

## **AAI Cargo Logistics and Allied Services Company Limited**

AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003



**TENDER FOR**  
**Engagement of Consultant for GST Compliances in AAICLAS CHQ**  
**Finance, New Delhi.**  
**Reference No. AAICLAS/CHQ/FIN/414**

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**IMPORTANT POINTS TO NOTE**

REFERENCE NO.	<b>AAICLAS/CHQ/FIN/414</b>
TENDER INVITED FOR	E-tender for Engagement of Consultant for GST Compliances for TWELVE months in AAICLAS CHQ Finance New Delhi.
BID VALIDITY OF THE TENDER	<b>120 days</b> from the bid submission end date.
Bid Publishing Date on GeM portal	27.02.2026
Bid Submission Start Date	27.02.2026
Bid Submission End Date	09.03.2026
Bid Opening Date	09.03.2026
PLACE OF BID OPENING	AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED  AAICLAS COMPLEX, DELHI FLYING CLUB ROAD, SAFDARJUNG AIRPORT, NEW DELHI-110003
For further details please visit	<a href="https://gem.gov.in/">https://gem.gov.in/</a> <a href="https://aaiclas.aero/">https://aaiclas.aero/</a> (for reference only)

**NOTICE INVITING ONLINE TENDER**

Online tenders through GeM portal are invited by AAI Cargo Logistics and Allied Services Company Limited ("AAICLAS") for Engagement of Consultant for GST Compliance for 12 months, extendible further as may be necessitated, in AAICLAS CHQ Finance New Delhi.

1. The tender document is available for downloading free of cost from AAICLAS's official website <https://aaiclas.aero/> (for reference only) and GEM Portal <http://gem.gov.in> during bid submission end date & time.
2. The tender document consists of two volumes- Volume I: Technical Bid and Volume II: Financial Bid.
3. The complete tender document shall be submitted online as tender offer on or before the due date and time of submission on GEM Portal.
4. The offer (both Technical & Financial) must be valid for a minimum of **120 days** from the last date of online submission of offer.
5. 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 mentioned documents to qualify for the award of the contract:
  - a) 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 GEM 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.***
6. The prospective Tenderer shall submit queries, if any, through GEM Portal in connection with this tender well in advance as per "**GEM Portal guidelines and Rules**", so that the queries can be clarified. The bidders' queries will be clarified through GEM Portal only. No other mode of communication shall be entertained in this regard.
7. In the event of changes in the schedules, Manager (F), B BLOCK, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003 will notify the same only through GEM Portal <http://gem.gov.in>.
8. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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9. Please visit AAICLAS website at <https://aaiclas.aero/> for more information about AAICLAS.

**Bid Manager**

**Manager (Fin.)**

**AAI Cargo Logistics and Allied Services Company Limited**

AAICLAS Complex, Delhi Flying Club Road

Safdarjung Airport, New Delhi-110003

**GENERAL INFORMATION**

**ORGANISATION**

AAICLAS was incorporated on 11 August, 2016 under the Companies Act, 2013. The Company is primarily engaged in the business of cargo logistics and allied services. The cargo business was earlier a business division of AAI. The entire business activity related to this division has been transferred by AAI to the company w.e.f. 01.04.2017.

AAICLAS has presence in 26 states/UTs with cargo and other related services at 57 airports. AAICLAS is desirous of engaging a Chartered Accountant firm as GST consultant for handling GST Compliance work for a period of TWELVE months.

Applications are invited from Chartered Accountants firms, having requisite experience in central & State PSUs for handling GST Compliance work, under Goods and Service Tax Act. AAICLAS having 26 GSTIN registrations for GST consultant is being appointed are given below:-

