

MIHAN India Limited

(A Govt. of Maharashtra Undertaking)

Dr. Babasaheb Ambedkar International Airport, Nagpur



No. MIL/1072/FIN/2018/3641

Date: 07/09/2018

NOTICE INVITING QUOTATION

1. Name of the Work: **"GST AUDIT FOR FINANCIAL YEAR 2017-18 OF MIHAN INDIA LIMITED"**.
2. Sealed Quotations on behalf of the Sr. Airport Director, MIHAN India Limited, Dr. Babasaheb Ambedkar International Airport, Nagpur. are invited from Chartered Accountant Firms having experience and professional capability of having done similar nature of work. The quotation shall be in the prescribed form of MIL. Not more than one Quotation shall be submitted by a consultant or by a firm of consultants.
3. Quotation document containing detailed scope of work, contract terms and conditions is attached. Quotation documents can be downloaded from the **website mihanindia.in** and the same shall be submitted along with the requisite documents.
4. The estimated cost of work is Rs 1,25,000/- + GST (Rupees One lakh Twenty five thousand only) (excluding of GST).
5. The prospective firm should quote in figures as well as in words rate tendered. The total amount shall be written both in figures and in words. In case of difference in figures and words, the quote in words will be taken for finalization of bid.
6. All rates shall be quoted on the quotation form as per the Schedule of Quantity only.
7. The Quotation forms are available for download on our official website **www.mihanindia.in** from **16:00 Hrs on 7th September 2018** up to **16:00 Hrs on 17th September 2018**. Quotations (Envelop-A Technical Bid & Envelop-B Financial Bid) shall be submitted physically up to **16:00 Hrs. on 27th September 2018** at MILs office at Dr. Babasaheb Ambedkar International Airport, Nagpur -05. Technical bid (**Envelop-A**) will be opened on **28 September 2018 at 12:00 Hrs.** After evaluation of Technical bid, Financial bid (**Envelop-B**) of qualified bidders will be opened on **29th September 2018 at 15:30 Hrs.**
8. The quotation for work shall remain open for acceptance by MIHAN India Limited for a period of 30 days from the date of opening of quotations. If any bidder withdraws his quotation before the said period or makes any modification in the terms and conditions of quotation, which are not acceptable to MIL, the quotation shall be summarily rejected.
9. Payment for the work done shall be made within 15 days from the date of submission of bill by the agency after completion of work as per scope of work, subject to statutory deductions in force.
10. Canvassing in connection with the quotations is strictly prohibited and the quotations submitted by bidder who resort to canvassing will be liable for rejection.
11. Mode of submission of quotations:- Sealed envelope either by post or by hand to the office of Sr.APD, MIHAN India Limited, Dr. Babasaheb Ambedkar International Airport, Nagpur-05.

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12. Experience Certificate:- The entity Firm / Individual should have at least Five years experience and should have done VAT Audit or Service Tax Audit, Assessment & Scrutiny Cases under Indirect Taxation for PSUs / Banks / Central & State Govt. Dept./any other Govt offices/or any other reputed company or firm (experience certificate shall be submitted as proof).
13. Requirement of Documents:- **(a) Envelope-A:**
Documents to be submitted in this envelope:-
 - (i) Annexure-A (Unconditional Acceptance of MIL's quotation terms & conditions).
 - (ii) Quotation documents issued by MIL duly signed by the Bidder / Bidder.
 - (iii) Valid copies of Firm / Individual Registration.
 - (iv) Valid copies of Registration for GST and PAN in the name of Bidder.
 - (v) Self declaration on their credential / profile experience as per clause 12.

(b) Envelope-B:

Documents to be submitted in this envelope:-
 - (i) Annexure-B (Price bid only) (Corrections / Omissions / Insertion or Overwriting, if any shall be duly signed. Schedule of Quantity shall be duly signed and stamped by the Bidder / Bidder).
14. The above Two Envelops with all required documents as asked shall be sealed separately and both should be kept inside another envelope and shall be sealed and submitted in the office of Sr. Airport Director, MIHAN India Limited, Dr. Babasaheb Ambedkar International Airport, Nagpur on or before the stipulated date and time.
15. At the stipulated time of quotation opening, **Envelope-A** shall be opened first. The offers from those bidders who do not unconditionally accept MIL's quotation conditions or who fail to submit the documents mentioned as per clause 13(a) (i to v) above will be rejected and Envelope-B shall not be opened.
16. Once the bidder has given the unconditional acceptance to MIL's quotation conditions in its entirety, he is not permitted to put any remarks/conditions if any, in / along with the quotation enclosed in Envelope-B.
17. In case, condition mentioned in clause no.16 above is found violated after opening Envelope B, the quotation shall be summarily rejected.
18. The Notice Inviting Quotation, General conditions of the contract as issued at the time of invitation of quotation and acceptance thereof together with any correspondence thereto shall be the Terms of the contract.
19. The Bidder shall be responsible for settling any claim / compensation against all damage and accidents caused due to negligence on the part of his employees and keep MIL indemnified from any compensation / liability.
20. Compliance of the provisions of statutory requirements:- The bidder shall comply with all applicable laws, ordinance, rules & regulations of Central / Local State Government related to this contract and shall be responsible to maintain all requisite documents for reference to the statutory authorities and MIL as and when asked for.

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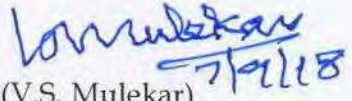
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Any expenditure in compliance with the statutory requirements related to the contract shall be borne by the bidder.

