



**AIRPORTS AUTHORITY OF INDIA**  
**REGIONAL HEADQUARTERS-NORTHERN REGION**

**Notice Inviting Tender (NIT)**

**For**

**Staff Canteen facility at Regional  
Head Quarters – Northern Region  
(NATS Building and DATS Building)  
near  
T-2, IGI Airport, New Delhi**

**E-bid no.: 2023\_AAI\_153940\_1**



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## **DISCLAIMER**

The information contained in this NOTICE INVITING E-TENDER document (the “e-Tender”) or subsequently provided to Applicant(s), whether in documentary form, by or on behalf of the Authority, is provided to Applicant(s) on the terms and conditions set out in this e-Tender and such other terms and conditions subject to which such information is provided.

This e-Tender is neither an agreement nor an offer by the Authority but an invitation to the prospective Applicants or any other person. The purpose of this e-Tender is to provide interested parties with information that may be useful to them in the formulation of their financial application pursuant to this e-Tender. This e-Tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the subject Concession. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This e-Tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-Tender. The assumptions, assessments, statements and information contained in this e-Tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-Tender and obtain independent advice from appropriate sources.

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

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-Tender or arising in any way for participation in the bidding process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-Tender.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-Tender.

The issue of this e-Tender does not imply that the Authority is bound to select all the Proposals for bidding process for the Concession and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding process.

The Applicant shall be wholly responsible for any statements/documents/ records, etc. submitted pursuant to this e-Tender and ensure accuracy thereof. The Authority or its employees shall accept no responsibility or liability for any deficiency that may be made by the Applicant. Any false declaration made by the Applicant shall invite action as may be decided by the Authority including termination of Concession, debarring, forfeiture of EMD and/or Security Deposit. The Applicant shall also indemnify the Authority and its employees from actions arising out of this e-Tender.

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**AIRPORTS AUTHORITY OF INDIA**  
**DEPARTMENT OF COMMERCIAL**

**E-tenders are invited for award of License for Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi**

**INTRODUCTION**

1. Airports Authority of India is (“AAI”) is the largest Airport Operator in India providing Modernization, Air Navigation, Operation and Management of 125 plus Airports across India.
2. AAI is desirous of participation of eligible entities in the subject e-tender license for **Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi**
3. AAI came into existence on 1st April 1995. AAI has been constituted as a Statutory Authority under the Airports Authority of India Act, 1994. The main functions of AAI include:
  - Design, development, operation and maintenance of passenger terminals.
  - Development and management of cargo terminal at international and domestic airports.
  - Provision of passenger facilities at terminals like Duty Free Outlets, Travel Retail Outlets, F&B facilities, Executive Lounges, Ground transportation facilities (Maxi Cab, Radio Taxi etc.) and other non-aero activities like; Money Exchange Counters, Trolley Services and information systems.
4. Since its inception in 1995, Airports Authority of India (AAI) has been at the helm of affairs in the development of airport infrastructure and management and control of airport operations and air navigation services in India. Over the past two decades AAI has been on the forefront of modernizing and developing airside and terminal side infrastructure and improving its services at airports to deliver a better travel experience to passengers. These measures have resulted in improved air safety and passenger satisfaction as is reflected in passenger experience survey results.
5. During the Financial Year 2019-2020, AAI has recorded a Total Revenue of Rs. 12,837.44 crores and a Profit After Tax (PAT) of Rs. 1,985.09 crores..
6. The spurt in air traffic has brought new opportunities as well as challenges for AAI in terms of expanding airport infrastructure and passenger amenities.
7. The data regarding the number of employees is placed at **ANNEXURE-M** of this e-tender.

## **NOTICE INVITING E-TENDER (NIET)**

1. E-Tender is hereby invited for granting concession for the following:

<b>Name of Facility</b>	<b>Tender Processing Fees (in INR)</b>	<b>Earnest Money Deposit (EMD) (in INR)</b>	<b>Minimum Reserve License Fees (MRLF)/Minimum Monthly Guarantee (MMG) (in INR)</b>
<b>License for Operating Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi</b>	<b>Rs. 2000/- (Rupees Two thousand Only)</b>	<b>Rs. 50,000/- (Rupees Fifty thousand only)</b>	<b>Rs.1110/- (Rupees one thousand one hundred and ten only) per month + Applicable charges and Taxes thereon</b>

**NOTE:**

- a) Offers below MRLF will not be considered for award.
- b) Highest quote/ offer over and above MRLF, shall be the sole parameter for selection of highest bidder.
- c) License fees shall be the quoted fixed license fees/quoted MMG. The quoted fixed license fees/MMG is subject to annual escalation as detailed in NIT.
- d) In addition to the Concession Fees, the selected bidder shall be liable to pay:
  - (i) Utility/ Facilitation Charges at 10% of normal space rent (or as may be notified by AAI from time to time, presently normal notified space rent for FY 2023-24 is Rs. 1440/- Per Sqm per month for AC space and Rs. 960/- Per Sqm per month for non-AC Space subject to annual escalation of 7.5% w.e.f. 1<sup>st</sup> of April every year; escalated amount shall be rounded off to the nearest multiple of Rs. 10/-) for allotted space.
  - (ii) All applicable Government Taxes including GST (presently at the rate of 18%) or at the rates declared by Government of India or State Government from time to time.
  - (iii) Charges for the consumption of the electricity and water charges @as notified by AAI from time to time on actual consumption basis (such rate as in the month of April 2023 is Rs. 9.96 per unit which is subject to revision every month) for the purpose of use of the said license as becomes due and payable and in accordance with the directions of the Authority and at the rates as fixed by AAI from time to time.

**2. Location Details: Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi - APPENDIX: 3 of Annexure-A**

**3. Period of Concession: 05 Years**

**4. Rate of Escalation:**

- a. License Fees shall be subject to annual escalation of **@ 10%**.
  - b. The first annual escalation will be applicable after completion of **one year + six months license period**. Thereafter the same will be applicable after completion of subsequent one year period there from. Even if, on account of any delay whatsoever, licensee could not commence business operations on the expiry of gestation period stipulated in NIT, for the purpose of calculation of date on which 18 months of license are completed (date on which first escalation is applied) shall be deemed from next day of expiry of gestation period stipulated in NIT.
5. The prospective bidders are requested to go through the tender conditions and visit the site / airport to assess the feasibility of business / undergo proper diligence study and thereafter may bid in the Tender. No reduction in license fee will be entertained by AAI at any stage for whatever reasons.
6. Participants are advised not to give any conditional tender and adhere to the terms and conditions indicated in the tender documents provided by AAI. Conditional tenders would be summarily rejected.
7. **Business Incubation Period** shall mean a period of **15 days** from the date of issuance of LOIA to the selected bidder. The selected bidder will be under obligation to complete all the formalities/conditions of award as will be specified in the LOIA.

**8. Handing Over of Sites:**

- a. Sites will be handed over to the selected bidder upon fulfillment of conditions of award within the stipulated time of business incubation period.
- b. If the licensee fails to complete the conditions of award which are pre-requisite for handing over of site, then the gestation period will be deemed to have commenced on **16<sup>th</sup> Day** of issuance of LOIA i.e. immediately after expiry of business incubation period. However, actual handing over of sites shall only be done after completion of all conditions of award.
- c. In case tender process has been completed and successful tenderer has been awarded LOIA, but, concession/ license period of incumbent licensee is not over, then, date of hand over of site should not be later than 7th day of expiry of incumbent license or expiry of business incubation period (whichever is later). However, in extreme circumstances, if due to some reason, the vacant site could not be made available, the Airport Director in consultation with concessionaire can identify an alternate location for commencement of concession/ license. Rebate shall not be considered in such a case.