<b>Sr No.</b>	<b>Name of Station</b>	<b>GSTIN</b>
1	Delhi	07AAOCA8712C1ZR
2	Tamil Nadu	33AAOCA8712C1ZW
3	West Bengal	19AAOCA8712C1ZM
4	Uttar Pradesh	09AAOCA8712C1ZN
5	Andhra Pradesh	37AAOCA8712C1ZO
6	Punjab	03AAOCA8712C1ZZ
7	Rajasthan	08AAOCA8712C1ZP
8	Gujarat	24AAOCA8712C1ZV
9	Karnataka	29AAOCA8712C1ZL
10	Odisha	21AAOCA8712C1Z1
11	Chhattisgarh	22AAOCA8712C1ZZ
12	Maharashtra	27AAOCA8712C1ZP
13	Kerala	32AAOCA8712C1ZY
14	Goa	30AAOCA8712C1Z2
15	Assam	18AAOCA8712C1ZO
16	Madhya Pradesh	23AAOCA8712C1ZX
17	Andaman & Nicobar Islands	35AAOCA8712C1ZS
18	Jharkhand	20AAOCA8712C1Z3
19	Jammu & Kashmir	01AAOCA8712C1Z3
20	Bihar	10AAOCA8712C1Z4
21	Uttarakhand	05AAOCA8712C1ZV
22	Tripura	16AAOCA8712C1ZS
23	Leh	38AAOCA8712C1ZM
24	Nagaland	13AAOCA8712C1ZY
25	Manipur	14AAOCA8712C1ZW
26	Arunachala Pradesh	12AAOCA8712C1ZO

## **SCOPE OF WORK**

### **DETAILED SCOPE OF WORK & REQUIREMENTS**

The scope of work of GST consultant firm will be as follows:

- (i) Reply to queries raised and information asked by Internal Audit under GST by GST department and CAG GST Audit team.
- (ii) Action to be taken on late filers/non-filers and non-payment of GST by vendors within due time.
- (iii) Communicating the discrepancies in returns and reply to SCNs of previous as well as current period under GST Act 2017.
- (iv) Identification of ineligible ITC as per section 17(5) on monthly basis and reversal thereof in monthly returns in appropriate table as well as in books of AAICLAS.
- (v) Identification, calculation of reversal of ITC as per rule 42 and 43 on monthly basis and in monthly returns in appropriate table.
- (vi) Distribution of eligible and ineligible ITC available at CHQ GSTIN in State GSTIN on monthly basis for Input Service Distributor (ISD) and final distribution of ITC appearing in normal GSTIN under cross charge.
- (vii) Identification of transactions required to charge GST on RCM basis and deposit the RCM and taking input of RCM monthly basis and its reconciliation with books of AAICLAS.
- (viii) Inform AAICLAS for invoices not received from Vendors require taking input tax credit after ITC mismatch (GSTR-2A and GSTR-3B) on monthly basis.
- (ix) Reconciliation of GST turnover (B2B, B2C, exempt, Non-GST) in monthly returns of with books and GST payable thereon.
- (x) Reconciliation of Input tax credit with books on month to month basis and it carried forward on monthly basis.
- (xi) Checking of GST payable in cash or through ITC under forward charge and reverse charge basis on monthly basis.
- (xii) Identification of credit note and debit note issued and its timely adjustment in books and GST returns.
- (xiii) Provide the GST updates and its impact on AAICLAS and further change required in system of working due to updates.
- (xiv) Compliance of statutory provisions as per invoice management system implemented by GST department.
- (xv) Support in providing information/summary required by AAICALS internal audit, Statutory auditor, CAG Audit, Tax audit, related to GST Compliance.

**Section I**

**Volume -I Technical Bid**

**1. Eligibility Criteria:**

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

- (i) The Bidder should be a Partnership Firm/LLP of Chartered Accountants registered in India having experience of 5 (five) years.
- (ii) The Bidder should have minimum 2 (Two) full time qualified CAs as partners out of which at least 1 (One) should be having at least 3 years of post-qualification experience in the field of Compliance, reconciliations and filing of various return under GST Act 2017.
- (iii) The Bidder should have undertaken similar assignment of Compliance, reconciliations and filing of various return under GST Act 2017 in Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500.00 crores or more for a continuous period of at least 2 years i.e. 2023-24 and 2024-25.
- (iv) *The Bidder should engage one Qualified Chartered Accountant on full time basis, to be based in AAICLAS CHQ Office and as AAICLAS Office timings, having adequate knowledge of updated provisions of GST Act for above Compliance.*
- (v) The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India. The firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.
- (vi) The bidder shall be free from any disqualification under Sub-section (3) of Section 141 of the Companies Act, 2013.

