



داریانا افغان هوایی شرکت  
**ARIANA AFGHAN AIRLINES**  
P.O.BOX(76)KABUL AFGHANISTAN



بسم الله الرحمن الرحيم  
Islamic Republic of Afghanistan

Ariana Afghan Airlines  
Finance and administration Directorate  
Procurement Department

**STANDARD REQUEST FOR QUOTATIONS (SBD)**  
**For**  
**Procurement of Service**

(Description of Service - sees **SCHEDULE OF SERVICE**)

SBD Serial Number: (SBD 010-218- Delhi Charter Accountant Contract)

SBD Date: (01-July-2025)

**Bid Closing Date: 11-July-2025**

Bid opening date: 12-July-2025

To: *[Ariana Afghan Airlines Approved Vendors]*

1. The *[Ariana Afghan Airlines]* has a budget allocation for the purchase **Financing Services**; and is applying some of that allocation for the purchase of Works for which this Request for Quotation is issued.
2. Your quotation, must be send to the following Address before closing Date

Please send your quotation only to [bidding-box@flyariana.com](mailto: bidding-box@flyariana.com)

3. Any quotation received to other address of Ariana or later than the scheduled time will be rejected. The quotation must send with complete requested information, The quotation must be clearly marked quotation for SBD XXX, and send to above email.
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Bidder.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Employer is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
9. The Supplier should sign and stamp in all SBD pages.

Signature of official authorised to receive the quotation

### **WORK SCOPE:**

### **Registrar of Companies:**

- To register with Registrar of Companies, Delhi
- Obtain CIN (Company Identification Number)
- File annual accounts as required under Act

### **Income Tax:**

- Obtain PAN number & file Income Tax return (ITR) annually
- Prepare annual accounts as required & file along with ITR
- File 15 CA & 15 CB for any remittances to be made outside India
- Deduct monthly TDS (Tax Deducted at source) from payments to Various parties & deposit with government along with quarterly TDS returns
- Reply to notices & queries raised by Income Tax department, Government of India

### **Goods & Service Tax:**

- Obtaining GST registration (earlier it was Service tax)
- File Monthly returns along with monthly taxes (GSTR-1 & GSTR-3)
- File annual return (annual)
- File GST audit report (annual)

### **Books of Accounts:**

- To maintain proper Books of Accounts as required under various Acts applicable to Company
- Prepare Annual accounts of Indian operations

### **Reserve Bank of India:**

- File Audited Annual activity certificate
- Other compliances as required time to time.

Also resending various mails which were exchanged from time to time in connection with legal compliances.

### **SCHEDULE OF WORKS AND PRICED QUOTATION**

Description	Service cost / Yearly
Chartered accountant 2025	

**Note: The Consultant Company must be applied all TOR**

## DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

### BIDDER INFORMATION SHEET

<b>1. General Information of the Bidder</b>			
Bidder's Legal Name (attached copy of license)			
Bidder's legal address in Country of Registration			
Bidder's legal status (Proprietorship, Partnership, Limited Liability Concern)			
Bidder's Authorised Representative Name:			
Address			
Contact number (telephone/fax)			
e-mail address			
<b>2. Information on Equipment</b>			
Major activities of Bidder's Equipment proposed for carrying out the works. List all information requested below.			
Item of equipment	Description, make and age (years)	Condition and quantity available	Owned/leased
(a)			
(b)			

### TERMS AND CONDITIONS FOR THE PERFORMANCE OF WORKS AND PAYMENT

The Terms and Conditions hereinafter may only be varied with the written agreement of the Employer and no terms and conditions put forward at any time by the Bidder shall form any part of the Contract:

- (a) the Bidder shall not be required to submit a performance security;
- (b) the performance of the Works shall be completed within *[TAT which reflected on quotation]* from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the Works, the Bidder shall submit the original Invoice to the Employer; the invoice shall show the cost of the Works and Taxes (If applicable) separately;

- (d) payment of the Invoice shall be arranged by the Employer, within thirty (30) days, (or as per payment plan which reflected on related contract) but only against the Works actually completed and performed as listed in the Purchase Order;
- (e) the Employer may, by written notice sent to the Bidder, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Bidder fails to perform any or all the works within the time period(s) specified in the Purchase Order, related contract; or
  - (ii) if the Bidder fails to perform any other obligation(s) under the Purchase Order; or
  - (iii) if the Bidder, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the Employer specifying the nature of the default(s); or
  - (iv) if the Bidder, in the judgment of the Employer, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (f) (f) The Bidder shall provide the warranty, as stipulated in the Quotation Documents, for the Works to be performed and confirm that if any defaults are detected within the warranty period in the completed works, the Bidder shall be bound to rectify the default or re-perform the works as the case may be.

## **EVALUATION METHODOLOGY AND CRITERIA**

### **EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of Quotations, the Employer shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents, without material deviation or reservation. A material deviation or reservation is one:

- (a) which affects in any substantial way the scope, quality, or performance of the Works;
- (b) which limits in any substantial way, inconsistent with the Request for Quotations Documents, the Employer's rights or the Bidder's obligations under the Contract;
- (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive quotations.

If a Quotation is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the Employer for any arithmetic errors. Errors shall be corrected by the Employer as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.