



# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ संख्या :

Ref. No. :

No. AAI/IA/CA-concurrent-Audit/2020-21/1247

दिनांक : .....

Date. : .....

Dated: 19.03.2021

22

To,  
Swati Agarwala & Co.,  
3rd Floor, Kay M Plaza,  
Ganeshguri, GS Road,  
Guwhati-781006

**Sub.: Assignment of Concurrent Audit in respect of RHQ NER and Guwahati Airport for the period 2020 21- reg.**

Sir/Mam,

With reference to your offer for the Tender ID:2021\_AAI\_70818\_1, we are pleased to award the work for conducting Concurrent Audit in respect of RHQ NER and Guwahati Airport for the Financial Year 2020-21 to your firm on the following terms & conditions:

- 1. Coverage:** The scope of work and broad checklist of the areas which are to be covered in the Audit and SOP on Entry & Exit of Audit and reporting requirements of the Report is enclosed herewith. This is an illustrative coverage and not an exhaustive one. Any other observations noticed/identified during Auditing may also be reported in the Internal Audit Report.
- 2. Period of Audit:** The award is for a period of one year commencing from 01.04.2020 (01<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021) on Quarterly basis, which is extendable for a further period of one-year subject to satisfactory performance of the Audit firm.
- 3. Commencement of Audit:** The Audit should be commenced by the Firm within seven working days from the date of receipt of award letter/acceptance letter.
- 4. Constitution of the Audit Team and working days for Auditing:** This shall include three (3) members (One ACA, Qualified professional with two other Assistants) and the Audit work assigned is required to be completed within permissible Audit period i.e. 21 days for three (3) Quarters period from 01.04.2020 to 31.12.2020 and report thereon should be submitted within 15 working days of completion of Audit. The Audit for 4<sup>th</sup> quarter i.e. 01/01/2021

*Signature*  
10/3/2021

to 31/03/2021 will be conducted within 15 working days of just after the completion of Financial Year 2020-21 and Audit Report shall also be submitted within 15 working days of completion of Audit/Exit Meeting of the Audit.

**5. Audit Report:** On completion of the Audit, the draft Audit report may be discussed with RED/APD of the Region/Airport and report should be submitted within 15 working days with a copy to Executive Director (Fin)-IA, AAI, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi 110003.

**6. Payment of Audit fee:** Audit fee is payable on quarterly basis on submission of Audit Report. However, for administrative convenience the payment will be released in two instalments i.e. on completion of Audit of first three quarters period from 01/04/2020 to 31/12/2021, submission and acceptance of reports by Competent Authority at CHQ. Balance payment for next quarter will be released on submission of Audit Report & acceptance by Competent Authority at CHQ & other terms & conditions of NIT.

- a) Payments shall be made on production of original invoices indicating GST & PAN Nos.
- b) Payment shall be made by respective Regional Headquarter (RHQ)/APD Chennai /Kolkata as the case may be.

**7. Penalty:** If Concurrent Audit is not completed within prescribed period of time and Audit Report of the same is not submitted within permissible time period i.e. 15 working days just after the completion of Audit/Exit meeting, penalty @2% per week & up to 10% of awarded value will be levied & accordingly be deducted from the payment of the Firm. Delay in finalization of Audit and submission of Audit Report for reasons beyond of the Auditors may be condoned only in deserving cases with the approval of the Competent Authority at CHQ.

**8. NIT condition** will be the part of agreement and award letter. Other terms and conditions mentioned in the NIT will remain the same.

**9. Acceptance:** Your letter of acceptance may be conveyed within a period of 3 days from the date of receipt of this letter either by post or e-mail failing which it will be construed that you are not interested to take up this assignment.

Yours faithfully,

*Atgao 19/3/2021*  
(C N Hazoary)

Asstt. General Manager (F&A)

**Copy to:-** Regional Executive Director (RED) RHQ, NER Guwahati  
GM (Fin.)-IA, AAI, CHQ, New Delhi  
Airport Director, Guwahati Airport  
All HOD's RHQ, NER Guwahati

Signature Not Verified

Digitally signed by CHAKENDRA NATH HAZOARY

Date: 2021.04.26 17:01:41 IST

Location: eProcurement System for Central PSUs