**2. Evaluation criteria: -**

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

The Bidders/Applicants should fulfil the following Evaluation criteria:

S. No.	Evaluation Criteria	Documents to be submitted
1.	The Bidder should be a Partnership Firm / LLP of Chartered Accountants registered in India having experience of 5 (FIVE) years.	Copy of Firm Registration Certificate issued by Institute of Chartered Accountants of India, certified by managing partner, with firm stamp.
2.	The Bidder should have minimum 2 (Two) full time qualified CAs as partner out of which at least 1 (One) should be having at least 3 years of post-qualification experience in the field of Compliance, reconciliations and filing of various return under GST Act 2017.	List of the partners along with membership no. as per ICAI record and the resume giving the brief details of relevant experience duly signed by managing partner with stamp of firm, also showing at least one partner should have 3 years of post-qualification experience in the field of Compliance, reconciliations and filing of various return under GST Act 2017.

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3.	The Bidder should have undertaken similar assignment of Compliance, reconciliations and filing of various return under GST Act 2017 in Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least 2 years i.e. 2023-24 and 2024-25.	Copy of work order issued for Compliance, reconciliations and filing of various return under GST Act 2017 in Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least 2 years i.e. 2023-24 and 2024-25 duly signed by managing partner with stamp of firm. List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of start & completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner with firm stamp.
4	The Bidder should have full time office in Delhi/NCR.	Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.
5	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India. The firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.	The bidder shall submit Self-declaration on its' letter head regarding same.
6	The bidder shall be free from any disqualification under Sub-section (3) of Section 141 of the Companies Act, 2013.	The bidder shall submit Self-declaration on its' letter head regarding same.

**Note: -**

1. The Bidder meeting the above specified eligible criteria will be selected as Technically Qualified Bidder.
2. The Technical bid prepared by the bidder shall comprise of:
  - (i) Covering Letter as specified in Format I.
  - (ii) Unconditional Acceptance Letter as specified in Format II.
  - (iii) Evaluation criteria and Technical Bid as specified in Format III along with all documentary evidences.
3. Documentary Evidence
  - (i) Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order.
  - (ii) Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
  - (iii) Non-submission of requisite documents after the same will lead to disqualification from Tender process.
4. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
5. Self-declaration needs to be signed by authorized signatory(s).
6. During evaluation of the bids, AAICLAS 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 AAICLAS in all matters regarding appointment of GST 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 AAICLAS in this regard.

Section -

Volume -II Financial Bid Evaluation

**Financial Bids shall be opened only for technically qualified bidders.**

The financial bid shall be *inclusive* of GST and all other applicable taxes, duties/charges etc., as applicable. Additional claim on account of GST or any other expenses/charges shall not be entertained apart from quoted amount on GeM portal.

**Monthly estimated cost for the service is Rs.1,18,000/- including GST for a period of 12 months.**

While quoting the rates, the bidder shall consider all expenses **including** GST, travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by AAICLAS on account of scope of Work provided in tender.

**The bidder shall quote the price on monthly basis in Indian rupees for the entire scope of work and the same rates shall be applicable for the entire twelve months.**

**SPECIAL TERMS AND CONDITIONS**

**1. PERIOD OF CONTRACT**

The Period of engagement of GST Consultant Firm shall be for 12 months and may be extended maximum up to 12 months.

**2. PAYMENT TERMS**

Completion of contractual formalities by the firm would be an essential requirement for claiming any payment. The firm shall be entitled to get payment within 7 days after receipt of original invoice by AAICLAS. Payment will be made on submission of original invoices to AAICLAS.

All out efforts would be made to make the payment within the prescribed period but in case of delay of payment AAICLAS shall not be liable to pay interest on the outstanding amount of the firm.

The payment will be subject to applicable TDS and TDS on GST (if applicable).

Payment certifying authority will be Manager (Finance) after consultation with CFO-AAICLAS.

**3. Execution of assignment:**

For execution of complete scope of work, the GST Consultant firm will deploy qualified Chartered Accountants having experience in the field of Compliance, reconciliations and filing of various return under GST Act 2017.

The deputed professional(s) shall work in AAICLAS on full time basis (equal to AAICLAS employees) for completion of all the assigned work.

