.
 - d. Self Deceleration / CA certificates submitted by concessionaires / airlines.
 - e. Investment proof (FD Receipts/ Mutual Funds statements etc.)
 - f. AODB text files as submitted by AOCC.
 - g. CA certified statements submitted by airlines regarding number of passengers.
 - h. Auditor will verify the bank statements of Escrow Accounts to confirm that all proceeds from any source flow into the Escrow Receivable Accounts as per Escrow Agreement executed between DIAL, AAI and Escrow Banker.
 - xviii) The Audit Report should clearly mention the method and size of sample selected for audit. Further, it may be ensured that 100% data has been checked and verified from the books of accounts of DIAL to ensure that revenue share as per OMDA is accruing to AAI.
 - xix) Any other issue, assigned by AAI from time to time.
 - xx) Review of observations of Govt. audit para's from time to time including audit para's of past years.
 - xxi) Consolidation of Audit observations raised by Independent Auditors during previous years and updated status thereof.
 - xxii) Auditor shall review the monthly statement of Counter party detail submitted to AAI.

2. Estimated Cost

The estimated cost of work is Rs.26,64,000/- for 24 months plus Applicable GST.

The detail of estimated cost worked out is as under:

| S.NO. | Manpower | Nos. of days of audit in a month* | Total nos. of days for two year's period | Rate per day as ICAI circular(INR) | Total cost for two years |
|-----------------------------|---|-----------------------------------|--|------------------------------------|--------------------------|
| A | B | C | D=(C*24 months) | E | F=(D*E) |
| 1 | Principal Auditor (Firm authorized Partner) | 02 | 48 | 18000/- per day | 864000 |
| 2 | Qualified C.A.(C.A. employees) | 05 | 120 | 10000/- per days | 1200000 |
| 3 | Semi Qualified C.A | 05 | 120 | 5000/- per days | 600000 |
| TOTAL ESTIMATED COST | | | | | 2664000 |

*-Successful Bidder has to depute said manpower for nos. of days mentioned in column B in a month to complete the audit work in schedule time as mentioned in para 4 below.

3. Payment Terms

- i. Payment of Professional Fee to be equally borne by AAI and JVC (DIAL) shall be made every quarter for the proportionate amount of Annual Professional Fee on submission of the certified audit report, i.e. the firm shall raise separate bills on quarterly basis to AAI and the JVC (DIAL) @ 50% of the proportionate Fee amount plus Goods and Service Tax thereon.
- ii. Payment will be made on quarterly basis subject to recoveries towards statutory deductions.
- iii. The payment will be made by electronic transfer only.

4. Others

- i. The records required for the verification of DIAL's revenue shall be intimated to JVC (DIAL) in advance so that the same are made available.
- ii. DIAL will provide various accounts statements and other data including copy of agreements with concessionaire/lessees, to Independent Auditor at the end of each month, so the auditor may reconcile the data in SAP with their source of generation on

monthly basis. DIAL will also provide access of SAP accounting system and other systems being used for accounting purpose, to Independent Auditor for verifications of revenue items.

- iii. JVC(DIAL) will provide all relevant data and Quarterly signed Financials to Independent Auditor immediately after the approval of their Board so that auditor will be able to submit their draft audit report to DIAL within next 15 days.
- iv. To avoid delay in submission of the quarterly report, the JVC (DIAL) shall reply to the comments of the Independent Auditor within 10 days of receipt of the draft report from Independent Auditor.
- v. After incorporating comments of DIAL, Independent Auditor alongwith draft audit report, shall give a presentation to AAI in the o/o ED-JVC within one month from the date of handing over of Quarterly Financial duly approved by DIAL Board.
- vi. After presentation, auditor will prepare final quarterly audit report by incorporating comments of DIAL on draft report as well as inputs given by AAI. Duly digitally signed audit report will be submitted by Independent Auditor within 07(seven) working days of date of presentation made to AAI.
- vii. **The report should include area of concern** with reference to revenue audit.
- viii. The firm / bidder has to provide any other information pertaining to audit as requested by AAI from time to time without charging any additional Professional Fee.
- ix. The Auditor has to submit certified Quarterly Audit Report in triplicate to Executive Director (Fin.) JVC, Airports Authority of India, 1st Floor, C Block, Rajiv Gandhi Bhavan, New Delhi within the prescribed time.

