Request for Proposal (RFP)

Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

30th July 2026

Alliance Air Aviation Limited

Alliance Bhawan, Domestic Terminal-1,

I.G.I. Airport, New Delhi-110037

DISCLAIMER

The information contained in this tender document (hereinafter referred to as **"Tender"**) or and any information pertaining to the aforesaid subject matter subsequently provided to the applicants/bidders ("**Applicants**"/ "**Bidders**") in any form by Alliance Air Aviation Limited (hereinafter referred to as "**AAAL"** or **"Alliance Air"**) shall be subject to the terms and conditions to which such information is provided herein and any other terms and conditions as may be prescribed by AAAL.

The purpose of this Tender is to provide all Bidders with the information that may be useful to them in the formulation of their proposals/ bids (**"Bid(s)"**) in response to this Tender. The statements and facts contained herein, which reflect various assumptions and assessments arrived at by AAAL do not purport to contain all/exhaustive information on the aforesaid subject matter that each Applicant may require for the purposes of submitting their Bids.

Each Bidder should, conduct its own due diligence, investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in this Tender and shall obtain independent advice from appropriate sources at its own cost.

The information provided in this Tender to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AAAL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AAAL also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant/Bidder upon the statements contained in this Tender.

AAAL may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender, from time to time till the opening of the Bids.

The Tender does not imply that AAAL is bound to select a Bidder or to appoint the successful Bidder, as the case may be, and AAAL reserves the right to reject all or any of the Bids without assigning any reason at any time whatsoever.

The Bidders shall bear any, and all its costs associated with or relating to the preparation and submission of their Bids including, but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AAAL or any other costs incurred in connection with or relating to their Bid. All such costs and expenses shall remain with the Bidder and AAAL shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the Bidders in preparation or submission of the Bid, regardless of the conduct or outcome of the Bid selection process as contained herein.

NOTICE INVITING TENDER (NIT)

Alliance Air Aviation Limited (A Govt. of India Undertaking) invites open online tender from experienced, competent and eligible bidders in a two-envelope system as per below:

1.	Work/ Project	Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO
2.	Site / Location	New Delhi
3.	Website for viewing tender, Corrigendum/ Addendum, if any.	https://allianceair.in & https://gem.gov.in
4.	Website for Registration/ uploading of Tender	https://gem.gov.in
5.	Estimated / NIT Cost	Rs. ₹ 2,50,000/- excluding GST
6.	Earnest Money Deposit (EMD) / Bid Security	In lieu of the EMD, only Bid Security Declaration form as per Annexure I to be submitted by the Bidders . Note: Bid Security shall remain valid for a period of 45 days beyond final bid validity period.
7.	Joint Ventures / Consortia of firms	Not allowed
8.	Project Completion Period	3 weeks from the Date of Issue of Letter of Award
9.	Bid Validity Period	90 days from the date of opening of Technical bid
10.	Last date & time for online submission of Technical & Financial Bid	06.08.2026 up to 15:00 hours
12.	Online opening of Technical Bid	06.08.2026 at 16:00 hours
13.	Online opening of Financial Bid	Intimated to Technical Qualified Bidders.
14.	Tender Inviting Authority & Communication address during Tendering and Execution of Work	Gurvinder Singh, Manager (Finance)- Alliance Air Aviation Limited Alliance Bhawan, Domestic Terminal 1, IGI Airport, New Delhi -110037 E mail: gurvinder.singh@allianceair.in
15.	EMD/Bid security favouring	Alliance Air Aviation Limited

- The tender document has to be viewed/ downloaded from above specified websites. Bidders are advised to visit above specified websites regularly for updates /Amendments/ Corrigendum, if any and not be published elsewhere. The Updates/Corrigendum/Addendum shall be followed up to submission of tender and it will be the part of tender.

- The purpose of this NIT is to provide interested parties with information to assist the preparation of their bid. While Alliance Air Aviation Limited has taken due care in the preparation of the information contained herein, and believe it to be complete and accurate, neither it nor any of its authorities or agencies nor any of its respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid, if eligible and in possession of all the documents required. While efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- Further, Alliance Air Aviation Limited does not claim that the information is exhaustive. Respondents to this NIT are required to make their own inquiries/ surveys and will be required to confirm, in writing, that they have done so and they did not rely solely on the information in NIT. Alliance Air Aviation Limited is not responsible if no due diligence is performed by the bidders.
- If the office of Alliance Air Aviation Limited happens to be closed on the last date and time mentioned for any of the event, the said event will take place on the next working day at the same time and venue.
- Alliance Air Aviation Limited reserves the right to accept or reject any or all bids without assigning any reasons. No Bidder shall have any cause of action or claim against the Alliance Air Aviation Limited for rejection of his Bid and will not be bound to accept the lowest or any other tender.
- No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.
- All information submitted in response to this NIT shall be the property of Alliance Air Aviation Limited and it shall be free to use the concept of the same at its will.