**4. Governing Law and Jurisdiction:**

The agreement shall be governed under Indian law. Only appropriate courts at Delhi shall have exclusive jurisdiction to deal with any matter arising out of or relating to this consultancy work.

**5. Commencement of work:**

The commencement of the work shall commence within seven days after issue of the work order.

**Submission of Tender**

**COVER - I DETAILS: TECHNICAL BID**

***The following documents shall be submitted online only:***

S. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the self-certified copy of Registration issued by The Institute of Chartered Accountants of India as per Evaluation Criteria no. 1	
(ii)	Scanned copy of self-certified list of partners along with membership no. as per ICAI records and the resume giving the brief details of relevant experience duly signed by managing partner with stamp of firm, also showing at least one partner should have 3 years of post-qualifications per Evaluation Criteria no. 2.	
(iii)	Scanned copy, duly signed by managing partner with stamp of firm, of work order issued for Compliance, reconciliations and filing of various return under GST Act 2017 of Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least 2 years i.e. 2023-24 and 2024-25. List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of start & completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner with firm stamp as per Evaluation Criteria no. 3.	
(iv)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 4	
(v)	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 and the firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application as per Evaluation Criteria no. 5.	
(vi)	Scanned copy of PAN and GST No. of the Firm/LLP	
(vii)	Scanned copy of filed Format I, Format II and Format III	
(viii)	Scanned copy of the Self declaration as per Evaluation Criteria no. 6.	

## COVER II - DETAILS: FINANCIAL BID

The financial bid (monthly) shall be inclusive of GST as applicable.

Disclosure/mention of quoted price in technical bid documents shall lead to rejection of the bid outright.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The financial bid submitted through GeM portal only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

### 6. EVALUATION PROCESS:

- i. 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 Financial Bid** of such tenders only will be opened.
  - a) The date and time will be intimated to bidders whose offers are found suitable and Cover II of such bidders will be opened on the specified date and time.
  - b) The E-mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through GeM portal prior to closing time and date of the tender will be taken as valid.
  - c) The decision of AAICLAS in all matters regarding engagement of GST consultant Firm for Compliance, reconciliations and filing of annual returns under GST Act 2017 will be final and binding on the bidders. No correspondence or personal enquiries shall be entertained by the AAICLAS in this regard.

### 7. OPENING OF TENDER

- a) The Technical Bid shall be opened on the date and time of opening of technical Bid as mentioned in “**Important Points to Note**” of NIT.
- b) The Financial bid of those bidders who are technically qualified, shall be opened after technical evaluation and bidders would be intimated later through GeM Portal.
- c) AAICLAS reserves the right to extend the date of receiving/opening of the bids.
- d) AAICLAS reserves the right to call for any other details or information from any of the bidder(s).

### 8. Selection Criteria

The final selection of the successful bidder from the technically qualified bidders will be done on the basis of financial bid. The bidders will be ranked based on their bid as L1, L2, L3 etc...starting from lowest bid as L1. The L1 bidder will be awarded the assignment.

In case MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to supply of services, subject to lowering of price by MSEs to L-1. For availing the advantage of L1+15%, bidder to provide the MSE certificate in technical bid documents.

- i) In case of a tie in Financial Bid between the lowest bidders, the firm having higher experience in terms of GST assignment completed will be awarded the assignment.

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ii) In case of a tie in financial bid and experience, the contract will be awarded at the discretion of AAICLAS.

**NOTES:**

- a. AAICLAS reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- b. The Financial Bids of the technically qualified bidders shall be opened on a specified date and time, to be intimated to the Technically Qualified bidders.

**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 Firm'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.

**9) Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, AAICLAS reserves the right to reject such offer at any stage or to cancel the contract, if awarded, at its' discretion.

**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 as per “**Important Points to Note**” of NIT for submission of tenders. Details of such queries raised and clarifications furnished will be given through GEM Portal 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 approving Authority shall be final.

**2. AMENDMENT OF TENDER DOCUMENT**

Before the deadline for submission of tender, the Tender Document may be modified by AAICLAS by issue of addenda/corrigendum.