5. **Penalty:**

Delay in submission of report by the auditor would attract penalty of 1% of the contract amount of that quarter.

6. **Security Deposit**

The Successful bidder shall be required to pay 10% of contract value towards security deposit through DD/BG/electronic transfer or can be deducted by AAI from the payment of running bills to be made. The SD so recovered or deposited will be released after six months from the date of successful completion of the contract.

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Section II

Volume -I Technical Bid

Eligibility Criteria:

The Bidders/Applicants should fulfill the following eligibility criteria:

| SI No | Eligibility Criteria | Marks | Documents to be submitted |
|--------------|---|--------------|--|
| 1 | The Bidder should be a Chartered Firm/LLP of Chartered Accountants registered in India having an experience of 20(Twenty) years. The experience will be considered from the date of Registration of CA Firm with ICAI. Minimum marks for 20 years' experience will be 05. For each additional year experience, 1(one) additional mark will be awarded subject to maximum of 10 marks. | 10 | Certified copy of CA Partnership Firm Registration /LLP with Institute of Chartered Accountants of India. |
| 2 | CA Firm shall have following experience: Having Experience of minimum 08 nos. Statutory audits works including at-least 04 audit work of Central PSU and 04 nos. statutory audit works of Firms registered under Company Act, who were having turnover of 500 crores or more in the year of audit. Any type of bank /Tax/Concurrent/ Special Audit experience or any consultancy work experience will not be considered. Marks for minimum 08 Audit works will be 08. For each additional audit experience, 1(one) additional mark will be awarded subject to maximum of 20 marks. | 20 | Copy of award letter issued by CPSU or Limited Companies must be submitted in technical bid. A Summary list of Audit Experience may also be provided as per FORMAT VI. |
| 3 | CA Firm shall have following experience: Experience of minimum 05 nos. Internal audits works including at-least 02 audit work of Central PSU and 03 nos. audit works of Firms registered under Company Act, who were having turnover of 500 crores or more in the year of Audit. Any type of bank /Tax/Special Audit experience or any consultancy work will not be considered. Marks for minimum 05 audit experience will be 05. For each additional audit experience, 1(one) additional mark will be awarded subject to maximum of 20 marks. | 20 | Copy of award letter issued by CPSU or Limited Companies must be submitted in technical bid. A Summary list of Audit Experience may also be provided as per FORMAT VII. |

| | | | |
|-------------------------|--|------------|--|
| 4 | <p>The Bidder should have minimum 07 (Seven) full time qualified CA 's as Partners out of which at least 2 (Two) should have at least 10 years' experience (Experience of both past and present firm will be considered while calculating the experience of Partner).</p> <p>Minimum marks for the criteria will be 07. For each additional partner, 1 additional mark will be awarded subject to maximum of 15 marks.</p> | 15 | <p>List of the partners along with the resume giving the brief details of relevant experience and the membership number.</p> <p>Experience of Partner other than the present firm shall be indicated separately.</p> |
| 5 | <p>Minimum 05 (Five) paid qualified CA's (other than partners) shall be on pay roll of the CA/ LLP Firm presently.</p> <p>Minimum marks for the criteria will be 05. For each additional paid qualified Chartered Accountant, one additional mark will be awarded subject to maximum of 15 marks.</p> | 15 | List of paid qualified CAs' must be provided with other Bid document. |
| 6 | <p>The Bidder should have minimum 02 (Two) C.A.'s (either partner or employee) have DISHA or IFRS Certificate from ICAI.</p> <p>Minimum marks for the criteria will be 02. For each additional partner, 1 additional mark will be awarded subject to maximum of 05 marks.</p> | 05 | Self Deceleration of Applicant Firm on will be provided with other Bid Documents. |
| 7 | <p>The CA Firm/bidder should have minimum average turnover of Rs.300 lakhs during last three financial years i.e. 2017-18, 2018-19 and 2019-20.</p> <p>Minimum marks for the criteria will be 7. For each additional Rs.1 (one) crore turnover, one (01) additional mark will be awarded subject to maximum of 10 marks. Turnover for this purpose is rounded off to nearest crore for ease of marking.</p> | 10 | Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return |
| 8 | <p>The firm should have minimum 5(Five) nos. of Audit Experience in SAP based accounting system.</p> <p>Marks for fulfilling the criteria will be 5.</p> | 05 | Self-Undertaking of CA Firm with detail of Client and period when audit was done provided with tender document |
| Total Marks | | 100 | |
| Other criteria's | | | |
| 1 | The Bidder should have registered office or Branch office in Delhi /NCR. | | Proper documentary evidence |
| 2 | The bidder should not have been barred/ black listed/ disqualified by AAI/any regulators/ statutory body in India. | | Self-declaration |

