



भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA  
विशाखपट्टणम हवाईअड्डा/ VISAKHAPATNAM AIRPORT  
ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISO 10002:2018 Certified

AAI/SAU/VSKPAPT/GST WORK ORDER /2024-25/

DATE: 31.07.2024

To

M/s SARC AND ASSOCIATES  
Chartered Accountants,  
49-28-13, MOHAN SADAN,  
MADHURA NAGAR,  
VISAKHAPATNAM-530 016  
Email: chandra@saremail.in

**NAME OF THE WORK: COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & FILING OF ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT**

Ref: E-BID NO : AAI/VSKP/SAU/2024-25 GST  
TENDER ID : 2024\_AAI\_197897\_1  
Your Technical BID ID : 711037 & Date 21.06.2024  
Your Price bid opened on : 11.07.2024

Dear Sir,

Your Tender for the work mentioned above is here by accepted on behalf of Chairman, Airport Authority of India and the rate quoted by you for **Rs. 4,67,856.00** (Rupees four lakhs sixty-seven thousand eight hundred fifty-six only) [excluding GST] which is 11.39% **below** estimated cost put to tender **Rs. 5,28,000.00** per year.

Senior Manager (F&A), Visakhapatnam Airport shall be the In-charge of the work. You are requested to sign the Contract Agreement at the office of Senior Manager (F&A), Visakhapatnam within **10 days** after receiving the work order. The contract agreement shall be executed on a non-judicial stamp paper of value of **Rs. 100/-** and the cost of the stamp paper shall be borne by you.

Contract period is for **one year (12 months)** with effect from 01.08.2024 and Contract period can be extended for another one year with same terms and conditions on satisfactory performance of the work. You are requested to take over the work w.e.f. **01.08.2024**.

On satisfactory completion of the work payment shall be released quarterly after filing of all the GST returns concerned to that quarter and submitting the documentary proof. Payment for the fourth quarter will be disbursed following the submission of annual returns by their respective deadlines, including those for the fiscal year 2024-2025, and the fulfillment of all contractual obligations.

Contd....2/-

**E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION &  
ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED  
SERVICES OF AAI, VISAKHAPATNAM AIRPORT**



**E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024**



\*\*\*\*\*

**SECTION-A**  
**SCOPE OF WORK**

**Good and Service Tax (GST)/ Service Tax:**

**1. Consultancy Service: -**

- a. To give opinion within two working days on issues/matters as referred from time to time in relation to **GST** issues including import and export of goods/services, dealing with related parties like subsidiaries, associates etc.
- b. Opinion on availing of Input Tax credit of various input services utilized /goods purchased by AAI.
- c. Opinion on matters relating to Accounting of GST (not limited to **output** and input services);
- d. **Opinions**/comments/clarifications on various GST issues raised by the airports & RHQs
- e. **Opinions**/comments/clarifications on the issues raised in audit conducted by the various authorities.
- f. Indirect taxes interactive session in person at AAI premises for dealing officials (50 numbers approximately) twice a year to update the AAI officials about various amendments taking place in GST laws/rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- g. Review of various circulars to be issued to the airports in respect of GST and related matters.
- h. Any other advice to AAI on any other GST/Service tax related issues as and when required.
- i. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- j. Providing of e-way bills as and when required.
- k. Assisting in drafting the reply to be submitted for various notices received from GST Authorities from time to time.

**2. Direct Taxes:**

- a. Filing of returns / revised returns after verification.
- b. Verification of 89 (i) relief.
- c. Verification of savings declaration submitted by employees during March & April and submitting the report.
- d. Online awareness program on Direct Taxes.

**3. Filing of GST Returns:**

- a. Preparation and (stipulated) Timely **On Site filing** of GST Returns for 3 GSTIN's pertaining to the State of GST Andhra Pradesh State in the Format and Manner prescribed under GST Law from time to time and any other Return as may be Notified by GST Department/Council under the Provisions of the GST Act and the Rules made thereunder in the requisite format prescribed under the GST regime from time to time, including monthly remittances of GST Liability after detailed analysis and review of ERP-SAP Data incorporating all the factors/components like:

