



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ संख्या :
Ref. No. : No. AAI/IA/CA-concurrent-Audit/2021-22 / 1058

दिनांक : 10.03.2022
Date :

To,
RM Kothari & Co.,
2nd Floor, 96, GNB Road,
Silpukhur, Near SBI Evening Branch,
Guwhati-781003, Assam

Sub.: Assignment of Concurrent Audit in respect of RHQ NER for the period 2021-22- reg.

Sir/Mam,

With reference to your offer for the Tender ID: 2022_AAI_103447_1, we are pleased to award the work for conducting Concurrent Audit in respect of RHQ NER for the Financial Year 2021-22 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 shall be as per NIT. This is an illustrative coverage and not an exhaustive one. Any other observations noticed/identified during Auditing may also be reported in the Audit Report.

2. Period of Audit: The award is for a period of one year commencing from 01.04.2021 (01st April 2021 to 31st March 2022) on Quarterly basis, which is extendable for a further period of one-year subject to satisfactory performance of the work 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: The Audit team should consist of minimum of 2 nos of qualified CA having experience of minimum 10 years in the audit and 4 nos of staff having experience of minimum 10 years in the audit. Only partners of the firm or employees or qualified associates whose bio data is provided at least 7 days in advance can take up the audit. Consolidated Audit report after covering the last quarter transactions shall be submitted on or before 30th April, 2022. The exit meeting in this regard shall be completed before 15th April, 2022, in the O/o GM (Finance).

5. **Audit Report:** The Concurrent Audit Report along with relevant information should be submitted in the prescribed format, as per NIT, only. No statement other than the prescribed format will be accepted.

6. **Payment of Audit fee:** Payments shall be made on production of original invoices indicating GST No., after acceptance of the report by the Competent Authority. No payment will be made till the acceptance of the report by the Competent Authority.

7. **Penalty:** If Concurrent Audit is not completed and Audit Report is not submitted as per the requirement within prescribed period of time, penalty @2% per week subject to maximum of 10% of awarded value will be levied & deducted from the payment of the firm.

8. NIT condition, including all the annexures, 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,

Chhajer 10/3/2021
(C N Hazoary)

Asstt. General Manager (F&A)

Copy to :- Regional Executive Director (RED) RHQ, NER Guwahati (for kind information)
All HOD's RHQ, NER Guwahati, with a request to extend required co-operation to complete the Audit work within the stipulated period.

Signature Not Verified

Digitally signed by ARUPJIT DAS

Date: 2022.06.21 18:31:46 IST

Location: eProcurement System for Central PSUs