**9. Gestation Period:**

- a. Gestation period of **30 Days**, reckoned from the date of handing over of sites shall be permissible.

- b. No gestation period is to be permitted in case of renewal/award of the concession/ license in favor of the existing licensee in the same place (i.e. same area as well as location).However,
  - i. where there is change in location or due to suspension of the business to carry-out modification at the existing area etc. in the concession/ license premises, normal gestation period, as defined above, may be permitted.
  - ii. If there is increase in the area in the new license at the same location awarded to existing licensee, the gestation period would be applicable for the incremental area only (if he continues with the business from the existing area and needs development period for the incremental area). In this scenario, licensee shall continue to be billed on the basis of quoted license fee on pro-rata basis for existing area. Billing for the newly developed/incremental area shall be started after expiry of gestation period.

**10. Eligibility Criteria:**

**a. Technical Criteria:**

*"No prior experience of F&B is required subject to the condition that the successful bidder will obtain all the requisite statutory/ regulatory permission & certification etc. within the gestation period mentioned in NIT. In case of failure in obtaining the requisite statutory/ regulatory permission and certification etc. within the gestation period, the award will be cancelled"*

**b. Financial Criteria:**

Having minimum annual turnover equivalent to **12 months of MRLF i.e. Rs. 13,320/- in any one of the last 07 years.**

- a) Turnover details, Profit & Loss Account and related experience details should be duly certified by a Chartered Accountant / Statutory Auditor.
- b) The turnover of the company / agency should **be in any one of the last 07 financial years.**
- c) Net worth of the bidder should be positive.
- d) In case of multiple businesses of bidder, the breakup of the turnover (certified by Statutory Auditor / Chartered Accountant (with valid UDIN)) with the specific head as from the tendered facility should be submitted.
- e) Duly signed undertaking on the letter head of the bidder regarding overall turnover should also be submitted.**
- f) Certificate issued by Chartered Accountant/Statutory Auditor (with valid UDIN), with respect to net worth of the bidder, maybe accepted for ascertaining positive net worth (or as specified in the tender document) of the bidder.
- g) All documents submitted by CA should invariably contain UDIN number.**

11. Only one e tender document shall be sold to a single party either a firm or an individual. The proprietor of more than one company or firm will be considered as single party and one legal entity.



12. Any party either a firm or an individual falling under the following categories is not eligible:
- a. Participation in the form of Consortium is not allowed.
  - b. De-barred/black listed by CBI or AAI or Undertakings/ Departments like; Railway, Defense, or any other Department of Govt. of India, State Govt. Dept. etc. A declaration to this effect is also to be submitted by the party with tender documents.
  - c. Parties facing action under AAI Act, with AAI.
  - d. Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues to AAI shall also not be eligible for the tender.
  - e. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or a Sole Proprietor and any of the Directors/Partners/Sole Proprietor of such company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity may not be allowed in AAI tenders.
  - f. If the entity participating in any of the tenders is a private or Public Limited Company, Partnership Firm or sole proprietor and any of the Director/partners/sole proprietor of such company is also a Director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the AAI up to **31<sup>st</sup> March 2023**, then the said entity shall not be allowed to participate in AAI tenders.

The disputed amounts which are referred for Arbitration by the Competent Authority under Dispute resolution Mechanism (to be read along with Annexure - N) shall not be considered as outstanding dues provided the agency has furnished an additional validated Security Deposit (in addition to the Security Deposit as per the terms & conditions of the existing license) equivalent to 50% of the value of the disputed amount or as stipulated in the agreement. The period of this Security Deposit of disputed dues under arbitration shall be minimum two (2) years from the date of Dispute resolution mechanism/ Arbitration and further renewable.

In the event of specific Order / judgment from a Judicial Court / Arbitral tribunal staying / withholding the realization of certain dues, the adherence to the above condition will be exempted and regulated in accordance with the specific orders.

A declaration to the effect that the Tenderer does not fall under the categories a), b), c), d), e) and f) above has to be submitted in the Technical Bid. (Refer: Annexure: G). Following declaration will also be part of Annexure: G

*“I/ We declare that “No raid / seizure / search has been carried out and / or pending by a Regulatory Authority in respect of the license granted by AAI in any of the Airport premises either against me and/or any member of the*

*consortium or against our/its affiliates or against any of the Directors / Managers / Employees” (In case if raids / seizure / search conducted, please furnish all such relevant details).”*

13. E-Tender documents indicating full details of the licence can be seen in the e-tender documents uploaded on the NIC CPPP E-Tendering Portal at etenders.gov.in
- a) The bids shall be submitted only on the NIC CPPP E-Tendering Portal at etenders.gov.in
  - b) The bids shall not be accepted in any other form.
  - c) The e-tendering process is online at NIC CPPP E-Tendering Portal at etenders.gov.in
  - d) Tenderers are requested / advised to get themselves acquainted for e-tendering participation requirement themselves at NIC CPPP E-Tendering Portal at etenders.gov.in mentioned above.
  - e) Clarification needed, if any, may be sent through NIC CPPP E-Tendering Portal only.
  - f) Cost of tender fees amounting to **Rs. 2000/- (Rupees Two thousand Only)**, shall be paid by the bidder before the scheduled time of e-tender submission through online mode on CPP Portal. No other mode of payment shall be acceptable.
  - g) The amount of Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty thousand only)** shall be paid by the tenderers before the scheduled time of e- tender submission through online mode on CPP Portal. No other mode of payment shall be acceptable.
  - h) The Particulars pertaining to Bank account for RTGS/NEFT are as follows:  
**The payment (for cost of the tender document and EMD) has to be done in online mode through the CPP portal itself.**
  - i) A copy of the proof/documents of the above payments (i.e. cost of the tender document and EMD) made through RTGS/NEFT is to be uploaded (i.e. scanned copy) along with the technical bid documents to be submitted by the bidders(online).
  - j) Non-submission of cost of tender document and EMD shall lead to disqualification of tenderers.
  - k) E-bids shall be submitted in two bid system as follows:-
    - i. **Technical bid** – Earnest Money Deposit (EMD) and other documents as required under clause 3 of the general information / guidelines of Notice Inviting Tender.
    - ii. **Financial Bid** – As required under clause 4 of general information /guidelines of Notice Inviting Tender.

#### **14. Critical dates**

S. No.	Activity	Scheduled Dates and Time
1.	Download/Sale of e-Tender Document from NIC CPP portal	12.05.2023 (1700 Hours onward)
2.	Submission of queries related to e-Tender, if any; on NIC CPP portal only.	19.05.2023 (1700 Hours onward)
3.	Reply to the queries by AAI on NIC CPP portal	23.05.2023 (by 1700 Hours)
4.	Pre bid meeting with the prospective bidders, if required	18.05.2023 (1100 Hours) in the O/o Jt GM (Commercial), 4 <sup>th</sup> floor, NATS Building, AAI, Near IGI Airport
5.	Online submission of Bids / Proposal(s) (Technical Bid as well as Financial Bid) on e-tender portal	04.06.2023 (by 1700 Hours)
6.	Opening of Technical Bids / Proposal(s) (online only)	05.06.2023 (1700 Hours)
7.	Opening of Financial Bids / Proposal(s) (online only)	15.06.2023 – Tentative only

2. In case bidder withdraws from tender process before last date of submission of bid date and time, **10%** of EMD amount shall be forfeited.
3. After last date of submission of bid, at any stage if an agency withdraws from tender process, entire EMD amount shall be forfeited.
4. After opening of the technical bid and before opening of financial bid, if any agency withdraws from tender process, the EMD of the party shall be forfeited and the party shall be debarred for participation in any tenders at **AAI, RHQ-NR** for one (01) year from the date of debarment. However, after opening of financial bid, being H-1 in the tender if the party withdraws its bid or after issuance of award letter, the party does not complete the requisite formalities, EMD shall be forfeited and the said bidder will be liable to be debarred from participating in any tender of AAI for **01 (one) year** from the date of debarment.
5. AAI reserves to itself the right to reject the conditional tenders without assigning any reason thereto.
6. AAI reserves to itself the right to reject any or all the tenders without assigning any reason thereof and to call for any other detail or information from any of the tenderer(s).
7. On acceptance of the tender, the name of the authorize representative(s) of the tenderer who would be responsible for taking instructions from authorized official of the AAI is to be intimated.
8. **Set-Off Clause:**  
 “In the event of a default or breach in payment of license fee or interest amount or any other amount due with the licensee of whatever nature as per the provision of this contract, AAI is hereby authorized to adjust such amount from time to time

to the fullest extent, with prior notice of 7 (seven) days to the licensee, by set off and apply any or all amount at any time held with AAI as security deposit or bank guarantee or any other amount as part of this contract or from any other expired/closed/terminated contracts of licensee with AAI. This is without prejudice to any rights and remedies available with AAI to recover the dues from licensee as prescribed by Law”,

Explanation 1- For the purposes of this agreement, set off means adjustment of any outstanding due(s) of Licensee, with any amount in form of BG/SD or otherwise, held by AAI in relation to any other agreement, at any AAI airport/airport premises

Explanation 2 Outstanding dues shall mean and include any amount accrued/due against the licensee under this or any other agreement at any of AAI airport or airport premises.”

**Regional Executive Director  
Airports Authority India, RHQ-NR**

## **“E-Tendering guidelines to the bidders”**

E-Tendering Participation Requirements: Interested bidders/tenderers willing to participate through e-tendering process are required to register themselves in the GOI Central Public Procurement Portal [www.etenders.gov.in](http://www.etenders.gov.in)

For special Instructions to the Contractors/Bidders for the e-submission of the bids online through e-Procurement Portal [click here](#) or follow hyperlink given below: <https://etenders.gov.in/e procure/app?page=HelpForContractors&service=page>

Bidders Manual Kit available for download at the hyperlink given below: <https://etenders.gov.in/e procure/app?page=BiddersManualKit&service=page>

For any technical assistance with regard to the functioning of the portal, the bidders may contact the Help desk according to escalation matrix given below:

### **CPPP under GePNIC. Help Desk Services**

- 1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code.**

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.

**Tel:** 0120-4001002, 0120-4001005, 0120-6277787

**E-Mail:** [support-eproc@nic.in](mailto:support-eproc@nic.in)

2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.  
**E-Mail:** [cphp-doe@nic.in](mailto:cphp-doe@nic.in)
3. For any technical Issues / Clarifications relating to the publishing and submission of AAI tender(s)
  - a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).
  - b. Before submitting queries, bidders are requested to follow the instructions given in “**Guidelines to Bidders**” and get their computer system configured according to the recommended settings as specified in the portal at “**System Settings for CPPP**”.

4. In case of any technical issues faced, the escalation matrix is as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Technical Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	<b>011-24632950, Ext-3512</b>	0800-2000 Hrs.(MON - SAT)
2.	Sh. Sanjeev Kumar, Sr.Mgr. (IT)	After 4 Hrs. of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	<b>011-24632950, Ext-3523</b>	0930-1800 Hrs.(MON-FRI)
3.	Sh. Dharmendra Kumar, Jt.GM(IT)	After 12 Hrs.	<a href="mailto:dkumar@aai.aero">dkumar@aai.aero</a>	<b>011-24632950 Ext. 3527</b>	0930-1800 Hrs.(MON-FRI)
4.	General Manager(IT)	After 03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	<b>011-24657900</b>	0930-1800 Hrs. (MON-FRI)
5.	Bid Manager (Sidharth)	After 12 Hours	<a href="mailto:sidharth@aai.aero">sidharth@aai.aero</a>	<b>9013237760</b>	<b>0930-1800 HRS. (MON- FRI)</b>

**\*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

5. The above-mentioned help desk numbers are intended only for queries related to the issues one-procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI

## GENERAL INFORMATION AND GUIDELINES

1. E-Tender Documents are not transferable.
2. Following bids shall be submitted through online only at e-portal by the bidder / tenderer:-
  - a) The technical e-bid through e-portal.
  - b) The financial e-bid through e-portal.
3. Each page of Technical Bids should be signed by the tenderer or person authorized by the tenderer. The authorization (Power of Attorney) should be on non-judicial stamp paper of Rs.100/- duly attested by Notary Public (Format as per Annexure: B). The technical e-bid which will be opened first, shall contain the following documents specified as under (Bidders shall upload scanned copy of following documents along with authorization letter in readable form at NIC CPPP E-Tendering Portal at etenders.gov.in as a part of technical bid):-
  - a) Letter of Authorization (Power of Attorney) in favour of person(s) who is/are signing the bid documents on behalf of the bidder (except in case of proprietorship entity where proprietor himself / herself has signed the bid documents) on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary Public (**Format as per Annexure: B**)
  - b) Details of the concern and legal status that is whether it is sole proprietor, partnership firm or a company under the Companies Act. Details to be provided as per **Annexure: D**
  - c) Self-attested copies of the PAN card, GST registration. In case any or all the provisions mentioned above are not applicable, the party should give a declaration to that effect. Non submission will not be considered as exemption. AAI reserves the right to confirm the legal applicability of the provisions before accepting the declaration of non-applicability as submitted by the party.
  - d) Copies of (duly audited and certified by a chartered Accountant) Profit and Loss Account / Balance sheet of the sole proprietor concern or a partnership firm, Annual Report in case of company as per the companies Act, for the period of any 01 year in the last 07 years same as the period for which financial eligibility has been claimed.
  - e) Self-attested copies of Memorandum and Articles of Association in case of Companies and Partnership deed in case of firms and approved by-laws in case of co-operative societies.
  - f) (i) The Bidders are required to furnish Cost of tender fee (non-refundable) amounting to **Rs.2000/- (Rupees Two Thousand only)**. The tender cost shall be deposited online through payment Gateway on CPP Portal. A copy of document indicating payment is to be uploaded in the technical bid. Non- payment of tender cost by the stipulated date & time shall lead to disqualification of tenderer(s).  
  
(ii)The Bidders are required to furnish Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)**. The EMD shall be shall be paid by the bidder before the scheduled time of e-tender submission through online mode on CPP Portal. No other mode of payment shall be acceptable.

**Note:** EMD in the form of cash/Demand Draft or any other form shall not be accepted. Prospective Bidders shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via online mode

on CPP Portal to any AAI employee during the process of the tender. In no scenario, the prospective bidders are required to submit/contact any AAI employee for physical submission of any documents before opening of the bids. Tenders/bids without EMD shall not be considered.

**Refund of EMD:**

EMD of unsuccessful bidders shall be refunded online to their source account. The refund of EMD to bidders who fail to qualify the eligibility/ technical stage shall be initiated automatically.

**g) No Dues Certificate:**

**i. Self-Declaration of Dues:**

The party should submit the details of contracts held (current and past) at all AAI controlled airports and offices and the details of disputed and undisputed dues there on along with the details of Security Deposit and mode of Security Deposit (Refer **Annexure F**).

**ii. No Dues Certification from AAI:**

The party should also enclose the no dues certificate issued by AAI **up to 31.03.2023**, in respect of all airports under its full control. Only signed certificate will be valid. Photocopy of the signed certificate to be attested by the party at the time of tender submission. Format as per **Annexure: H**

iii. If the entity participating in the e-tender is a private or public limited company, Partnership Firm or Sole Proprietor and any of the Directors / Partners / Sole Proprietor of such company is also a director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority up to **31.03.2023**, then the said entity shall not be allowed in AAI e-tenders. A declaration to this effect has to be submitted by the party /tenderer. (Refer **Annexure: F**)

h) Form of unconditional acceptance duly signed (enclosed as **Annexure “C”** along with tender documents).

i) Declaration to the effect that no raid/seizure/search has been carried out and/or pending by a Regulatory Authority in respect of the license granted by AAI in any of the Airport premises either against me or against our/its affiliates or against any of the Directors/Managers/Employees”(Annexure-F)

j) Declaration giving the details of blacklisting or debarring by AAI, or any Government of India department, any Central or State public sector undertakings. (NIL statement also to be filed). (Refer **Annexure F**).

k) Declaration of cases / action under AAI Act initiated by AAI. (NIL statement also to be filed). (Refer **Annexure:F**)

l) Declaration in respect of near relatives\* working in AAI, as per **Annexure:G**.

m) Scanned copy of complete set of e-tender document (duly signed and stamped by the authorized person)

n) CA Certified details of Minimum Gross Turnover of **Rs.13,320/- in any one on the last 07 Financial Year** and Positive Net Worth, to be submitted by the tenderer duly certified by Chartered Accountant / Statutory Auditor (with Valid UDIN). (as per Annexure: E).

o) Format For Letter Of Undertaking From Bidder – **Annexure P**

**Important:** AAI reserves the right to verify, refer any document to the concerned authority



for confirmation from case to case basis. Mere submission will not bind AAI to accept the documents as valid for opening of financial bid

**Note:**

One set of scanned copy of complete technical documentation comprising of documents as listed at **clause 3 (a to o)** above shall be uploaded in the technical bid.

**4. Financial Bid**

- a) The financial e-bid should be in the prescribed format available at NIC CPPP E-Tendering Portal at etenders.gov.in and the following shall also form part and parcel of financial e-bid to be submitted by the tenderer:-  
I / We have carefully read and understood the terms and conditions of the licence as contained in E-Tender Documents issued by the Airports Authority of India (AAI) including the following :-
- i. Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty thousand only)** liable to be forfeited by AAI, if on award of license, I/We do not accept the award or do not fulfill any of the conditions stipulated in e-tender documents, within prescribed time.
- ii. On account of non-acceptance of award or on account of non- completion of e-tender conditions within the prescribed time, I/We shall be liable to be debarred by AAI for further participation in the tenders at its airports or at any other place under the control of AAI, for a period of one (1)year.
- iii. In case the documents submitted by my/our firm along with e-tender are false / incorrect, the e-tender of my/our firm will be liable to be rejected by giving reasons. In addition, AAI reserves its right to forfeit the EMD of my/our firm and debar my/our firm from participation in the further e-tender/ tender of AAI, for a period of three (03) years.
- b) AAI reserves itself the right to reject the conditional offer without assigning any reason thereto.
- c) The AAI does not bind itself to accept the highest or any e-tender and reserves to itself the right of accepting the whole or any part of the e-tender and the tenderer shall be bound to provide the service at the rate quoted.
- d) The amount of license fee should be conspicuously written both in figures as well as in words. Any over-writing, correction or insertion should be duly signed by the authorized signatories of the tenderer(s).
- e) In case of discrepancy between the amount offered in figures and words, the offer written in words will only be considered.
- f) In the event that the financial bid of two or more bidders are found to be same and is the highest (the "Tie Bidders"), Authority shall invite fresh Financial Bids, as per Authority's policy, from such Tie Bidders and shall identify the selected bidder from amongst such Tie Bidders. Provided that the revised financial bids of such Tie Bidder (s), shall be no less favourable to the authority than their respective original bids.
5. It may be noted that the Earnest Money Deposit of the successful bidder may be forfeited and the bidder shall be liable to be debarred for further participation in AAI's tender(s)/ e tender(s) for a period of one (1) years, on account on non-completion of the following:
- a) Acceptance of the offer within seven (07) days from the date of issuance of the award letter addressed to the party.
- b) Payment of advance license fee for one month within 15 days from the date of issuance of the award letter.
- c) i) Payment of Security Deposit within 15 days from the date of issuance of award letter, amounting to **06 months** equivalent Concession fee of the First (1<sup>ST</sup>) year to AAI as an interest free security Deposit. The SD to be furnished in the form of RTGS/DD/Bank Guarantee only to be issued by Scheduled Bank having a validity

period of 180 days from the date of expiry of contract. However, Bank Guarantee from co-operative bank (even scheduled) or in the form of FDR is not acceptable.

ii) Security deposit in respect of electricity charges equivalent to **5%** of annual license / concession value for the first year subject to minimum deposit of Rs.10,000/- and a maximum deposit of Rs.10 lakhs. The said security deposit will cover SD towards all types of utilities such as Electricity, Water, Data Port, Telephone etc.

iii) A letter of undertaking in the format as per Annexure-K also to be submitted with the Bank Guarantee. Bank Charges shall be borne by the successful bidder. The Bank Guarantee (BG) from Co-operative Bank (even scheduled) / Societies/Payment Banks or in the form of FDR shall not be acceptable. The amount of Security Deposit shall be calculated by considering quoted license fee, space rent (wherever applicable), utility/facilitation charges or any other component etc. payable by the licensee / concessionaire. For the purpose of calculation of SD Amount, License Fees in the last year may be arrived at by escalating quoted license fees by 10% annually; however, actual escalation as per escalation formula shall be applicable for billing purpose.

- d) Execution of the Agreement within 15 days from the date of issuance of award letter (on Stamp Paper of appropriate value, related costs to be borne by the licensee).
- e) Commencement of the facility within gestation period.
- 6. E - Tender(s) will remain valid for a period of 180 days from the date of opening of the Financial Bid. If any tenderer withdraws during the validity period, his Earnest Money Deposit will be forfeited. However, after opening of financial bid, being H1 (highest bidder) in the tender if the party withdraws its bid, EMD shall be forfeited and the said bidder will be debarred from participating in any tender of AAI for one year.
- 7. The tenderer(s) shall give the list of his near relatives employed in AAI.
- 8. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are **near relatives\*** of AAI employees, or are ex-employees of AAI who have separated from AAI in the past two years.

**9. Fraud & Corrupt Practices and Penalty:**

- a) Even if the bidder satisfies every criterion as per the guidelines set forth above, but at any stage during the tender process, or after the issuance of LOIA to the successful bidder, or after the execution of concession agreement or during the subsistence thereof, AAI at its discretion can disqualify the bidder or terminate the concession (as the case maybe), if the bidder/licensee:
  - i. has been debarred by any state or central government or government agency in India and the same is subsisted at the time of NIT; or
  - ii. has made misleading or false representation in the forms, statements and attachments submitted; or
  - iii. the applicant does not respond promptly and thoroughly to requests for supplementary information requested by AAI for the evaluation of the Proposal; or
  - iv. One or more of the eligibility criterion have not been met by the Applicant; or
  - v. The Applicant has made a material misrepresentation; or
  - vi. The Applicant has engaged in a corrupt, fraudulent, coercive, undesirable or restrictive practice;
  - vii. The applicant or its affiliates or a person or entity having legal relationship with applicant committed any fraud or forgery by way of submission of any kind of documents/ bank guarantee/ Security Deposit etc. (during the tender process and thereafter) with this or any other tender/ contract with Airports Authority of India or any PSU or Government Departments during the last 5 years;
- b) Then the LOA or the draft Agreement, as the case may be, shall, notwithstanding anything to the contrary contained therein or in this NIT Document, be liable to be

terminated by a communication in writing by AAI to the agency without AAI being liable in any manner whatsoever to the agency. In such an event, AAI shall forfeit and appropriate the EMD and Performance Security and debar the agency from AAI tenders for any period not succeeding subject to minimum of three years ,as the case may be without prejudice to any other right or remedy that may be available to AAI in this regard.

- c) If such an event occurs after the issuance of LoA and during the contract period, then AAI reserves the right to take any such measure as may be deemed fit in the sole discretion of AAI, including annulment of the contract and forfeiture of the Performance Security amount.
- d) Proposals shall be deemed to be under consideration immediately after they are opened until such time that AAI makes an official intimation of award/rejection to the Applicants. While the Proposals are under consideration, Applicants and/or their representatives or other interested parties are advised to refrain from contacting, by any means, AAI and/or their employees/representatives on matters relating to the Proposals under consideration.

10. **Conflict of Interest:**

A Bidder shall not have a conflict of interest (the “Conflict of interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. A Bidder shall be deemed to have a conflict of Interest affecting the Bidding Process, if:

- (i) The Bidder, or its Affiliate (or any constituent thereof) and any other Bidder or any Affiliate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest:

Provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Affiliate thereof (or any shareholder thereof) having a shareholding of more than 20% (twenty percent) of the aggregate issued, subscribed and paid up share capital of such Bidder, Member or Affiliate, (as the case may be) in the other Bidder ,its Member or an Affiliate is less than 20% (twenty percent) of the aggregate issued, subscribed and paid up equity share capital thereof, provided further that this disqualification shall not apply to any ownership by the Authority, a bank, insurance company, pension fund or a public financial institution referred to in Section 2(72) of the Companies Act,2013;

For the purpose of this clause, indirect shareholding held through 1 (one) or more intermediate persons shall be computed as follows:

- (A) Where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person :and
  - (B) Subject always to sub-clause (A) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis: provided, however, that no such shareholding shall be reckoned under this sub-clause if the shareholding of such person in the intermediary is less than 26% (twenty six percent) of the aggregate issued, subscribed and paid up equity shareholding of such intermediary: or
- (ii) A Bidder/nominated Entity has nominated the same Nominated Entity or Nominated Personnel as another Bidder; or
  - (iii) A constituent of such Bidder is also a constituent of another Bidder; or
  - (iv) Such Bidder or any Affiliate thereof receives, has received, or has entered into an agreement to receive, any direct or indirect subsidy, grant, concessional loan, or subordinated debt from any other Bidder, or any Affiliate thereof or has provided or has entered into an agreement to provide any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Affiliate thereof; or
  - (v) Such Bidder has the same legal representative for purposes of a Bid as any other Bidder; or
  - (vi) Such Bidder or any Affiliate thereof, has a relationship with another Bidder or any Affiliate thereof, directly or indirectly or through a common third party/ parties, that puts either or both of them in a position to have access to each other’s information, or

to influence the Bid of either or each other; or such Bidder or any Affiliate thereof, has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the project.

**Explanation:**

In case a Bidder is a Consortium, then the term Bidder as used in this Clause Shall include each Member of such Consortium and the term Affiliate with respect to a Bidder shall include an Affiliate of each Member of that Consortium.

**NOTE:**

Regarding conflict of interest, AAI shall place reliance upon the declaration to be submitted by the bidder/ applicant in the form of acceptance of AAI's tender conditions/other documents forming part or technical bids.

In the event, the declaration submitted by the bidder/applicant towards there being no conflict of interest, is found incorrect/ false, such incorrect declaration would be treated as submission of false/ incorrect document and it would amount to material misrepresentation made by the bidder/ applicant. In such event, punitive actions shall be taken by AAI as per provision of tender documents/ license agreement.

**11. Exit Clause, Dispute Resolution (to be read along with Annexure - N), and Arbitration & Litigation.**

a) **Normal termination:**

The contract will deem to be terminated on the last date as given in the agreement provided the extension or renewal is approved by the competent authority on or before the last date and communicated the party in writing and duly accepted. The liability of the party will continue to be payable along with the delayed interest (at the rate mentioned in the contract) till the same is settled. The contractor cannot claim the dues to be time barred or ultra vires even after the contract is deemed to have terminated by operation of this clause.

b) **Termination for cause:**

If the party or AAI has invoked the internal dispute resolution mechanism (to be read along with Annexure-N) clause and the same remains unresolved after the specified time period, it will be deemed that the notice period for the termination has commenced from the next date within which the dispute should have been resolved. No extra notice need be served by either party and the contract will terminate after the expiry of the notice period. If such termination happens to fall within 50% of the contract period, then the party is liable to pay AAI the values of license fee equal to the amount of current license fee for four (4) months as demurrage charges. The agreement should also provide for invocation of arbitration clause only after the internal dispute mechanism has been exhausted. However, the notice for termination will deem to have commenced irrespective of the arbitration proceedings.

c) **Termination for convenience:**

Either party, AAI on one part and the contractor on the other party can serve the notice for termination by giving the requisite notice period. The notice by AAI to be served only after obtaining the approval of the acceptance authority. Similarly, the notice given by the party should be approved by the acceptance authority. However, the date on which notice was received at AAI will be the commencement of the notice period and the administrative time required for the approval will not be added. If the concession/license has been terminated within 50% of the license period or the party has not served the requisite notice of **120 days**, for surrender of license/concession after completion of 50% License period, then the Security Deposit equivalent to current license fee/MMG shall be forfeited as demurrage charges, as per the details below:

Sr. No.	If termination of concession/licensee occurs	Security deposit equivalent to current license fee/MMG to be forfeited (in months)		
		For contract period of more than 3 years	For contract period of 1-3 years	For contract period of less than 1 year
(i)	Before 50% of contract period	6	4	2
(ii)	Between 50% to 75%	4	3	2
(iii)	Between 75% to 100%	2	2	1

**NOTE:** If the licensee does not operate the license up to 50% of the contract period then the party is liable to be debarred for one year from the date of issuance of orders.

- a) **Termination for regulatory / legislative or supervisory requirements:** If any provision on law or legislation of India makes it mandatory to stop/prohibits the continuation of any contract at any particular location or otherwise, then it will be deemed to be closed from the date of such enactment. No compensation is payable by AAI.

**12. Set Off Clause**

In the event of a default or breach in payment of License Fee or interest amount or any other amount due with the licensee of whatever nature as per the provision of this contract, AAI is hereby authorized to adjust such amount from time to time to the fullest extent, with prior notice of 7(seven) days to the licensee, by set off and apply any or all amount at any time held with AAI as security deposit or bank guarantee or any other amount as part of this contract or from any other expired/closed/terminated contracts of licensee with AAI. This is without prejudice to any rights and remedies available with AAI to recover the dues from licensee as prescribed by Law”.

Explanation 1- For the purpose of this agreement, set off means adjustment of any outstanding due(s) of Licensee, with any amount in form of BG/SD or otherwise, held by AAI in relation to any other agreement, at any AAI airport/ airport premises.

Explanation 2- Outstanding dues shall mean and include any amount accrued/ due against the licensee under this or any other agreement at any of AAI airport or airport premises.

13. All the above guidelines will form part & parcel of the Notice inviting E-Tender (NIET).  
 14. AAI reserves the right to extend the date of submission / opening of the bids as well as to extend the validity of the E-tender if situation warrants and with sufficient reasons.

15. AAI reserves right to reject any or all e-tender(s) in part or in full without assigning any reason.

**\*Note:** “By the term near relative is meant wife, husband and dependent parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws”.

\*\*\*\*\*

**Draft Licence Agreement**

**Photo of the  
licensee**

**SUBJECT:** Grant of License for Staff Canteen in \_\_\_\_\_ at  
\_\_\_\_\_, \_\_\_\_\_ Airport, \_\_\_\_\_

THIS CONCESSION AGREEMENT (“Agreement”) made and executed at  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ by and  
between:

The Airports Authority of India, a body corporate constituted by the Central Government under the Airports Authority (Act 55 of 1994) and having its corporate office at \_\_\_\_\_, represented by \_\_\_\_\_, herein after called the ‘Authority’ (which term shall, unless excluded by or is repugnant to the context, be deemed to include its Chairman, or Member, Executive Directors, Airport Director, officers or any of them specified by the Chairman in this behalf, and shall also include its successors and assigns) of FIRST PART;

and

\_\_\_\_\_, a Proprietorship Firm/ Partnership Firm/ LLP/ Company incorporated under the Company Act 2013, represented by \_\_\_\_\_ and having its registered office at \_\_\_\_\_ (hereinafter called the “Concessionaire/Licensee” (which shall, unless excluded by or is repugnant to the context, be deemed to include its heirs, authorized official/officer, successor and assigns) of the SECOND PART.

WHEREAS the Authority is entitled in, ‘Law’ to grant license at its \_\_\_\_\_ Airport for the purpose of \_\_\_\_\_ so as to provide amenities and facilities to the passengers and visitors at \_\_\_\_\_ airport and is in possession of space, more fully described in the schedule hereunder and in the plan annexed to this agreement, hereinafter referred to as the premises.

WHEREAS the Licensee is desirous to render the services to the Authority on the terms & conditions mentioned hereunder:

AND WHEREAS the Authority is agreeable to grant the license.

NOW, THEREFORE, this indenture witnesses:

1. That the license for the said facility shall be valid for the period of \_\_\_\_\_ ( ) years from \_\_\_\_\_ to \_\_\_\_\_, unless terminated earlier on account of following;

- a. By giving \_\_\_\_\_ days of notice in writing without assigning any reason.
  - b. Terminated by AAI on a short notice on account of unsatisfactory performance.
  - c. Termination on expiry of the specified time period allotted for unresolved internal dispute resolution (to be read along with Annexure - N).
2. That in consideration, Licensee shall pay the Authority every month in advance by way of license fee on or before 25th day of English calendar month as under:

Year	Amount of Monthly License Fee
Up to 1 ½ Year	_____ + GST applicable on time
1 ½ Year to 2 ½ Year	_____ + GST applicable on time
2 ½ Year to 3 ½ Year	_____ + GST applicable on time
3 ½ Year to 4 ½ Year	_____ + GST applicable on time
4 ½ Year to 5 Year	_____ + GST applicable on time

3. **Rate of Escalation:**

- a. License Fees shall be subject to annual escalation of 10%.
  - b. The first annual escalation will be applicable after completion of one year + six months license period. Thereafter the same will be applicable after completion of subsequent one year period there from. Even if, on account of any delay whatsoever, licensee could not commence business operations on the expiry of gestation period stipulated in NIT, for the purpose of calculation of date on which 18 months of license are completed (date on which first escalation is applied) shall be deemed from next day of expiry of gestation period stipulated in NIT.
4. AAI shall raise bill on or before 10<sup>th</sup> of every month. The concessionaire has to make the payment of License Fees etc. by 25<sup>th</sup> of the same month, failing which interest on delayed payment at the rate of **9% per annum** shall be charged from the due date for delay period of upto **30 days** and if delay is for more than 30 days, then interest at the rate of **18% per annum** shall be charged from the due date, for entire delay period.
- In case of Central/State Govt. and their PSUs:  
AAI shall raise bill on or before 10<sup>th</sup> of every month. The concessionaire has to make the payment of License Fees etc. by 25<sup>th</sup> of the same month, failing which interest on delayed payment at the rate of 6% per annum shall be charged from the due date for delay period of upto 30 days and if delay is for more than 30 days, then interest at the rate of 12% per annum shall be charged from the due date, for entire delay period.
5. That in addition to the above said licence fee, licensee shall pay all charges towards consumption of electricity as may be due as determined by the Authority and at the rate(s) fixed by it from time to time. Such charges shall be paid within the date(s) specified in the bill(s). The Licensee shall have to provide his own meter(s) for the purpose, failing which Licensee shall be billed on assessed consumption. In default of payment of said charges, the Authority may without prejudice to its other rights disconnect or cause to be disconnected the water and electricity to the said premises without any notice and the Licensee shall not be entitled to any compensation whatsoever on account of any such disconnection.
6. That the Licensee shall pay all rates, assessments, out goings and other taxes as leviable on the Licensee in 'Laws'.

