



AAI Cargo Logistics and Allied Services Company Limited

AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003

NOTICE INVITING QUOTATION

For

**Empanelment of Practising Company Secretary (PCS)/ Firm
for Company Law Consultancy and ROC Filing of AAICLAS
For the Financial Year 2022-23.**

Ref. No. AAICLAS/CHQ/ICLAS-11/32/2022-CA and CS

Date: 19.09.2022

Section I

NOTICE INVITING QUOTATION

Quotations are invited by AAI Cargo Logistics and Allied Services Company Limited ("AAICLAS") for "Empanelment of Practicing Company Secretary (PCS)/Firm for Company Law Consultancy and ROC Filing of AAICLAS For the Financial Year 2022-23."

1. The interested PCS/Firms are requested to submit their sealed quotations to AAICLAS office either by speed post or by hand to **The Company Secretary, Room No. 4, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi - 110003 by 15:00 hrs. on or before 29th September, 2022.** Quotations received after due date will not be considered.
2. The quotations will be opened at 15:30 on the same day i.e. 29th September 2022, in the presence of the committee members. Authorised representative of Interested PCS/Firm may be present during the quotation opening.
3. The Quotation Notice is made available for downloading free of cost from AAICLAS's official website <https://aaiclas.aero/>.
4. The estimated cost of the Complete work is Rs. 51,000/- (Rupees Fifty One Thousand Only).

OBJECTIVE:

AAICLAS shall appoint PCS/Firm for certification of ROC filing and Annual filing (XBRL) for AAICLAS for the financial year 2022-23.

TERM OF APPOINTMENT:

The term of appointment will be for one year from the date of award of Engagement Letter and may be extended further for one year on mutual consent, based on the performance of the PCS/Firm.

Section-II

GENERAL INFORMATION

ORGANISATION

AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) was incorporated on 11 August, 2016 under the Companies Act, 2013 as a Wholly owned Subsidiary of Airports Authority of India. The Company is primarily engaged in the business of cargo logistics and allied services. The cargo business was earlier a business division of AAI.

Please visit AAICLAS website at <https://aaiclas.aero/> for more information about AAICLAS.

SCOPE OF WORK & REQUIREMENTS

1. Certification and filing of Annual Return (XBRL) for AAICLAS due for FY 2021-22. PCS are also required to certify Form MGT-8, which is attached to the e-form MGT-7.
2. Preparation, Certification and filing of event-based ROC forms from time to time for FY 2022-23. (AAICLAS files/uploads 10-12 (approx.) event-based e-forms in a year.)
3. Compliance Certificate under DPE guidelines or any other compliance certificate if required, excluding Secretarial Audit Certificate (Form MR-3).
4. Professional consultancy related to certain Company Law matters from time to time for FY 2022-23.

The above description of scope of work is indicative only and not exhaustive. Changes /additions can be made by AAICLAS as and when necessary, as per actual requirements.

SUBMISSION OF THE QUOTATIONS:

Quotations are to be sent in sealed envelope either by speed post or by Hand to the mentioned address in Section - I. AAICLAS will not be responsible for any postal delay.

ELIGIBILITY CRITERIA:

- a) PCS/Firm should have Office based in Delhi/NCR.
- b) The PCS partner of the Firm shall have at least 5 years' experience as on 31.05.2022 from the date of issuance of Certificate of Practice by Institute of Company Secretaries of India.
- c) The PCS/Firm shouldn't have been black listed/ debarred by any institution of the Central Government or State Government of any state or by AAI/AAICLAS.
- d) The PCS/Firm already having contract with AAICLAS shall not be eligible for the Quotation.