Addendum/corrigendum, if any, will be hosted at GeM Portal and shall become a part of the tender document. All bidders are advised to see the GeM Portal for addendum/ corrigendum to the tender document which may be uploaded as per GeM rules/provisions for submission of Tender as finally stipulated.

To give prospective Tenderers 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 if considered necessary by AAICLAS.

**3. REJECTION OF BID**

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

AAICLAS 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 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 AAICLAS Finance.

**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 AAICLAS and the consultant shall have no rights to use the information for any purpose other than that expressly authorized by AAICLAS.

**6. Termination of services**

The engagement of GST consultant can be terminated by the Management of AAICLAS without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

However, in case of failure to perform as assigned in accordance with scope of work, the contract will be terminated with 7 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 AAICLAS 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.

If amicable settlement cannot be reached, then all disputed issues shall be settled by Mediation by referring to individual mediator as per AAI Mediation Policy (please refer Annexure A). CEO, AAICLAS shall appoint mediator from the available panel with AAI.

In case no final settlement has been arrived at between parties after mediation or partially settled, the unresolved dispute(s), on invocation by the aggrieved party shall be referred for adjudication by arbitration by a Sole Arbitrator to be appointed by CEO, AAICLAS, after obtaining consent of the other party.

- 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 laptop, internet connection, stationery, etc. to carry out the work when they are required to work in AAICLAS premises. Authority shall be providing only necessary furniture and electric connection to the consultant when they are required to work in AAICLAS'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 AAICLAS and the consultant shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAICLAS at any stage.
- 12.** AAICLAS shall be authorized to make statutory deductions as applicable from the amount payable to the consultant.
- 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, aunt and their corresponding in laws) of AAICLAS employees.

- 14.** 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.

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

**Bidders to follow the following procedure to submit the bids online through the GEM Portal <http://gem.gov.in>.**

1. Online bids through GeM portal are invited by AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED for **“ENGAGEMENT OF CONSULTANT FOR GST COMPLIANCES FOR A PERIOD OF TWELVE MONTHS”**.
2. Not more than one Bid shall be submitted by a Bidder. No two or more concerns in which an individual is interested, as Managing Director/Partner shall bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.
3. The tender document consists of two volumes –Volume-I Technical Bid and Volume-II – Financial (Price) Bid.
4. The offer (both Technical & Financial bid) must be valid for a minimum period of 120 days from the last date of submission of bid on GeM Portal.
5. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Section-II Volume I Technical Bid and accordingly bidders are advised to submit mentioned documents in support of eligibility criteria.
6. Letter of unconditional acceptance of the offer as per Format II of Section VI.
7. Technical Bid shall be uploaded on GeM portal after scanning in .pdf format. The tenderer may submit either Notarized or Self attested copies of the documents. The bidders have to produce the original documents for verification before issuance of Letter of Award.
8. Self-declaration needs to be signed by Managing Partner/Senior Partner or by authorized signatory(s) authorized by the Partner to sign the document. Bidder should do Online Enrolment in this Portal.
9. Bidder login into the GEM portal giving user id / password chosen during enrolment.
10. After downloading / getting the tender schedules, the bidder should go through them carefully and then submit the documents as per the tender document.
11. Bidder should consider of the corrigendum published before submitting the bids online.
12. 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.
13. The Bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
14. The bidder has to submit the document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
15. In order to reduce the file size, Bidder are suggested to scan the documents in 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.
16. 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 Bidder due to local issues.
17. The Bidder may submit the bid documents online mode through GEM portal.
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.

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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. 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. Bidder is required to submit their bids through online on GeM portal on or before scheduled closing date and time as notified in NIT. The bids received after the due date and time will not be entertained.
22. Tenderer should submit the tender for **“ENGAGEMENT OF CONSULTANT FOR GST COMPLIANCES”** by AAICLAS in accordance with the Instructions to Bidder and Terms & Conditions of Tender.
23. **Assistance to Bidders:**

Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the GeM Portal Helpdesk. For any Technical queries related to Operation, Contact at:

Toll Free Telephonic Help Desk Number

Tel:1800-1023436, 1800-4193436.

E-Mail: [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in)

**Note:** Bidders are requested to kindly mention the Tender Id in the subject while e-mailing any issue along with the Contact details.