For and on behalf of ALLIANCE AIR AVIATION LIMITED
Manager (Finance)

SECTION-I

ABOUT THE COMPANY AND INTENT OF THE TENDER INQUIRY

1. The Company – An overview

Alliance Air Aviation Limited (the Company) operates Domestic flights in the upcoming/ remote flight destinations. It connects people, places, and cultures and aims to enable people to have access to safe, secure, sustainable and affordable air services in a world-class aviation environment and to make every flight special and memorable for its guests.

2. Intent of the Tender Enquiry

The objective of this tender is to select a firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

The approximate number of employees in PF trust is around 900. The PF trust is having app . corpus of Rs. 55.00 cr.

3. Eligibility Criteria

1. The professional CA firm must be in existence for more than 20 years as on the last day of bid submission.

2. The prospective bidders must have at least 5 qualified Chartered Accountants in their firm.

3. The bidder must have office in Delhi/ NCR & submit a proof of having office in Delhi/NCR.

4. The bidder must be empanelled with CAG.

5. The prospective bidder must have done at least one similar work for an exempted PF Trust of a Central Public Sector Enterprise having minimum corpus of Rs. 50.00 cr. and minimum 900 employees

6. The prospective bidder must have derived average annual turnover equal to 50% of the estimated tender cost during last 3 completed financial years ending 31.03.2025

6. The bidder should have successfully completed similar works during last 7 (seven) years ending last day of the month in which tender is invited and should be either of the following:

- One similar completed work costing not less than the amount equal to 80% of the estimated cost of this tender.

  Or

- Two similar completed works costing not less than the amount equal to 50% of the estimated cost of this tender.

  Or

- Three similar completed works costing not less than the amount equal to 40% of the estimated cost of this tender.

Similar works means

Providing professional services for conducting audit of exempted PF trusts awarded directly by the exempted PF Trust or providing professional services to EPFO for carrying out third party auditing of exempted PF Trusts. In both cases, the exempted PF Trust should have minimum corpus of Rs. 50.00 cr. and minimum 900 members.

SECTION-II INSTRUCTIONS TO BIDDERS

1. The name and address of the institution inviting bids i.e., the employer:

Manager (Finance)
Alliance Air Aviation Limited
Alliance Bhawan, Domestic Terminal 1, IGI Airport, New Delhi -110037

2. **The purpose of invitation of bids is '** Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO. The detailed work requirements are defined in scope of work (Annexure K).

3. The Method of selection of the firm shall be on the basis of lowest price offer (L1). The price bid of only those bidders shall be opened who are declared eligible in the technical evaluation.

4. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

5. The Bidder should carefully examine the tender document and all its contents, including theannexures and formats and would be wholly responsible for the failure to comply with the requirement and conditions as stipulated in the tender document. No extra charges or compensation etc. whatsoever consequent on any misunderstanding or otherwise shall be allowed. Having submitted the bid, it would be deemed that prior to the submission of the tender document, the Bidder has:

   a) Made a complete examination of the contents as well as the requirements of thetender document.
   b) Have full knowledge of the work.
   c) Made a complete and careful examination of the various aspects of the assignmentincluding but not limited to:
      i. Conditions at workplace.
      ii. All other matters that might affect the bidder's performance under the terms ofthis tender document.

6. Bid security declaration form as provided at Annexure I hereto in lieu of EMD is required under the pre-qualification requirement. Non submission of Bid security declaration will lead to disqualification of Bidder.

NB: MSMEs having valid Registration Certificate from the Competent Registering Authority, will be allowed exemption from submission of EMD as per Govt of India Guidelines, subject to submission of valid Registration Certificate withthe bid.

7. The bidder shall bear all the costs associated with the preparation and submission of its bid and the Company shall not be responsible or liable for these costs, regardless of conduct or outcome of the bidding process, under any circumstances.

8. The Bidder shall quote the rates tendered in Indian Rupees in figures as well as in words. All rates must be quoted online only in the Financial Bid Form. In the event of any difference between figures and words, the amount indicated in words shall be taken into consideration.