MODE OF SUBMISSION OF APPLICATION/NIQ:

- a) Only one application will be accepted from a PCS/Firm against the NIQ.
- b) The Interested PCS/Firm are requested to send their Quotation on the letter head duly signed PCS/ Firm along with the following documents:
 - i. Brief Profile of PCS/Firm along with the details and experience of the PCS/partners of Firm;
 - ii. Copy of COP letter from Institute of Company Secretaries of India
 - iii. Copy of Membership letter from Institute of Company Secretaries of India
 - iv. Copy of PAN Card

- v. Duly filled and Signed Quotation Letter as per Section - V, on the Company Letter Head.
 - vi. Rates shall be provided in Part II of the Quotation Letter as per Section V.
 - Rate quoted should be exclusive of GST/statutory taxes, if any.
 - GST as applicable, if any & other statutory taxes shall be paid extra by AAICLAS.
- c) Quotation in response to this NIQ can be submitted through post/ hand delivery in sealed envelopes super scribed with "**Quotation for empanelment of Practicing Company Secretary (PCS)/Firm For AAICLAS**" along with supporting documents on or before the date & Time mentioned in Section I of the document.

SELECTION CRITERIA:

The final selection of the successful bidder shall be done by considering the cost as mentioned in the Financial Bid. The Bidder who quotes the lowest offer (L1) shall be selected for the said services. In case of two or more quotations with same L1 rates, PCS/Firm having more experience shall be given preference and the decision of AAICLAS shall be final.

Section-IV

TERMS AND CONDITIONS

1. PAYMENT TERMS:

- a) Payment related to RoC Forms filing, shall be released form wise, within one month from the date of completion of filing of ROC or Annual Filing Forms or Date of submission of bill by the PCS/Firm to the Company, whichever is later.
 - b) Payments related to Consultancy service shall be paid twice on half yearly basis, on the submission of Bill/Invoice.
 - c) No advance payment shall be made, in any case.
2. In case of any clarification required in this regard, the person may contact at phone No. 011-24667714, 9871100306.
3. The AAICLAS reserves the right to reject all or any bids without assigning any reason(s), whatsoever.

Section-V

(On the Letter head of Practicing Company Secretary(PCS)/Firm)

To,

The Company Secretary
AAI Cargo Logistics and Allied Services
Company Limited (AAICLAS)
AAICLAS Complex, Delhi Flying Club Road,
Safdarjung Airport,
New Delhi - 110003

Subject: Empanelment of Practicing Company Secretary (PCS)/Firm for Company Law
Consultancy and ROC Filing of AAICLAS For the Financial Year 2022-23.

Part I: GENERAL CRITERIA DETAILS

Name of the Practicing Company Secretary (PCS)/ Firm Name of the Lead Partner	
Registered Address	
Contact Person's Name, Designation, Phone No, E-Mail id	
PAN Number & GST Number of the PCS/Firm, if any	
Date of Commencement of Practice and CoP number and ICSI Membership number	
Brief Profile of the PCS/Firm along with experience details to be provided separately.	

Part II: Details of Quotation

Sr. No.	Description of work	Quantity of Forms	Rate per Form (in Rs.) (exclusive of GST and ROC fees)	Amount (Rs.)
01	Certification and filing of Annual Filing (XBRL) Forms for AAICLAS due for FY 2021-22. PCS are also required to certify Form MGT-8, which forms enclosure to the Form MGT-7.	1 Job		
02	Preparation, Certification and filing of event-based ROC forms from time to time.	10 Forms		
03	Compliance Certificate under DPE guidelines or any other compliance certificate if required, excluding Secretarial Audit Certificate.	1 Job		
04	Professional consultancy related to Company Law matters and Secretarial matters from time to time for FY 2022-23.	1 Job Lumpsum	-	
Total (In Figures)		-	-	
	Total (in Words) Rupees			

Note:

The Quantity/numbers of event-based forms are indicative only and subject to change as per the requirements of AAICLAS and payment shall be made accordingly.

DECLARATION

1. All the information provided is true and to the best of my knowledge & belief.
2. I/We have no objection in providing any of the above-mentioned Document to the Company officials, if asked for.
3. I/We agree to all the terms and conditions mentioned in **section III, IV & V** above.

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(Authorised Signatory)

Full Name.....

PCS/Firm

Encl.:

1. Copy of COP letter from Institute of Company Secretaries of India
2. Copy of Membership letter from Institute of Company Secretaries of India
3. Copy of PAN Card
4. Brief profile of the PCS/Firm along with Experience details