7. That the Licensee shall make payment of license fee in the mode as specified in the bill.
8. That the licensee shall deposit a sum of Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_ only) i.e. an amount equal to \_\_\_\_\_ months of license fee (based on First year license fee) as Security Deposit in the form of Demand Draft / Pay order / RTGS/NEFT/ Bank Guarantee from a Nationalized/Scheduled Bank (Bank Guarantee from Co-operative Banks, even scheduled co-operative banks, shall not be acceptable) in favor of Airport Director, AAI, \_\_\_\_\_ Airport. Bank Guarantee should be valid for the entire period of license plus **six (06)** months. In the event of the Licensee committing any breach of the terms & conditions of the license agreement, the Authority may without prejudice to other rights and remedies be entitled to forfeit the Security Deposit or any part thereof. In Such an event he shall pay in the same manner as stated above such additional sum immediately as he may be called upon by the Authority to pay, so that the Security Deposit shall at all times during the continuance of these presents, be for the same amount. On the expiration or earlier determination of the license the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid, to him, without interest.
9. That the Licensee shall also liable to make the payment towards security deposit in respect of electricity charges equivalent to **5%** of annual licence/concession value for the last year subject to minimum deposit of Rs.10,000/- and a maximum deposit of Rs.10 lakhs. The said security deposit will cover SD towards all types of utilities such as Electricity, Water, Data Port, Telephone etc.
10. That the Licensee shall equip himself with all necessary permits, licenses and such other permissions as may be required under the law in force at any time with regard to the operation of the subject license.
11. That the Licensee shall maintain such regular and proper account books along with other supporting documents regarding sales effected by the Licensee in the said premises and said accounts/documents shall all the times be kept open for inspection by Authority in such manner as may be prescribed. The Licensee shall provide to the Authority, if so required by the Authority, Statements of audited Accounts in such manner and within such period as the Authority, Statements of audited Accounts in such manner and within such period as the Authority may prescribe. Licensee shall be liable to share **invoicing/sales details as and when demanded by AAI.**
12. That the Licensee shall have no right to object as and when the Authority decides to grant additional License for similar Facility at the airport premises where the Licensee is rendering such services.
13. That Authority shall provide space **(as per Appendix 3 and 4 of Annexure A)** for the subject service and other expenses of any kind for establishment and rendering of the services shall be incurred by the Licensee. However, provisions of electricity, water and drainage connections, as the case may be, if so required, for the smooth operation of the services shall be provided by the Authority.
14. All the times during the currency of the license agreement, it shall be the responsibility of the licensee to obtain proper fire insurance coverage including theft and burglary in respect of all the movable and immovable assets stored or used in the licensed premises and authority shall not be responsible for any loss or damage caused to the licensee on any accounts whatsoever.
15. That Licensee shall operate the subject facility by charging the rate from users, as may be approved in advance by the Authority. Licensee shall exhibit the said approved charges at a conspicuous place inside the licensed premises.
16. That the Authority reserves to itself the right to change the location of the premises at any time and may at its discretion, call upon the Licensee to vacate the site and may give him an alternative premise for the purpose of this license. In such a case,



the Licensee shall be bound to vacate the premises immediately and accept the said alternate premises. The entire expenditure on such shifting shall be borne by him and the licensee shall not be entitled to claim any compensation or revision in the license fee on that score.

17. The Licensee shall use the premises for the bona fide purpose as provided in the Agreement, more particularly described in the enclosed schedule, for the use of all staff of the Authority and for no other purpose.
18. The Licensee shall not erect or display any advertisement or signboards except after obtaining the prior approval in writing of the Authority.
19. The licensee must necessarily operate the contract for minimum 50 % of the total period of the contract failing which the licensee may be debarred from participating in any tender in AAI for minimum period of 01 (one) year.
20. That in case if at any stage during the currency of the agreement, AAI finds that the party had bagged the contract by submitting any false/wrong document or concealed any information/document, in such an eventuality the SD/BG lying deposited with the AAI shall be forfeited and the licensee shall be debarred for three years for participation in AAI tender. However, in case the licence is terminated due to any illegal activity which is punishable under any of the laws of the land then the party will be debarred till the case is cleared by the concerned legal authority of the land.
21. The Licensee shall not terminate the license before the expiry of the period of the license except by giving **120 days (One hundred and twenty days only)** notice in writing, otherwise the Licensee shall be liable to pay to the Authority (without any demur or question) such amount of money as the Authority may decide as due to it by the Licensee. The license can be terminated by the Authority by giving **120 days'** notice in writing without assigning any reason thereto.

**22. Exit Clause in this contract shall be as follows:-**

**A. Normal termination:-**

The contract will deem to be terminated on the last date as given in the agreement provided the extension or renewal is approved by the competent authority on or before the last date and communicated to the party in writing and duly accepted. The liability of the party will continue to be payable along with the delayed interest (at the rate mentioned in the contract) till the same is settled. The contractor cannot claim the dues to be time barred or ultra vires even if after the contract is deemed to have terminated by operation of this clause.

**B. Termination for cause:-**

If the party or AAI has invoked the internal dispute mechanism (to be read along with Annexure - N) clause (as per which the dispute is to be completed within stipulated time) and the same remains unresolved after the specified time period, it will be deemed that the notice period for the termination has commenced from the next date within which the dispute should have been resolved. No extra notice period. If such termination happens to fall within 50 % of the contract period, then the party is liable to pay AAI the values of license fee equal to the amount of current license fee for the six months as demurrage charges. The agreement should also provide for invocation of arbitration clause only after the internal dispute mechanism has been exhausted. However, the notice for termination will deem to have commenced irrespective of the arbitration proceedings.

**C. Termination for convenience:-**

Either party, AAI on one part and the contractor on the other party can serve the notice for termination by giving the requisite notice period. The notice by AAI to be served only after obtaining the approval of the acceptance authority. Similarly, the notice given by the party should be approved by the acceptance authority. However,

the date on which notice was received at AAI will be the commencement of the notice period and the administrative time required for the approval will not be added. If the concession/license has been terminated within 50% of the license period or the party has not served the requisite notice of **120 days**, for surrender of license/concession after completion of 50% Licence period, then the Security Deposit equivalent to current license fee/MMG shall be forfeited as demurrage charges, as per the details below:

S.No.	If termination of concession/licensee occurs	Security deposit equivalent to current license fee/MMG to be forfeited (in months)		
		For contract period of more than 3 years	For contract period of 1-3 years	For contract period of less than 1 year
(i)	Before 50% of contract period	6	4	2
(ii)	Between 50% to 75%	4	3	2
(iii)	Between 75% to 100%	2	2	1

**NOTE:** If the licensee does not operate the license upto 50% of the contract period then the party is liable to be debarred for one year from the date of issuance of orders.

**D.** Termination for regulatory / legislative or supervisory requirements: If any provision of law or legislation of India makes it mandatory to stop /prohibits the continuation of any contract at any particular location or otherwise then it will deemed to be closed from the date of such enactment.

### **23. Set Off Clause**

In the event of a default or breach in payment of License Fee or interest amount or any other amount due with the licensee of whatever nature as per the provision of this contract, AAI is hereby authorized to adjust such amount from time to time to the fullest extent, with prior notice of 7(seven) days to the licensee, by set off and apply any or all amount at any time held with AAI as security deposit or bank guarantee or any other amount as part of this contract or from any other expired/closed/terminated contracts of licensee with AAI. This is without prejudice to any rights and remedies available with AAI to recover the dues from licensee as prescribed by Law”.

Explanation 1- For the purpose of this agreement, set off means adjustment of any outstanding due(s) of Licensee, with any amount in form of BG/SD or otherwise, held by AAI in relation to any other agreement, at any AAI airport/ airport premises.

Explanation 2- Outstanding dues shall mean and include any amount accrued/ due against the licensee under this or any other agreement at any of AAI airport or airport premises.

24.No compensation is payable by AAI. Exponential penalty on licensees @ double the licence fee per month in the form of damage charge can be imposed on licensees unauthorized occupying the premises after expiry of contract period.