9. The Company's Officers shall examine the 'Bids' to determine whether each bid has been properly signed and is substantially responsive. For this purpose, a substantively responsive bid is one which conforms to all the terms, conditions and specifications of the tender document without any material deviation and reservation.

10. If a bid is not substantially responsive to the requirements of the bid document, the Company has an absolute right to reject it.

11. The bid shall contain no alterations, omissions or additions, except those to comply with the instructions issued by the Company, or as necessary to correct errors made by the bidder, in which case all such corrections shall be initialed by the person or persons signing the bid.

12. To assist the process of examination, evaluation and comparison of bids, the Company may ask the bidder, individually for clarification, if any, of their bids, including breakdown of unit rates and price. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted, except as required to confirm the correction of arithmetical errors discovered by the Company during scrutiny.

13. The bids shall be valid for a period of ninety days (90 days) from the date of opening of bid. In exceptional circumstances, prior to expiry of the original bid validity period, the Company may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request in writing. A bidder agreeing to the request shall not be required or permitted to modify his bid but shall be required to extend the validity of his Bid Security Declaration for the period of the extension.

14. Bidders requiring any clarification on the RFP may give their representations on the GeM window. The Company may also on its own motion, if required, issue interpretations and clarifications to the bidders. All clarifications and interpretations issued by the Company shall be deemed to be part of the bidding document. It is hereby clarified that verbal clarifications and/or information given by the Company or its employees or representatives shall not in any way or manner be binding on and shall not form any part of the bidding process.

15. At any time, prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the bidding document by issuing Addendum.

Corrigendum/Addendum, if any, shall be hosted on the Company Website and GeM Portal.

16. To afford prospective bidders reasonable time to take an addendum into account in preparing their bids, the Company may extend, as reasonably necessary, the deadline for submission of bids.

17. **Preparation and Submission of Bids**

Bids shall be submitted online on GeM Portal.

18. The following shall be the form of various documents in the Bid to be uploaded on GeM Portal.

A. Technical Bid

i. Letter of Application and Bid Securing Declaration as per Form 'A'.
ii. Power of Attorney for signing the Bid as per the format at Form 'B'.
iii. Technical Bid as per section IV along-with all enclosures and supporting documents.
iv. Certificates as per Annexures D-I.

B. Financial Bid: Financial Bid as per format available on GeM Portal on the lines prescribed in Anneure J of RFP.

19. The Bidder shall upload scanned copies of the documents as specified in para 18A above on the GeM before the closing date and time. It is mandatory to upload the bids on GeM portal as per para 18A above and no bids in physical form shall be accepted. The scanned copies uploaded on the GeM portal should be clear and legible. The Company shall consider only legible documents and is not bound to seek clarification from the bidder for non-legible documents.

20. The Bidders shall upload the bid on GeM Portal well before the bid closing time, as per their convenience. The Company shall not be responsible and/or liable for any technical errors/ glitches in GeM Portal, unless such technical error/glitches are reported beforehand, providing reasonable time to the Company for considering further course of action, before the expiration of the specified deadline. Failing such requirement, the Company shall not entertain any request for extension of date for submission of bids. The Bidder shall undertake to not approach any judicial forum, without any compliance of the above-mentioned conditions.

21. The Bidders may be asked to submit the originals of the documents listed at foregoing para 18A during either Technical Evaluation process or after declaration of bid evaluation result by the Company. Bidders failing to submit the original documents listed at para 18A shall be unconditionally debarred from bidding in the Company & the Company projects for a period of two years. In case selected bidder fails to submit the originals listed at 18A, the bidding process shall be annulled and tender shall be re-invited.

22. Opening and Evaluation of Bids. The Online technical e-bids shall be opened on the time and date given herein before.

23. The bids shall be evaluated in two stages. Technical bid, in the first instance, shall be examined to ascertain fulfillment of eligibility criteria specified in RFP.

24. In stage II, the financial bid shall be opened. The financial bid shall be opened on alater date which shall be notified on the GeM portal and website of the Company.

25.The Company reserves the right to reject/disqualify any bid, if at any time, a materialmisrepresentation is made or forged/tempered document submitted by the bidder.

29. The decision of the Company with regard to selection of firm shall be final andbinding and no communication in this regard shall be entertained.

SECTION-III

GENERAL CONDITIONS OF CONTRACT

1. **Contract Period: The Contract period shall be 3 Weeks from the date of award of work.**

2. Prior to expiration of the period of bid validity, the Company shall notify the successful bidder in writing that its bid has been accepted. This letter [hereinafter called 'the Letter of Acceptance (LOA)'] shall indicate the consideration which the Company shall pay to the firm for execution of the assignment as prescribed in the Scope of Work. The LOA shall constitute the intention of the Company to execute ofthe Contract.

3. If the firm does not start the work or if it is felt by the Company that the pace of work is slow and is likely to delay the assignment, the Company reserves the right to terminate the contract and/or levy the penalty and also reserves the right without prejudice to the available legal remedies, to carry out such work/service/supply at the risk and cost of the firm/bidder.

4. The firm and its staff shall take all proper and reasonable precautions to preserve from loss, waste or misuse the assets of the Company and shall not knowingly lend to any person or company any of the effects or assets of the Company, and the control of the firm and its personnel. In the event of any accident / damage loss etc. caused due to negligence of staff deployed by the firm shall be considered as due to the inefficiency of the firm and the firm has to make good all such damage or loss.

5. **Termination of Contract**: In case it is found that the work/ level of service is not as per requirement/standards, time lines, then the Company retains the right to terminate the Contract and, in such case, the firm/bidder shall not be entitled to claim any damages from the Company or make any claim for fees in respect of such unsatisfactory/ substandard services.

6. The agreement may be terminated by the Company in case of the following:

   a) If the work is not performed as per the terms and the conditions of the contract tothe satisfaction of the Company.
   b) The Successful Bidder assigns its rights / role in its Agreement with the Company, to any third party without prior written approval of the Company.
   c) The Successful Bidder commits default in complying with any of the terms andconditions of the Agreement.
   d) The Successful Bidder is dissolved.
   e) The Successful Bidder is declared insolvent.
   f) The Successful Bidder is unable to pay its debt or is under liquidation proceedings.
   g) The Successful Bidder deviates from the approved scheme of working.

h) Where Successful Bidder continues to fail in satisfactorily, timely execution of the work awarded.
i) If the Successful Bidder is convicted of any criminal offence and has been debarred to participate in the tender.
j) If any proceedings are initiated against the Company due to non-compliance of any applicable statutory law by the Successful Bidder or non-payment of any statutory taxes.

7. The termination shall be without any liability, including any compensation or damage on the Company.

8. In case of termination of contract, 10 % of the contract price shall be forfeited.

9. In the event of the firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the Company, the Company shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason and in such event the Company shall be entitled to forfeit the performance security. In case of breach of contract by the Company and the same is not cured within 30 days of notice of the firm, the firm has the right to terminate the contractby giving one months' notice.

10. **Sub-contracting**: The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the Company work in any manner whatsoever. In case, a firm/ individual is required to be engaged for specialized professional/ creative assignment, prior written permission of the Company should be sought.

11. **Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of the Company and the same shall be observed scrupulously. Any staff violating such code of conduct shall be replaced forthwith, besides a penalty on the firm as decided by the Company shall be imposed and repeated violations in this regard may lead to termination of the Contract as and when decided by the Company as per the procedure prescribed herein. This clause relating to Confidentiality shall survive upon the termination/expiration of the Contract and the Company shall have right to claim damages for violation of this Clause within 02 years next after the termination/expiration of the Contract. The firm shall also enter into a Confidentiality Agreement with the Company.

12. **Use of data/ documents/information**: The firm shall ensure that the documents, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Company. The information shall be safeguarded and the

firm shall take all necessary actions to protect the Company's interest against misuse, loss, destruction, alterations of deletions thereof. Any violations of the same will be liable for action under the law which shall entitle the Company to claim damages from the firm apart from taking action under the applicable law. This is an irrevocable condition and it will continue to be in force upto two years after termination/expiry of the contract. This clause shall survive upon the termination/expiration of the Contract and the Company shall have the right to claim damages for violation of this clause within next after two years of the termination/expiration of the Contract.

13. In the event of any breach or threatened breach of any clause by the firm and/or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the Company depending upon the loss caused to the Company. The Company can recover the said amount from the performance security. Apart from the above, the Company shall have the right to proceed against the firm and / or its assigned/authorized person(s) under applicable law.

14. **Time is essence of Contract**: The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Company to rescind the contract and forfeit the performance security deposit and in which case there shall not be any claims for damages against the Company by the firm. Further, the Company shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Company against any loss, damage, expenses, costs etc. incurred by the Company as a result of the said delay in timely completion of the said assignment, by the firm.

15. **Force Majeure**. Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the Company in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16. Dispute Resolution

Any dispute, controversy of claims arising out of or relating to this Agreement or the breach, termination or invalidity thereof, shall be settled through following mechanism:

a. Firstly, the aggrieved party shall write a letter to the other party detailing its grievances and calling upon the other party to amicably resolve the dispute by convening a joint meeting. Accordingly, the parties as per their convenience shall jointly convene the said meeting(s), wherein minutes of the said meeting(s) shall be prepared and countersigned by all the parties. It is mandatory to prepare minutes of meeting(s) and to be countersigned by all the parties, irrespective of the outcome of the said meeting(s).

b. In the event the parties are unable to reach on any settlement in the said meeting(s), then the aggrieved party shall mandatorily resort to pre-litigate on mediation mechanism with Delhi High Court Mediation Cell, New Delhi.

c. It is only upon failure of the pre-litigation mediation mechanism with Delhi High Court Mediation Cell, then the aggrieved party shall resort to resolution of disputes through arbitration of a Sole Arbitrator. The appointing authority of Sole Arbitrator is CEO, Alliance Air Aviation Limited, to which neither of the parties have any objection nor they shall ever object.

d. Subject to the parties agreeing otherwise, the Arbitration proceedings shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (amended as on date).

e. The place/seat of arbitration shall be Delhi and any award whether interim or final. shall be made, and shall be deemed for all purposes between the parties to be made, in Delhi. The arbitral procedure shall be conducted in English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian Law. The award of the arbitrator shall be final and conclusive and binding upon the Parties

f. The Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India and the Parties submit to sole & exclusive jurisdiction of courts at Delhi.

17. **Terms of Payment**.

100% of the contract price shall be released after successful completion of all the work as defined in scope of work.

18. In the event of a Force Majeure, which restricts the firm from performing their services, the firm shall be entitled to payments for the work actually performed bythe firms as mutually agreed under the terms of this contract.

19. **Indemnity Clause.** The selected firm/Firm shall fully indemnify the Company in case of any decree or order is passed against the Company by any Court, Forum, or Tribunal due to death of or injury to any of the agent or servants of the firm while carrying out the work under the agreement & indemnify, protect, defend and hold harmless the Company its officers, employees and agents from and against any and all demands, claims, suits and causes of action and any and all liabilities, costs, expenses, settlements and judgments arising out of the failure of the successful bidder to discharge its obligations under this agreement and to comply with any provisions of applicable laws and any permit or approval that may have been obtained or may be required or arising out of or attributable to any act or omission ofthe successful bidder. In case any proceedings in any Court/ forum are initiated against the Company due to any omission or commission on the part of the successful bidder or due to any non-compliance of any statutory laws, the successful bidder shall provide the cost of litigation and expenses incurred by the Company in defending such proceedings in addition to any other action that the Company may take.

20. In case two provisions of the tender document are considered to be contradictory, thesame shall be pointed out and the Company's decision in this respect shall be final. In case of any difference in interpretation of any clause, the Company's decision shall be final and binding.

21. In case of mergers and acquisitions of the successful bidder's company, all the contractual conditions and obligations shall automatically be transferred to the acquiring company/entity, with the prior written permission from the Company, and acquiring company must assume all the obligations of the contract till the end of the contract period.

22. The Company shall have all rights on the content and formats designed by the firm under this contract.

23. This RFP alongwith LOA will be treated as Agreement.

SECTION-IV

I - Eligibility Criteria

Table -1: Documents for Technical Qualification	
CHECK LIST	
Name of Bidder	**M/s………………………………………………………………………..**
Name of Work:	Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

S. No.	**Particular of Document**	**Attached/ Not Attached**
a)	Authority to Sign the Tender Copy of Notarized Power of Attorney duly certified by the executor that the POA has not been changed as on date of submission	
b)	Date of establishment of firm (Attach copy of relevant document)	
c)	Legal Entity/Registration of firm/ Firm's existence after Registration The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI). Proof of registration to be attached.	
d)	Location The prospective CA Firm bidding for the tender must have its office in Delhi/NCR (Proof of office location in the form of ownership/lease deed/ rent agreement to be attached).	
e)	Whether Micro, Small or Startup Enterprises (attach proof of requisite registration)	
f)	Professional strength The Firm should have minimum 5 Nos. of Chartered Accountants (CAs) (including partners) in the Firm as per ICAI Constitution Certificate. Proof required to be attached.	
g)	EMD Documents/Reference	
h)	Letter of Transmittal for Technical Bid and Financial bid along with Declaration by the Bidder on bidder's original letter Head as per given format	

