

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण/Bid Details</b>	
<b>बिड बंद होने की तारीख/समय /Bid End Date/Time</b>	04-06-2026 15:00:00
<b>बिड खुलने की तारीख/समय /Bid Opening Date/Time</b>	04-06-2026 15:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)</b>	90 (Days)
<b>मंत्रालय/राज्य का नाम/Ministry/State Name</b>	Ministry Of Civil Aviation
<b>विभाग का नाम/Department Name</b>	Airports Authority Of India (aai)
<b>संगठन का नाम/Organisation Name</b>	Airports Authority Of India ,rhq Nr - Rangpuri
<b>कार्यालय का नाम/Office Name</b>	Aai Rhq Nr
<b>वस्तु श्रेणी /Item Category</b>	Financial Advisory Services - Onsite; As defined in the NIT documents attached
<b>अनुबंध अवधि /Contract Period</b>	2 Year(s)
<b>बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	42 Lakh (s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service</b>	7 Year (s)
<b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required</b>	Yes
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	5 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	2504467
Payment Timelines	Payments shall be made to the Seller within <b>15</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	42449

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई

केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Manager Finance  
Aai Rhq Nr, Airports Authority of India (AAI), Airports Authority of India ,RHQ NR - Rangpuri, Ministry of Civil Aviation  
(Airports Authority Of India)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details**

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

Scope of work to be uploaded by buyer:[1779261486.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per NIT	100	71	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 71**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**PPT documents to be uploaded.

**Financial Advisory Services - Onsite; As Defined In The NIT Documents Attached ( 1 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	As defined in the NIT documents attached
Sub-category of Financial Advisory Services	Filing TDS , Filing Income Tax Returns , Tax Litigation Strategy , Advance Tax Computation , Support for Tax Assessment , As defined in the NIT documents attached
Financial Advisory Reports	Yes
Frequency of Progress Report	As defined in the NIT documents attached
Type of Professional/Resources required	Chartered accountant , Tax expert , As defined in the NIT documents attached
Qualification of Professional/Resources required	As defined in the NIT documents attached
Certification of Professional/Resources required	As defined in the NIT documents attached
Total Experience of Professionals / Resources (In years)	As defined in the NIT documents attached
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	NA

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Poonam Chauhan	110037,Airports Authority of India Operational Offices New ATS Complex, IGI Airport , New Delhi - 110037	Project / Lumpsum Based	N/A

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**

**1. Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Airports Authority of India  
Account No.  
00000030284331773  
IFSC Code  
SBIN0010648  
Bank Name  
State Bank of India  
Branch address  
Rangpuri AAI, New Delhi

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

**2. Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

**3. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or**

notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

**AIRPORTS AUTHORITY OF INDIA**  
**RHQ-NR, FINANCE DIRECTORATE**  
**INCOME TAX SECTION**

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

**E-TENDER NO. AAI/RHQ/NR/INCOME TAX CONSULTANT/  
2026-27 & 2027-28**

**SECTION I**

**SCOPE OF WORK**

**(RHO-NR Delhi and all Non-SAU (Non Self Accounting Unit) under its control)**

**1. Filing of all Income Tax Returns for AAI, RHQ (NR), New Delhi.**

**2. Consultancy Services: -**

To give an opinion within three working days on issues/matters as referred from time to time in relation to corporate and individual income tax.

**3. Assessment/Reassessment of Income Tax Return & penalty proceedings**

- To represent AAI before the Income Tax Department and to perform all the necessary works (including drafting & submission of replies/Revised return, rectification, etc. to questionnaire/notices received from Income Tax Department) or any other related works for successful completion of assessments including re- assessments & penalty proceedings for any period during the tenure of contract.
- For preparation of replies in connection with assessment /reassessment /Penalty proceedings etc. one senior official is to be deputed at RHQ on requirement basis to compile the information.
- To advise and assist, timely, on various issues/matters for successful completion of assessment/reassessment /penalty proceedings etc.
- To do any other work incidental to the above referred assessment /reassessment /penalty proceedings.