Note:

1. Bidders not meeting the above minimum mandatory qualification criteria in all categories shall be outrightly rejected and not considered for any further evaluation.
2. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
3. The bidder scoring at least 70% marks (in Eligibility Criteria) will be selected as the Technically Qualified Bidder.
4. In case, any firm obtained minimum marks in each field of eligibility criteria but fails to achieve minimum score of 70% marks, on overall basis, shall be rejected and will not be considered for further process.
5. The Technical bid prepared by the bidder shall comprise of:
 - (i) Scanned copy of receipt of Tender Processing Fee (paid online) /MSME Certificate.
 - (ii) Covering Letter & other documents as specified in Format I
 - (iii) Unconditional Acceptance Letter as specified in Format II
 - (iv) Eligibility criteria as specified in Format III along with all documentary evidences.
6. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
7. Detailed technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
8. During evaluation of the bids, AAI may at its discretion ask the Bidders for clarification of their bids, if required.
9. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
10. Self-declaration needs to be signed by authorized signatory(s).

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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 and not to be claimed separately. 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 clause.

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

IMPORTANT NOTE: 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 and no additional claim on account of GST shall be entertained, even after award, at any stage.

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Section III

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Auditor shall be for two financial years i.e. 2021-22 to 2022-23 and the same can be extended for another one year on satisfactory performance and on the discretion of Management on the same rate, terms and conditions as per original award.

Further, in case of non-satisfactory performance during the currency of contract or any change in scope of work, the contract may be terminated by AAI Management by serving Notice to Independent Revenue Auditor and will be paid quarterly fees for the said Quarter to Independent Revenue Auditor.

2. TENDER PROCESSING FEE

Tender Processing Fee of **Rs.5,900/-(i/c GST) Non-refundable** will be required to be paid **online** through Payment Gateway on CPP Portal Payable to **Airports Authority of India** Payable at **New Delhi**. The tenderer, whose Tender Fee against EOI is not received, then their EOI will be liable to be rejected.

The option of **Online Mode** for Tender Processing Fee has been allowed, so that the bidders can deposit these fees through **Net Banking** (SBI and Other Banks) and **NEFT/RTGS**.

State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated/mapped with CPP Portal for the collection of Tender Processing Fee through e-procurement portal from various bidders participating in e-Tendering/e-Procurement process.

The settlement of Tender Processing Fee, forfeiture/ refund of EMD as per the case, will be executed through online mode except if EMD submitted in the form of Bank Guarantee (BG)- paper Form.

For submission of online Tender Fee, the applicant has to click on Button as "Pay Online" and follow further process as per subsequent screen on CPP Portal.

If the Bidder is exempted from the Tender Fee payment, then select the option “Exempted from Tender Fee Payment” to “Yes” otherwise “No” under Tender Fee Exemption screen.

C.A. Firm having valid MSME Certificate (on the date of applying) will be eligible for exemption from EOI Processing Fee. Firm has to upload copy of MSME Certificate in CPPP Website with other required document to avail exemption.

Submission of Bid Security Deceleration:

According to the Technical Instruction no.-56 dated 22.12.2020, issued by Engg Department, under the direction of Ministry of Finance, GOI. Under this provision, because of slowdown in economy due to pandemic, no provision will be made regarding bid security (known as EMD) in coming tenders. Instead of EMD, bidder has to sign Bid Security Declaration, provided with the circular. Accordingly, bidder has to submit Bid Security Deceleration instead of EMD amount. Proforma of Bid Security Deceleration is provided at FORMAT-IV.