i)	Bidder shall submit "**Financial Information"** regarding Turnover, Profit/Loss for Last 5 (five) years ending on the financial year 2024-25 in **Form-H** duly certified by Statutory Auditor of the firm/company which must carry **UDIN (Unique Document Identification Number)**. • **Profit / loss (after Tax):** The Bidder should not have incurred any loss (profit after tax should be positive) in more than two years during last five years ending 2024-25. • **Turnover:** Average annual financial turnover of Bidder should be at least 50% of the estimated cost of work during the immediate last 3 consecutive financial years ending 2024-25 • Bidder shall attach Balance Sheet and Profit & loss Statement, duly audited by Statutory Auditor of the firm for last 5 (five) years ending on the financial year 2024-. • **Note: This Certificate will be verified through ICAI Portal using UDIN number mentioned in Form-H.**	
j)	**Completed Similar Work Criteria:** The bidder should have satisfactorily completed the similar types of works as mentioned below during the last seven years ending previous day of last date of submission of tender. i) One similar completed work costing not less than 80% of the estimated cost of work. Or ii) Two similar completed works of order value each not less than 50% of the estimated cost of work. Or iii) Three similar completed works of order value not less than 40% of the estimated cost of work. Note: **Similar work** shall mean Providing professional services for conducting audit of exempted PF trusts awarded directly by the exempted PF Trust or providing professional services to EPFO for carrying out third party auditing of exempted PF Trusts. In both cases, the exempted PF Trust should have minimum corpus of Rs. 50.00 cr. and minimum 900 members. The past experience in similar nature of work and also for additional experience should be supported by work orders / certificates issued by the Client's organization. In case, the work orders / certificates are not verified by the issuing	

S. N	Particular of Document	Page Nos. (from – to)
	authority, AAAL reserves the right to not consider for the award of works. (Work order/ completion/ performance/ experience certificates/ invoices raised and payment receipt proof to be attached). Note: The completion / experience/Performance certificates, along with the supporting documents, shall be got verified from the issuing authority / organizations prior to opening of Financial Bid.	
k)	**GST Registration & PAN:** Bidder shall submit valid GST registration certificate for the state where work is to be executed and PAN Card. If not registered till date of submission of bid, bidder will give undertaking on bidder letter head stating that they will get registered in GST as per Govt. norms. Copies to be attached.	
l)	**Structure & Organization:** The bidder will submit Name, address, details of the organization, Name(s) of the Owner/partners/promoters and Directors of the firm/ company as prescribed.	
m)	**Non - Conviction Certificate:** The bidder will submit the undertaking regarding **"Non – Conviction Certificate"** as prescribed in Annexure **-E.**	
n)	**No Deviation Certificate:** The bidder will submit **'No Deviation Certificate'** as prescribed in Annexure **F.**	
o)	**Undertaking regarding Blacklisting / Non Debarment** The bidder will submit the "Undertaking regarding Blacklisting / Non Debarment" as prescribed in Annexure **G.**	

Date:

(Signature, name and designation of the Authorized signatory)

Annexure 'A'

(TO BE SUBMITTED ON BIDDER LETTER HEAD)

LETTER OF TRANSMITTAL FOR TECHNICAL BID

To,
Manager (Finance) -HQ
Alliance Air Aviation Limited,
Alliance Bhawan,
Domestic Terminal 1, IGI Airport,
New Delhi -110037

Subject: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

Having examined the details given in tender document for the above work, I/we hereby submit the relevant information.

i. I / We acknowledge that the AAAL will be relying on the information provided in the Bid and the documents accompanying the Bid & detailed provided in the enclosed "Forms" for selection of the firm for the aforesaid work and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

ii. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

iii. I/we submit the requisite Work Order/Completion Certificates, Financial Informations and authorize AAAL Ltd. to approach the Issuing Authority to confirm the correctness thereof. I/we also authorize AAAL Ltd. to approach individuals, employers, firms and corporation to verify our competence and general reputation.

iv. I/ We acknowledge the right of AAAL to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

v. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

SN	Name of work	Value of Work	Client

Date:

(Signature, Name, Designation of the Authorized signatory with Seal)

Place:

Annexure 'B'

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID/ PROPOSAL (On a Stamp Paper of Rs.100/-)

Know all men by these presents,We,____ ______________ ________ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms.(Name), son/daughter/wife of_______________________ and presently residing at______________________________________, who is presently employed with us/the Authorized representative for this assignment and holding the position of____________________, as our true and lawful attorney (hereinafter referred to as the

"Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemedto have been done by us.

