



आइ. एस. ओ प्रमाणित एयरपोर्ट
ISO CERTIFIED AIRPORT

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

F. No: AAI/TVM/F&A/GST Consultant/2021-22/ 167

Dated: 16.12.2021

M/s. Suri & Co,
Chartered Accountants,
TC 25/434, 44 Santhi Nagar,
Near Housing Board Junction,
Thiruvananthapuram – 695 001.

Sub: Engagement of professional consultant for timely filing of monthly, annual GST returns (32AAACA6412D1ZH) and TDS on GST returns (32AAACA6412D1DQ) in respect of AAI 4 Airports in Kerala State and further follow up action w.e.f. 01.01.2022- reg.

Dear Sirs,

1. This has reference to your quote against e-tender ID: 2021_AAI_95895_1 published on 24.11.2021 detailing the scope of work as per Annexure – B of e-Tender to be carried out for a period of 24 months w.e.f.01.01.2022.
2. The competent authority has approved the engagement of M/s. Suri & Company, Chartered Accountants, TC 25/434, 44 Santhi Nagar, Near Housing Board Junction, Thiruvananthapuram for a period of two years w.e.f. 01.01.2022 at the quoted rate of Rs. 4,25,000/- (Rupees Four Lakh Twenty-five Thousand only) plus applicable GST.
3. The period of engagement of consultant shall be two years w.e.f. 01.01.2022. If AAI feels satisfied with the services provided during the period of contract, the contract shall be further extendable for another period of one year on the same terms and conditions.
4. You are requested to strictly adhere the time limits stipulated by GST Authorities from time to time in respect of monthly and Annual Returns of GST and TDS on GST pertains to 04 Airports functioning in the state of Kerala and also as per the attached scope of work as per Annexure-B of E-Tender.
5. The fees along with applicable GST will be released in 24 equal installments on submission of monthly invoice within 15 working days on receipt of your GST Invoice after deducting 10% of the invoice amount towards Security Deposit and applicable TDS on Contracts, which shall be released on successful completion of the work as per Annexure-B.
6. The payment will be made by electronic transfer to the Bank Account of the Consultant, hence your Bank Details may be submitted to this office well in advance.
7. No extra payments other than quoted rate will be made by AAI.

O/c

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8. The decision of Airport Director/CIC, AAI, Trivandrum International Airport shall be final and binding on any dispute arising in execution of the work.
9. The time allowed to complete the work is as per GST timeline and in case of any delay arising from your side shall be compensated by the Consultant Company.
10. All another terms and conditions as per the E-Tender will be applicable.

Kindly accept and acknowledge receipt of this work order.

Thanking you,

Yours faithfully,

(M. Bhasi Kumar)

Joint General Manager (F&A)

AAI, JVMU, Thiruvananthapuram-8.

Encl. As above

Copy to: 1. GM (F & A), AAI, SR, Chennai - for information.
2. Airport Director, AAI, Trivandrum Airport.

एम. बासिकुमार
M. BASIKUMAR
संयुक्त महाप्रबंधक (वि एवं ले)
JOINT GENERAL MANAGER (F&A)
भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
त्रिवेन्द्रम अंतरराष्ट्रीय हवाई अड्डा
TRIVANDRUM INTERNATIONAL AIRPORT
तिरुवनंतपुरम/THIRUVANANTHAPURAM-695 008

ANNEXURE-"B"

SCOPE OF WORK:

Airports Authority of India (JVMU) – Trivandrum International Airport intends to engage a consultancy company / consultancy firm to provide monitoring and advisory services on GST, TDS on GST and any further modifications by the GST Authorities from time to time in this regard for 4 (Four) Airports in Kerala state, namely Trivandrum, CIAL, Calicut and Kannur Airports. The initial period of this contract is for two year w.e.f. 01.01.2022, extendable for a further period of another one year, subject to the satisfactory performance during the initial period. The consultancy firm required to file Monthly/Quarterly and Annual Consolidated Returns of GST and TDS on GST on regular basis for Kerala State. Trivandrum Airport will act as the Nodal Office for collection of required data from the other Airports in Kerala for your smooth and timely submission to the GST Authorities. Monthly reconciliation of GSTR-2A and 2B with GSTR - 3B and avail the maximum ITC and RCM regularly before making monthly GST remittance to GST Authorities. The Consultancy firm is also responsible for clearing the availed ITC from the GST GL codes maintained in the ERP SAP platform on regular basis (Monthly/Annually) as per AAI requirements to comply with GST Regulations. The Consultancy firm may also responsible to provide the data required by Tax Audit requirements in respect of GST and TDS on GST matters of Kerala State.

Main Areas to be attended: -

- Check the correctness of GST and TDS on GST computations are exactly matched with the prevailing GST rules and regulations of Kerala State. If any deficiency noticed may intimate/suggest with suitable improvements and review.
- Timely filing of Monthly and Annual GST and TDS on GST Returns as per the guidelines of GST Council in respect of 4 Airports of Kerala State in a single GST No: 32AAACA6412D1ZH.
- Avail/Adjust all eligible ITC and RCM on regular basis and to be adjusted in the 3B before making monthly GST Remittance.
- Clear off all availed ITC/RCM claims and tally with 2B and ZGST/GL report on regular basis.
- Resolve all the quires of Nodal Office/Other Airports in Kerala and update the latest developments in GST platform and make them aware of it.
- Development of Standardized GST format as per AAI requirements for 4 Airports, so that the compilation and consolidation of returns (both Inward and Outward) and its timely filing and future follow ups made easy.
- Provide necessary data on time bound manner as requested by our CHQ, for reconciliation and filing Annual Returns/Audit purposes.