3. Submission of Tender

COVER - I DETAILS: TECHNICAL BID

The following documents shall be submitted online only:

| S.R. No. | Particulars | Page no. of scanned documents |
|-----------------|---|--------------------------------------|
| (i) | Scanned copy of receipt of Tender Processing Fee (paid online) /MSME Certificate. | |
| (ii) | Scanned copy of Bid Security Declaration in lieu of EMD | |
| (iii) | Scanned copy of the Certified copy of Registration with Institute of Chartered Accountants of India | |
| (iv) | Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no. | |
| (v) | Scanned copy of Payroll listing for the qualified CA's along with the Segment handled to fulfill the Eligibility criteria no. 3 | |
| (vi) | Scanned copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc.) and Audited P&L of the client as per Eligibility Criteria no. 5 | |
| (vii) | Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the respective | |

| | | |
|--------|--|--|
| | years are to be submitted. | |
| (viii) | Scanned Self-Undertaking on letter head of CA Firm to proof the experience of working in SAP as per Eligibility Criteria no. 7 | |
| (ix) | Scanned copy of the Self-declaration as per Format I The bidder should not have been barred/ black listed/ disqualified by any regulators/ statutory body in India | |
| (x) | Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP | |
| (xi) | Scanned copy of Format I to Format VII | |
| (xii) | 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. | |
| (xiii) | Scanned copy of Unconditional Letter of Acceptance as per FORMAT-II | |
| (xiv) | Self Certificate regarding award of audit work by DIAL or GMR Group at present or last three financial years as specified in clause 11.2 of Notice Inviting Tender. | |

4. EVALUATION PROCESS:

1) A proposal shall be considered responsive 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 **Bid Security Declaration** (as per FORMAT IV) in lieu of Earnest Money Deposit.
- e) It contains information in formats specified in the Tender Document.
- f) It contained letter of Un-Conditional Acceptance of Company's letter Head.
Letter of Power of Attorney in the name of the person signing on behalf of the Auditor.
- g) It mentions the validity period as set out in the document
- h) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
- i) There are no significant inconsistencies between the proposal and the supporting documents.
- j) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
- k) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- l) 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.

- m) The AAI would have the right to review the Technical Qualification and seek clarifications or other seeks necessary documents through email wherever necessary.
- 2) 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 qualified and consented by DIAL. Cover-II Price Bid of such tenders only will be opened.
- 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 and time published at E-Tender portal.
- 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.
- 3) The decision of AAI in all matters regarding appointment of Revenue Auditor will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

5. OPENING OF TENDER

- (a) The Technical Bid shall be opened on **28.04.2021** at 15:00 hours on in the presence of the interested bidders or their authorized representatives.

**General Manager (F)-JVC
Joint Venture Monitoring Cell
Airports Authority of India
Room No.270,A Block, Rajiv Gandhi Bhawan, Safdarjung Airport
New Delhi-110003**

- (b) The Financial bid of those bidders who are technically qualified, shall be opened on **04.05.2021 (tentative)**.
- (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 /documents from any of the bidder(s).

6. Selection Criteria

The names of technically qualified firms will be sent to DIAL for their consent as per provisions 11.2 of OMDA. After incorporating DIAL's consent /objection, if any, the financial bid of only those firms agreed by DIAL would be opened for final selection under QCBS model.

The final selection of the successful bidder from the technically qualified bidders (having consent of DIAL) will be done by considering the technical bid and financial bid by using the following criteria and weightage: -

| Criteria | Maximum Marks (weightage) | Method of allotting marks for Combined Score |
|-----------|---------------------------|---|
| Financial | 30 | The bidder with the lowest quote will be awarded 30 Marks and of the bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs.100/- will get $(60/100) \times 30 = 18$ marks. |
| Technical | 70 | The bidder with the maximum technical score will be Awarded 70 marks and other bidders will be awarded proportionately less marks. For example, if the highest technical score is 80, bidder having this will get 70 marks. Bidder having technical score of 70 will get $[70/80] \times 70 = 61.25$ marks. |
| 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 upto 2 decimal places.** The bidder getting the maximum combined score 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 financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the AAI can award the assignment to anyone 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 bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.