**4. Tax Deducted at Source**

- a. Filing of Monthly, quarterly & annual e-TDS returns i.e. Form 138, 140, 144, 143 of the Income Tax Act 2025( Form 24Q, 26Q, 27Q, 27EQ of the Income Tax Act, 1961) & TCS along with corrections/rectification and fetching the data accordingly.
- b. To attend notices of revision/rectification received during the year & contest the demand raised by Income Tax Department and liaising with Income Tax department as and when required.
- c. Revision/Rectification if any, in returns mentioned above including previous years
- d. Clearing/Rectifying/Nullifying of demand notices received from the Income Tax department for any period.
- e. Timely providing hard and soft copies of quarterly Form 130, 131, 133 of the Income Tax Act 2025 (Form 16, 16A and 27D of the Income Tax Act, 1961).
- f. Timely providing hard and soft copies of annual Form 130 and 123 of the Income Tax Act 2025 [ Form 16 (Part A & Part B) & Form 12BA of the Income Tax Act, 1961]. The data of Form 130 and 123 of the Income Tax Act 2025 ( part B and Form 12BA of the Income Tax Act, 1961) will be provided by AAI.

Note: Soft copies of Form 130 of the Income Tax Act 2025 [ Form 16 (Part A & Part B) of the Income Tax Act, 1961] shall be mailed by consultant to each employee. E-mail ID's shall be provided by AAI.

#### **5. Any other tax related matters**

- a. To file revised return of income as and when required during the period of award of contract
- b. To prepare and submit the replies & to represent AAI to any other notices (not covered above) received from any Tax Department from time to time
- c. To update AAI about various amendments taking place in Income Tax laws/ rules, regulations, circulars, directions, etc. from time to time.
- d. Advising, guiding on any other issues related to Compliance with all relevant Rules and provisions related to Income Tax along with implementation thereof which may be in force in future.
- e. Reply of queries raised by Statutory Auditor and Internal Auditor in connection with Direct Tax matters.

#### **6. Review of SAP Accounts**

- a. Review of Accounting in SAP environment as per Income Tax Law and incorporating of changes in SAP as per Income Tax Act amended from time to time.
- b. Submission of report on review conducted on Income Tax accounting in SAP and also to provide guidance for resolving the areas of concern.
- c. Conducting detailed trial balance / ledger review on Monthly basis to ensure that Income Tax is being paid correctly
- d. Review of allowing tax deductions/exemptions to the employees under Income Tax Law Note: The deductions are claimed by employees by filling form designed for the purpose along with proof of the deductions claimed. A detailed review of various income tax deductions claimed by employees are to be made by consultant and advise the admissibility and non-admissibility of deductions under prevailing Income Tax Laws.

#### **7. Providing the Services of One CA-Intermediate Passed during the tenure of the Contract**

- a. The person must be experienced and should be proficient in working under the computer environment and have the basic knowledge of SAP\_ERP.

- b. The person must be physically present in the Office of General Manager (Finance) AAI, RHQ (NR), New Delhi each day except Saturdays and Sundays and public holidays. During the exigencies of the work the person may be called on holidays.
- c. The person must not be perusing/doing her/his Article ship training with the consulting firm.
- d. Frequent changes of the person will not be allowed.
- e. The person engaged will carry out and assist in all the Income Tax and Accounts Related Matters pertaining to the AAI, RHQ (NR), New Delhi in SAP-ERP and other computer based environment and will act as a bridge between the AAI and the Consulting firm.

**Important Note:**

1. One senior partner should visit this office once in a month. One qualified CA having at least 3 years of post-qualification experience will be required to visit the Regional office, Delhi, once in a fortnight in addition to visit on the date of filing of returns to carry out the above referred scope of work. The officials deputed must have at least 3 years' experience in SAP based environment.
2. 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 Direct Tax Law including all kinds of updation/changes and all the work relating to Income Tax Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI /CBDT including work related to previous periods also.