



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

Ref. No.: AAI/RHQ/NR/Fin/Tax/2021-22

Dated: 01/06/2021

M/s G. Deep & Co.,
Chartered Accountants,
102, Samrat Bhawan, Ranjeet Nagar Comm. Complex,
Near Metro Station Shadipur, Adj Satyam INOX Cinema,
Patel Nagar, New Delhi-110008

Subject: Engagement of Professional Consultant for Income Tax and related services at AAI RHQ-NR

Madam / Sir,

Reference is invited to E-Tender no. 2021_AAI_74141_1 on the subject cited above.

We are pleased to inform you that the Competent Authority has approved your contract for Consultancy of Income Tax and related services at AAI RHQ-NR for a period of One year at an annual fees of 78,000/- (Rupees Seventy Eight Thousand only) (Excluding GST). The Scope of work shall be in accordance with the details mentioned in the Section-I of NIT.

Kindly submit your acceptance of award of Contract immediately so that your appointment can be confirmed and period of contract shall begin from the date of acceptance.

The appointment shall be subject to following terms and conditions:

1. The period of Appointment of Income Tax and related services Consultant shall be for one (1) year from the date of acceptance of award of Contract. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year, at same fees and terms and conditions.
2. The Advice/Consultancy shall be responded on priority & within reasonable time. Consultant may have to visit AAI office for discussing & resolving the critical issues during the period of the contract.
3. You shall have proper infrastructure including Laptop, internet connection, stationery, etc. to carry out the work as and when it is required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the consultant.
4. The soft copies of the opinions as well as the printouts of the data provided during the contract period shall be the property of AAI and the consultant shall not have any right to claim possession on use of data for any purpose other than for and on behalf of AAI at any stage.
5. The consultant should collect all the necessary details/documents before start of work from the office of Salary & Tax Section, Finance Department, RHQ-NR. The work completion report for each work along with documents should be furnished to Salary & Tax Section, Finance Department, RHQ-NR.

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6. No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under:

1 st Quarter	-	Up to	15 %	of total amount p.a.
2 nd Quarter	-	Up to	30 %	of total amount p.a.
3 rd Quarter	-	Up to	50 %	of total amount p.a.
4 th Quarter	-	Up to	100 %	of total amount p.a.

- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer only after completion of work related to the period and submission of GST Bill in that respect.

7. The firm is required to pay the 10% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by AAI from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.
8. Rates quoted in financial bid are inclusive of TA / DA and other incidental expenses. The amount quoted only shall be reimbursed.
9. All the terms & conditions mentioned in the NIT shall be part of the contract.
10. AAI reserves the right to cancel or terminate the contract by giving one-month notice in case the services are not satisfactory.
11. AAI reserves the right to add or withdraw any work from the scope of work without assigning any reason thereof.
12. Kindly give your acceptance for the above work and intimate the detailed work plan for execution of assignment by 07.06.2021 to mail id: rajdohare@aai.aero and nitin_b@aai.aero.

This is issued with the approval of Competent Authority.

Thanking You

Yours faithfully,


(Rajeev Dohare)
Asstt. General Manager (Finance)
क्षेत्रीय मुख्यालय (उत्तरी क्षेत्र) / Regional Headquarters (NR)
परिचालन कार्यालय, गुरुग्राव रोड, नई दिल्ली-110037
Operational Offices, Gurgaon Road, New Delhi-110037

Signature Not Verified

Digitally signed by NITIN BANSAL
Date: 2021.06.04 12:10:12 IST
Location: eProcurement System for
Central PSUs