7. 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 Auditor shall be furnished along with the offer.

The Auditor's (Bidder's) 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.

8. Rejection of offer/Cancellation of contract

- (i) If the firm/LLP/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.

**E -Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR
for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial
Year 2021-22&2022-23**

Tender ID: 2021_AAI_74638_1

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 2 (two) 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 addendum /corrigendum. Issue of addendum / 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 AAI Website and shall become a part of the tender document. All Tenderers are advised to see the AAI Website 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 Tenderer reasonable time in which to take the addenda/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by AAI.

3. REJECTION OF BID

- I. AAI reserves the right to reject the conditional or incomplete offer.
- II. 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 Auditor shall at all times remain the legal and absolute property of AAI and the Auditor 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 Auditor 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 Auditor 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.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

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 JVC DIAL premises. JVC shall be providing only necessary furniture and electric connection to the Auditor when they are required to work in JVC DIAL's premises.
11. The soft copies of the data/information pertaining to conducting Revenue Audit as well as the printouts of the data/information provided during the contract period, shall be the

property of AAI and the Auditors 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. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Auditor.
13. 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.
14. All the above terms & conditions, scope of work and guidelines as mentioned in **Section I to Section V** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

E -Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23

Tender ID: 2021_AAI_74638_1

Section V

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- I Bidders have to follow the following procedure to submit the bids online through the e-Procurement portal <http://eprocure.gov.in>.**
1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
 2. Bidder then login into the portal giving user id / password chosen during enrolment.
 3. The e-token that is registered should be used by the bidder and should not be misused by others.
 4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
 5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
 6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
 7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
 8. If there are any clarifications, this may be obtained online through the E-procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.

9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
16. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
17. At the time of freezing the bid, the e-tender system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
18. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a

proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

19. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
20. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
21. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
22. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
23. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
24. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).
25. For any queries related to portal, the bidders are asked to contact by Mail kdsehgal@aai.aero and cc to bks@aai.aero upto _____. All queries will be replied through CP Portal.
26. Tenderer is required to submit their tender through online in the form of Two Cover System on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
27. Tender Document can be submitted online only in the designated procurement portal <https://eprocure.gov.in> on or before the due date and time.

28. Tenderer should submit the tender for Appointment of Independent Revenue Auditor by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

Format-I
(To be uploaded online)

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

Date:

To

The General Manager (F)-JVC
Airports Authority of India,
Room no 270, 2nd Floor,
C Block,
Rajiv Gandhi Bhawan,
New Delhi-110003

Sir,

Sub: E -Tender for Appointment of Independent Auditor for DIAL for F.Y.2021-22 &2022-23.

E-TENDER NO.E **Tender ID: 2021_AAI_74638_1**

Being duly authorized to represent and act on behalf of
(Hereinafter referred to 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.

| S.R. No. | Particulars | Page no. of scanned documents |
|----------|--|-------------------------------|
| (i) | Scanned copy of receipt of Tender Processing Fee (paid online)/MSME Certificate. | |
| (ii) | Scanned copy of Bid Security Declaration (as per FORMAT IV) in lieu of Earnest Money Deposit. | |
| (iii) | Scanned copy of the Certified copy of Registration with Institute of Chartered Accountants / Cost Accountants of India | |

| | | |
|--------|--|--|
| (iv) | Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no. | |
| (v) | Scanned copy of Payroll listing for the qualified CA to fulfill the Eligibility criteria no. 3 | |
| (vi) | Scanned copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc) and Audited P&L of the client as per Eligibility Criteria no. 5 | |
| (vii) | Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the respective years are to be submitted. | |
| (viii) | Scanned Copy of Self-Declaration to proof the experience of working in SAP as per Eligibility Criteria no. 7 | |
| (ix) | Scanned copy of the Self-declaration as per Format I The bidder should not have been barred/ black listed/ disqualified by any regulators/ statutory body in India | |
| (x) | Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP | |
| (xi) | Scanned copy of filed Format I, Format II, Format III and Format V | |
| (xii) | 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. | |
| (xiii) | Scanned copy of Unconditional letter of acceptance as per Format-II | |
| (xiv) | Self Certificate regarding award of audit work by DIAL or GMR Group at present or last three financial years as specified in clause 11.2 of Notice Inviting Tender. | |
| (xv) | Self Declaration on letter head of company providing list of Partners or paid C.A.'s having DISHA or IFRS Certificate. | |