IN WITNESS WHERE OF WE………………… THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS……DAY OF _ _ _ _ _ _ _ .

For………………………………

(Signature, name, designation and address)
of person authorized by Board Resolution (in case of Firms/Company)/Partner in case of Partnership Firms

Accepted

(Signature, name, designation and address of the

Attorney)Witnesses:

1.

2.

Notarized Person identified by me/personally appeared before me/signed beforeme/Attested/Authenticated*

(*Notary to specify as applicable)

(Signature, Name and Address of the

Notary)Seal of the Notary

Registration Number of the

NotaryDate

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

- Wherever required, the Firm should submit for verification of the extract of the charter documents and documents such as Board or Shareholders Resolution/Power ofAttorney in favor of the person executing this Power of Attorney for the delegation of powerhereunder on behalf of the Firm.

Annexure C

(TO BE SUBMITTED ON BIDDER LETTER HEAD)

LETTER OF TRANSMITTAL FOR FINANCIAL BID

Dated:

To

Manager (Finance) -
HQ Alliance Air
Aviation Limited,
Alliance Bhawan,
Domestic Terminal 1, IGI Airport,
New Delhi -110037

Sub: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

Dear Sir,

With reference to this Tender Document, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid work. The Bid is unconditional and unqualified.

1. The Cost has been quoted by me/us for bid after taking into consideration all the terms and conditions stated in the Tender Document, our own estimates of costs and after a careful assessment of the work.
2. I / We shall keep this offer valid as period specified in the NIT.
3. I / We hereby submit our FINANCIAL BID for undertaking the aforesaid work in accordance with the Bidding Documents and the Agreement.

Yours faithfully,

Date: (Signature, name and designation of the Authorized signatory)

Place: **Name and seal of Bidder**

Annexure "D"

(TO BE SUBMITTED ON BIDDER LETTER HEAD)

CORRESPONDENCE DETAILS OF ISSUING AUTHORITY

Work Order/Completion/Performance/Experience Certificate

Name of Work: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

A. Work order /Completion/Performance/Experience Certificate

Present address of the Issuing Authority	Official Email Id	Landline no	Other Contact no.

This is to certify that above information is correct and is gathered from the Issuing Authorities by us for the verification of concerned documents. We understand that if the documents is not verified, then our bid is liable to be rejected.

Date:

(Signature, Name, Designation of the Authorized signatory with Seal)

Place:

Annexure-E

NO-CONVICTION CERTIFICATE
(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)

Name of Work: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

This is to certify that ______________________ (Name of the organization), having office at _________________________________ (Address of the registered office) has never been convicted by any Central / State Government Department or Court of law anywhere in the country.

This is also to certify that we are not involved in any form of Corrupt and Fraudulent Practices in past and will never be involved in future.

Date:

Place:

(Signature, Name, Designation of the Authorized signatory with Seal)

Annexure "F"

NO DEVIATION CERTIFICATE

Name of Work: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

This is to confirm that we have read the tender document /NIT in its entirety and we have understood the job content etc. We also confirm that we have not changed/modified the above tender document and in case of observance of the same at any stage it shall be treated as null and void.

We hereby also confirm that we have not taken any deviation from Tender Clause together with other reference as enumerated in the above referred Notice Inviting Tender and we hereby convey our unconditional acceptance to all terms & conditions as stipulated in the Tender Document.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null and void.

Date:

(Signature, Name, Designation of the Authorized signatory with Seal)

Place:

Annexure "G"

UNDERTAKING REGARDING BLACKLISTING / NON DEBARMENT

Name of Work: Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO

This is to certify that we have taken the cognizance of Blacklisting Policy of AAAL Ltd. Further, we hereby Confirm and declare that we, M/s______________________________ , is not blacklisted/De-registered/debarred by any Government Department/Public Sector Undertaking.

Date:

(Signature, Name, Designation of the Authorized signatory with Seal)

Place:

Annexure H

Format for Certificate of Annual Turnover

1. It is certified that the Annual Turnover of M/s………………………………………….. (Name & address of the firm)
_____________ ________________________ from professional services and Auditservices during last three consecutive financial years is as under:

	Annual Turnover	Profit After Tax
Year	Rs.	Rs.
2020-21		
2021-22		
2022-23		
2023-24		
2024-25		
Average Annual Turnover		

Yours Sincerely,

(Signature of Chartered Accountant/ Statutory Auditor of

the Company)Name of the Chartered Accountant and

Partner of the firm

Seal with Membership No. of ICAI
(Certificate without Membership No., UDIN No. and seal of the Chartered Accountant/Statutory Auditor will not be considered.)