- a. In case of any issues faced, please contact:

S. No.	Support Persons	E-Mail Address	Contact Number	Timings*
1.	Help Desk	<a href="mailto:eprochelp@aaiclas.aero">eprochelp@aaiclas.aero</a>	+91-11-24667700	0930-1800 Hrs. (Mon-Fri)

\* The help desk services shall remain closed on all Govt. gazette holidays.

- b. The above-mentioned help desk numbers are intended only for queries related to the issues on GeM portal .

Format-I

(To be uploaded online)

Section VI

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

Date:

To

Chief Financial Officer  
AAI Cargo Logistics and Allied Services Company Limited,  
AAICLAS Complex, Delhi Flying Club Road,  
Safdarjung Airport, New Delhi-110003

Sir,

**Sub: E -TENDER FOR ENGAGEMENT OF CONSULTANT FOR GST COMPLIANCES.**

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. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the self-certified copy of Registration issued by The Institute of Chartered Accountants of India as per Evaluation Criteria no. 1	
(ii)	Scanned copy of self-certified list of partners along with membership no. as per ICAI records and the resume giving the brief details of relevant experience duly signed by managing partner with stamp of firm, also showing at least one partner should have 3 years of post-qualifications per Evaluation Criteria no. 2.	
(iii)	Scanned copy, duly signed by managing partner with stamp of firm, of work order issued for Compliance, reconciliations and filing of various return under GST Act 2017 of Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500 crores or for a continuous period of at least 2 years i.e. 2023-24 and 2024-25. List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of start & completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner with firm stamp as per Evaluation Criteria no. 3.	

**E- tender for Engagement of Consultant for Compliance in AAICLAS CHQ, New Delhi.**

(iv)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 4	
(v)	Scanned copy of the Self declaration shall be provided. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India and the firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application as per Evaluation Criteria no. 5.	
(vi)	Scanned copy of PAN, TAN, and GST No. of the Firm/LLP	
(vii)	Scanned copy of filed Format I, Format II and Format III	
(viii)	Scanned copy of the Self declaration as per Evaluation Criteria no. 6.	

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 is liable for rejection.

We hereby declare that we have not been penalized for any disciplinary proceedings and no disciplinary proceedings were pending against us as on the date of application.

We hereby declare that we have 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.

Signature of the bidder or Authorized Signatory:

Name of the bidder:

Company Seal:

**UNCONDITIONAL ACCEPTANCE LETTER**

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

To

Manager Finance,  
AAI Cargo Logistics and Allied Services Company Limited,  
AAICLAS Complex, Delhi Flying Club Road,  
Safdarjung Airport, New Delhi-110003

**Sub: - Acceptance of AAICLAS NIT conditions**

**Ref : E -TENDER FOR ENGAGEMENT OF CONSULTANT FOR GST COMPLIANCES.**

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAICLAS for “**E -TENDER FOR ENGAGEMENT OF CONSULTANT FOR GST COMPLIANCES**” 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 AAICLAS for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAICLAS asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAICLAS.

Sincerely yours'

(Signature of the Tenderer with rubber stamp)

Date:

Place:

**Format-III**  
**(To be uploaded online)**  
**Section VI**

**TECHNICAL BID**

1.	Name of the Firm / LLP						
2.	Complete Postal Address:						
3.	Pin code / Zip code						
4.	<b>Contact Information</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>Registration Details</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)	<b>S. No.</b>	<b>Year for which appointed</b>	<b>Name of the PSU/Unit</b>	<b>Gross turnover of the PSU/Unit</b>	<b>Nature of Assignment</b>	<b>Date of completion of assignment</b>
10.	Debarred/black listed by CBI/CVC/any other Government agencies	Yes/ No					
12.	<b>Bank Account Particulars:</b>						

<p>Name of the A/c holder Complete Bank Account No., Account type (SB/ CA) Name of the Bank Branch &amp; Address, Branch contact phone Nos. 11-digit IFS code. (A cancelled cheque of the firm or self- certification on Firm Letter Head with bank account details to be attached)</p>	
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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.

**Name of Authorized signatory:**

**Seal & Signature of the Authorized signatory**