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 : _____ Authorized Signatory

Name of the bidder : _____

Company Seal : _____

Format-II
(To be uploaded online)

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
General Manager (F&A)
Joint Venture Monitoring Cell,
Room No. 270, C Block,
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003

Sub: - Acceptance of AAI NIT conditions

“Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23

Tender ID: 2021_AAI_74638_1

Sir,

I/We have read all the clauses, terms and conditions of tender by AAI for “**Appointment of Chartered Accountants Firms as Independent Auditor for carrying out Verification of Revenue Audit of Delhi International Airport Limited (DIAL)**” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected and AAI shall without prejudice to any other right or remedy be at liberty to suspend the agency for one year and shall not be eligible to bid AAI tenders from date of issue of suspension order.

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.

The required Bid Security Declaration Undertaking for this work has also been submitted and the scanned copy of Bid Security Declaration Undertaking is attached herewith.

Date:

Sincerely yours'

Place:

(Signature of the Tenderer with rubber stamp)

Format-III

(To be uploaded online)

TECHNICAL BID

| | | |
|---|---|--|
| 1 | Name of the Firm / LLP | |
| 2 | Complete Postal Address: | |
| 3 | Pin code / Zip code | |
| 4 | <u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: Fax: 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 | <p>Registration Details (attach proof) Firm/LLP Registration Number & Date:</p> <p>Income Tax PAN & TAN:</p> <p>GST Registration No.:</p> <p>TDS-GST Registration No.:-</p> <p>Others, if any:</p> | | | | | | |
| 9 | <p>Details of experience (should be supported with copy of work order/agreement): *Completion certificate to be enclosed.</p> | 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 (Year wise) | | S.No. | F.Y. 2017-18 | F.Y. 2018-19 | F.Y. 2019-20 | | |
| 11 | <p>Debarred/black listed by CBI/CVC/any other Government agencies: -</p> | Yes/No. | | | | | |
| 12 | <p>Bid Security Declaration in lieu of EMD</p> | | | | | | |
| 13 | <p>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 IFS code</p> | | | | | | |

I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.

Name, seal & signature of the Authorized signatory

Bid Security Declaration in lieu of Earnest Money Deposit

(To be submitted on contractor's letterhead)

Whereas, I/We (name of agency) have submitted bid for (Name of work).....
I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

(1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2) If, after the award of work, I/We fail to sign the contract, before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of Bidder

Format-V
(To be uploaded online)

FINANCIAL BID

Tender for E -Tender for Appointment of Chartered Accountants Firm as INDEPENDENT AUDITOR for verification of Revenue of Delhi International Airport Limited (DIAL) for Financial Year 2021-22&2022-23

Tender ID: 2021_AAI_74638_1

| Scope of Work | Professional Fee (in figure as well as in words) |
|---|---|
| Professional Fee (including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure), with all applicable taxes & duties except GST, for audit of verification of revenue of DIAL as per Scope of work for period of two years i.e. for Financial Year 2021-22&2022-23. | |
| GST | |
| TOTAL | |

Place

(Signature of the Tenderer with rubber stamp)

Date

SELF DECLARATION

I/We, name of the firm _____ declare that we have conducted following statutory audit works of Central PSU and Firms registered under Company Act as per detail given below:

| S. No. | Name of the Central PSU of which statutory audit has been completed | Name of the Client Company registered Under Companies Act | Financial year in which Statutory Audit conducted |
|--------|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Authorized Signatory (Partner):

Name & Seal of the Firm :

Date :

Place :

SELF DECLARATION

I/We, name of the firm _____ declare that we have conducted following Internal audit works of Central PSU and Companies registered under Company Act as per detail given below:

| S. No. | Name of the Central PSU of which Internal audit has been completed | Name of the Client (Company registered Under Companies Act) | Financial year in which Statutory Audit conducted |
|--------|--|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Authorized Signator

y (Partner) : Name

& Seal of the Firm :

Date :

Place :