Annexure "I"

BID SECURITY DECLARATION FORM

(To be submitted on the Bidder's Letter Head)

Date: ________ Tender Reference No.: ___________________________

To
Alliance Air Aviation Limited,

I/ We, the undersigned, declare that:

I/ We understand that according to your conditions, Bids must be supported by this Bid Security Declaration.

I/ We accept that I/ We may be disqualified from bidding for any contract with you for a period of one (01) year from the date of such notification/ intimation to us in the event I/ We are found to be in breach of the terms, conditions and obligations of this Tender due to any of the following reasons:

a) If I/ We have withdrawn/ modified/ amended our Bids, or have impaired or derogated from the Tender conditions or our submitted Bids during the Bid validity period; or
b) If I/ We have been notified about the acceptance of our Bid and have been awarded the letter of intent for execution of the Contract pursuant to the bidding process during the Bid validity period and I/ We either (i). fail to accept the letter of intent or execute the Contract and/ or (ii). fail to furnish the requisite Security Deposit/ performance security in accordance with the instructions given to the Bidders.

I/ WE understand that the Bid Security Declaration shall cease to remain valid in case I/ We are not the Successful Bidder, upon earlier of (i). the receipt of your notification regarding the name of the Successful Bidder; or (ii). thirty days of the expiration of validity of my/ our Bid.

Signed:

[Insert name and capacity of the person authorized to sign]

Duly authorized to sign on behalf of the [insert complete name of the Bidder]

Date on this (*) day of (*) month, 2026

Corporate seal of the Bidder

Annexure J

FINANCIAL BID FORMAT

Item	Amount (Rs.)
Engagement of a Firm of Chartered Accountants for carrying out Due Diligence, Financial Reconciliation, Certification and Advisory Services for Migration of PF Trust of Alliance Air Aviation Limited to EPFO	
GST	
Total	

The bidder shall be responsible for providing computer/laotops etc. to its team.

The successful bidder shall be required to post a qualified, experienced Chartered Accountant and two assistants at the company’s premises on full-time basis till successful completion of work. The company’s decision in this regard shall be final and binding. The bidder shall be required to add additional personnel to team as per requirement and without any extra cost to the company.

ANNEXURE – K

Scope of Work

- **To audit and reconcile** individual ledger balances for all past and present employees.
- **To r**ecalculate historical interest credits to ensure alignment with rates approved by the competent authority .
- **To verify and Reconcile** all historical loan advances, partial withdrawals, and monthly recoveries.
- **To I**dentify any unreconciled, isolated or suspense accounts or data mismatches and resolving them
- **To v**erify the physical and electronic existence of all Trust investments (Bonds, G-Secs, FDRs).
- **To a**ssess current liquidation values and check for any "bad or doubtful" investments.
- **To a**udit and reconcile all Trust bank accounts up to the exact date of the final transfer.
- To Prepare and certify **Annexure-K** (EPFO) for every individual member to transfer clean data.
- **To reconcile 6A by** Cross-checking annual contributions with historical returns
- **To prepare form SE-1, SE -6, SE-7 , Form 9, Form 11, KYC Registry for all employees**
- To Certify the final balance sheet and asset-liability statement of the Trust for EPFO submission.
- **To identify and ensure that** any past periods where AAAL operated under different structures are mapped accurately.
- **Illiquid Securities:** If the Trust holds long-term bonds that cannot be liquidated instantly, the CA firm must advise on transferring the securities "in-specie" to EPFO or creating a cash shortfall plan.
- **To identify any Underfunded Liabilities or surplus and addressing them in accordance with law**.
- To prepare application for surrender of exemption is submitted to the Regional P.F. Commissioner (RPFC).
- **To ensure that** Liquid cash and approved securities are officially transferred to the EPFO bank accounts or are distributed correctly amongst the members.
- Discussion with ALL level of officials & staff of AAAL, statutory auditors of AAAL OR EPFO as and when required including visiting offices of respective stakeholders outlined above.
- To do all such activities as may be required for timely & successful achievement of scope of work outlined above

- The successful bidder shall be required to post a qualified, experienced Chartered Accountant and two assistants on the company’s premises on full-time basis till successful completion of work. The company’s decision in this regard shall be final and binding. The bidder shall be required to add additional personnel to team as per requirement and without any extra cost to the company.