21. The bidder and his team shall be deemed to have full knowledge of the work to be carried out and no extra charges consequent on any misunderstanding or otherwise shall be allowed.


(V.S. Mulekar)
Sr. Airport Director

CC:

GM
CS & CFO
MIL Website
Notice Board

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Dr. Babasaheb Ambedkar International Airport, Nagpur



TERMS & CONDITIONS OF CONTRACT

1. **Scope of work :**
 - a) As per GST Act and rules framed there under as amended from time to time
 - b) Verification of GST records maintained by MIL.
 - c) Reconciliation of GST records with Books of Accounts.
 - d) Verification of GST Calculation & Payments as per GST Laws & Rules.
 - e) Verification of GST Returns
 - f) Revision & correction of any discrepancies found
 - g) Submission of GST Audit Report & relevant forms to the GST Department

2. **Time for Completion of Audit :**

The GST Audit shall be completed within 60 days from the date of issue of Work Order.

3. The bidder shall deploy sufficient number of persons competent for rendering efficient and expeditious performance for the specification covered under this work contract at a time. In case of the requirement of addl. hands to take care of any pending urgent works at any stage of the contract period, the same shall be provided at no extra cost to MIL.

4. The bidder shall at his sole cost and expenses furnish and provide for rendering services covered under this contract to the entire satisfaction of MIHAN India Limited.

5. The In-Charge or an Officer as authorized by MIHAN India Limited shall give instructions to the personnel deployed by the bidder/Firm on all matters relating to this work. Similarly, the authorized person of the contract shall report on all matters concerning the above to the In-Charge or to the officer nominated by MIHAN India Limited.

6. If the work rendered by the bidder is not up to the standard as detailed in the scope of work, the same shall be brought to the notice of the Firm. Alternatively, MIL shall take necessary actions as per the provisions of the contract.

7. Any condition(s) not included in the contract will be discussed mutually and settled. The decision of the Sr. Airport Director is final and binding in this case.

8. The payments will be made after deducting any taxes, recoveries, penalties, etc., which the bidder might have rendered himself liable. The bidder has to submit his Invoice / Bill with all supporting documents as required.

9. The quotation shall be valid for acceptance for a period of 30days from the date of opening of the quotation.

10. The Authority shall reserve the rights to fix responsibility for omissions & commissions and to impose levies and for such deficiencies in services after serving notice and giving fair opportunity to the contractor.

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11. **Payment Terms:** 100% Payment shall be made after successful completion of work as per the scope of work defined and upon submission of following documents:
- GST Invoice bill in triplicate with GSTIN No. of agency and MIL Nagpur Airport.
 - Proof of Submission of GST Audit Reports & relevant forms to the GST Department.
 - Work completion certificate issued by MIL.
 - Bank A/c details for RTGS/NEFT

V.S. Mulekar
7/9/18
(V.S. Mulekar)
Sr. Airport Director

CC:
GM
CS & CFO
MIL Website
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Annexure - A

(In Envelope-A)

Acceptance Letter

(Please refer Clause 13 of Notice Inviting Quotation)

To,
The Sr. Airport Director,
MIHAN India Limited,
Dr. Babasaheb Ambedkar Intl. Airport,
NAGPUR- 440 005.

Sub: Acceptance of MIL's Quotation Conditions

Sir,

1. The Quotation documents for **“GST AUDIT FOR FINANCIAL YEAR 2017-18 OF MIHAN INDIA LIMITED”** at Nagpur International Airport” have been forwarded to me/us, by MIHAN India Limited and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of MIL's tender documents NIQ No. MIL/1072/FIN/2018/3641 dt: 07th September 2018 in its entirety for the above said work.
3. The contents of all clause of Notice Inviting Quotation have been noted wherein it is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate/discount on quoted rates, if any), in the quotation enclosed in Envelope B and the same has been followed in the present case. In case, these provisions of the tender found violated after opening “Envelope B” I/We agree that the quotation shall be summarily rejected.
4. I/We declare that I/We have not paid and will not pay any bribe to any Officer of MIL for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of MIL asks for bribe / gratification, I will immediately report it to the appropriate authority in MIL. I/We agree that “If at any stage, any information / documents submitted by us are found to be false; we shall be debarred from tendering in MIL, apart from any other appropriate / Legal action”. I/We further certify that all the information provided by me/ us herein/ above is correct. I/We have no objection if enquiries are made about the work listed by me.

Yours faithfully,

Date: _____

(Signature of Bidder)
With Seal / Rubber Stamp

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Annexure - B

**“GST AUDIT FOR FINANCIAL YEAR 2017-18 OF MIHAN INDIA LIMITED” at
Nagpur International Airpor.**

NIQ No. MIL/1072/FIN/2018/3641

Dt: 07/09/2018

(In Envelope-B)

PRICE BID

Schedule of Quantity

S. No	Nature of Work	Quantity	Rate per Work (excl. GST)	Amount (Rupees)
1	2	3	4	5
1.	“GST AUDIT FOR FINANCIAL YEAR 2017-18 OF MIHAN INDIA LIMITED	1 (One Work)	Rs: _____ (Rupees _____ _____ _____	Rs: _____ (Rupees _____ _____ _____
(Amt Quoted must be excluding GST)			TOTAL AMT Rs:	

Total Amount in words: (Rupees: _____
_____ only)

Date: _____

**Signature of the Bidder
with Seal/Rubber Stamp**