



# **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 2024-25, 2025-26 and 2026-27.**

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

**Date: 11/11/2024**

## 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 2024-25, 2025-26 and 2026-27."

1. The interested PCS/Firms are requested to submit their **bids online through GeM portal by 15:00 hrs. on or before 22/11/2024.** After bid submission end date & time, system will not allow to submit the bids.
2. The bids/quotations will be opened online at 15:30 on the same day i.e. Friday, 22/11/2024, through GeM portal in the presence of the committee members.
3. The Bid/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. 56,000/- (Rupees Fifty-Six Thousand Only) per annum (exclusive of GST).

### OBJECTIVE:

AAICLAS shall appoint PCS/Firm for preparation, certification and filling of ROC forms and Annual filing (XBRL) forms for AAICLAS for the financial year 2024-25, 2025-26 and 2026-27.

### TERM OF APPOINTMENT:

The term of appointment will be for one year from the date of award of Engagement Letter, extendable on yearly basis for two years, with mutual consent and on the satisfactory performance of the PCS/Firm.

**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 2024-25, 2025-26 and 2026-27. 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 2024-25, 2025-26 and 2026-27. (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 Company Laws matters from time to time for FY 2024-25, 2025-26 and 2026-27.

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:**

The rates are to be quoted on GeM portal only exclusive of GST.

**ELIGIBILITY CRITERIA:**

- a) PCS/Firm shall have Office based in Delhi/NCR.
- b) The PCS partner of the Firm shall have at least 5 years' experience as on 30.09.2024 from the date of issuance of Certificate of Practice by Institute of Company Secretaries of India.
- c) The PCS/Firm have not 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 ongoing contract with AAICLAS shall not be eligible for the Quotation.

**MODE OF SUBMISSION OF NIQ:**

- a) Only one NIQ will be accepted from a PCS/Firm against the BID.
- b) The interested Bidder/PCS/Firm are requested to submit their NIQ (Section V) and financial quote (Section VI), on Firms/PCS letterhead as per the SCOPE OF WORK & REQUIREMENTS mentioned in Section-III:
  - i. Brief Profile of PCS/Firm along with the details and experience of the PCS/Partners of Firm;
  - ii. Copy of COP letter issued by 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. Price Bid shall be provided in Section-VI.
- c) Bid/Quotation in response to this NIQ shall be submitted online only through GeM portal 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 Price Bid. The Bidder who quotes the lowest offer (L1) shall be selected for the said services. Selection of the L1 bidder shall be as per the quoted amount, Excluding GST.

**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 once, on the submission of Bill at the end of the contract period.
  - 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.
  3. The AAICLAS reserves the right to reject all or any bids without assigning any reason(s), whatsoever.
  4. The AAICLAS reserves the right to discontinue in case of unsatisfactory performance of the agency by serving 30 days' notice.

## 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 2024-25, 2025-26 and 2026-27.**

#### **Part I: GENERAL CRITERIA DETAILS**

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

**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



## Section-VI

### Format for Price Bid

(The Price bid to be filled in attached Excel sheet only)

Tender Inviting Authority: AAI Cargo Logistics and Allied Services Company Ltd.					
Name of Work: Empanelment of Practising Company Secretary (PCS) / Firm for Company Law Consultancy and ROC Filing of AAICLAS For the Financial Year 2024-25, 2025-26 and 2026-27.					
Contract No: <b>AAICLAS/CHQ/ICLAS-11/32/2022-CA and CS</b>					
Name of the Bidder/ Bidding Firm / Company :					
<b>PRICE SCHEDULE</b> <b>(DOMESTIC TENDERS- RATES ARE TO BE GIVEN IN RUPEES (INR) ONLY)</b> <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this NIQ. Bidders are allowed to enter the Bidder Name and Values only)</b>					
Sl. No.	SERVICE DESCRIPTION	Quantity of Forms (yearly)	Units	RATE/FEE FOR SINGLE QUANTITY ON YEARLY BASIS, EXCLUDING GST and ROC Fees) (To be entered by the Bidder) Rs. P	TOTAL AMOUNT ON YEARLY BASIS, EXCLUDING GST in Rs. P
1	2	3	4	5	6
1	Certification and filing of Annual Filing (XBRL) Forms for AAICLAS due for FY 2024-25, 2025-26 and 2026-27. PCS are also required to certify Form MGT-8, which forms enclosure to the Form MGT-7. (amount shall be provided on yearly basis)	1	Job		0.00
2	Preparation, Certification and filing of event-based ROC forms from time to time.	10	Forms		0.00
3	Compliance Certificate under DPE guidelines or any other compliance certificate if required, excluding Secretarial Audit Certificate.	1	Job		0.00
4	Professional consultancy charges related to Company Laws and Secretarial matters sought from time to time on yearly basis.	1	Job		0.00
TOTAL IN FIGURE, EXCLUDING GST					0.00
Quoted AMOUNT EXCLUDING GST (IN WORDS)		Rupees ..... .....			
GST PERCENTAGE ON TOTAL					0.00
TOTAL IN FIGURE, INCLUDING GST					0.00
Quoted AMOUNT INCLUDING GST (IN WORDS)		Rupees ..... .....			
<b>Note:</b> 1. 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. 2. Selection of the L1 bidder shall be as per the quoted amount, Excluding GST.					