25.In the event of any default, failure, negligence or breach, in the opinion of the Authority on the part of the Licensee in complying with all or any of the conditions of the license agreement, the Authority will be entitled and be at liberty to determine the license forthwith and resume possession of the premises without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the Licensee for due performance of Agreement.

26. Acceptance of award letter no \_\_\_\_\_ dated \_\_\_\_\_ and NIT conditions shall form part and parcel of the license agreement.

27. The Authority and the Licensee further agree that they are bound by the General Terms & Conditions, Special Terms and Conditions, Concession Layout, Schedule of Premises, found in Appendix '1,2,3&4' respectively annexed here to.

Signed by \_\_\_\_\_, Airports Authority Of India, \_\_\_\_\_ Airport, for and on behalf of The Airports Authority of India, in the presence of:

WITNESS:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed by \_\_\_\_\_ for and on behalf of \_\_\_\_\_ in the presence of:

Witness:

1. \_\_\_\_\_

2. \_\_\_\_\_

**APPENDIX: 1 of Annexure-A**

**GENERAL TERMS AND CONDITIONS**

The Authority hereby covenants with the licensee as follows:

- (1) The Licensee, his servants and agents shall be entitled to use all ways, paths and passages as may from times to time be maintained on the said airport ground subject to such rules and regulations as may be imposed by the lawful authorities of the airport ground.
- (2) The Licensee paying the licence fee and performing the covenants herein contained and, on his part, to be performed shall and may peacefully possess and enjoy the premises with the use of the ways, paths and passages as aforesaid during the said term without any lawful interruption from or by the Authority or any person claiming under the Authority.
- (3) Any notice required to be served on the licensee under this agreement shall be deemed to have been served if delivered at or sent by registered post to his last known address or to his authorized representative or agent. Similarly, any notice to be given to the Authority under this agreement shall be deemed to have been served if delivered at or sent by registered post to the Authority.
  - a. The period of notice given under this Agreement will count from the date of receipt of notice by either side.
- (4) Subject as herein before otherwise provided, all notices to be given on behalf of the Authority and all other actions to be taken on behalf of the Authority, may be given or taken on behalf of the Authority by **Regional Executive Director-NR** or by any other officer for the time being authorized by or entrusted with the functions, duties and powers of the **Regional Executive Director-NR**, in respect of the premises under his charge.
- (5) (a) The Licensee shall not, unless with the written consent of the Authority, create a subcontract of any description with regard to this license or any part thereof, nor shall be without such written consent as aforesaid, assign or transfer his license or any part thereof.  
(b) The Licensee shall use the premises only for the purpose indicated in this agreement and for no other purpose whatsoever.
- (6) The Licensee his agents and servants shall observe, perform and comply with all rules and regulations of the shop and Establishment Act, Factories Act, Industrial Disputes Act, Minimum Wages Act and the provisions of any statutory law applicable to the licensee including any rules and regulations made by the Authority, Civil Aviation Department or any other Department of government and or local body or Administration in force from time to time and to the business which the licensee is allowed to carry on under this agreement and to the area in which the said premises are located.
- (7) (a) The Licensee shall indemnify the Authority from/against any claims made or damages suffered by the Authority by reason of any default on the part of the licensee in the due observance and performance of the provisions of any law which may be related to the purpose of this agreement and to the area in which premises are located.  
(b) The Authority shall not be responsible in any way for loss or damage by any means causes to the licensee's stock or property.
- (8) The Licensee shall at his own cost maintain the premises in a proper state of cleanliness and abide by such directions as may be given by the Authority and such other departments as maybe entrusted by the rules and regulations with the works of inspection and enforcement about the conditions of sanitation, cleanliness and hygiene. If the premises is not maintained in reasonably clean condition by the licensee, AAI shall have powers to get the premises cleaned at the risk & cost of the licensee and recover liquidated damages at the rate of Rs. 1000 /- per day for each default up to 07 days & thereafter Rs.1500/- per day and can take other actions including termination of the license.
- (9) The licensee shall comply with the requirements of all standard health clauses including

those given below:

- a. The Health Officer/ Medical Officer of AAI or persons authorized by them may without notice, enter the premises any time and inspect the premises, materials, instruments and implements etc. used by the licensee.
  - b. All instructions given by the Health Officer/Medical Officer of AAI or any persons authorized by them in the maintenance of public health of the Airport including sanitation control prevention of infectious diseases, control and prevention of nuisance from insects, rodents or any other source shall be carried out by them and his agent and servants.
  - c. The licensee shall notify to the Health Officer whenever any person working under him is suffering or suspected to be suffering or convalescing from any infectious disease. The Health Officer may medically inspect the said person or any person who is suspected to have been in contact with the person and take any precautionary and preventive measures considered necessary.
  - d. The licensee, his agents and servants shall not without consent of the Airport Health Officer, interfere with injure, destroy or render useless any work executed or any materials or things placed in, under or upon any land or building by or under the orders of the Airport Health Office with the object of preventing the breeding or entry of mosquitoes or maintenance of sanitation.
  - e. The licensee, his agents and servants shall not abuse the water sources, and drainage facilities in the premises so as to create a nuisance or in sanitary situation prejudicial to public health.
  - f. In the event of any default, failure, negligence or breach in the opinion of the Authority, on the part of the licensee in complying with either of these conditions specified in the foregoing sub-clause (a) to (c), the Authority will be entitled and be at liberty to determine the licensee forthwith and resume a possession of the premises without payment of any compensation or damages and forfeit in full or in part the amount deposited by the licensee for due performance of the agreement.
- (10) The licensee shall employ only such servants as shall have good character and as well behaved and skillful in their business. He shall furnish the Authority in writing with the names, parentage, age, residence and specimen signature or thumb impression of all servants whom he proposes to employ for the purpose of this agreement before they are so employed and the Authority shall be at liberty to forbid the employment of any person whom it may consider undesirable. The servants employed by him shall be under the general discipline of the Authority and shall conform to such directions as may be issued by the Authority in respect of point or routes of entry to and exit from the premises and in respect of the use of toilet and wash rooms. He shall also have the character of all persons employed by him verified by the police to the satisfaction of the Authority, before the employment.
- (11) (a) The licensee would be required to install adequate number (as may be determined by Fire Officer or any other officer of AAI depending upon the area of the licensed premises) of minimum a 2.5 kg CO<sub>2</sub> fire extinguisher in the licensed premises at his cost before commencement of business.
- (b) No wooden partition / inflammable material shall be permitted in the licensed premises. The material to be used for partition / fabrication of the shop / office premises shall be as per the specification given by AAI and to be got approved by AAI in advance.
- (c) Licensee shall not use a naked light or cause or permit any such light to be used in the licensed premises.
- (12) The licensee shall not damage the premises and in the event of any damage being caused to the same intentionally or otherwise, by the licensee, or his employees or invitees or customers, the Authority shall be entitled to repair the damage or make the requisite replacement and call upon the licensee to replacement and call upon the licensee to reimburse cost thereof which the licensee undertakes to pay forthwith on demand.
- (13) The licensee shall not store or bring or keep in the premises heavy articles so as to injure or damage the premises or keep goods of combustible or inflammable nature unless required for executing the Licence.

- (14) (a) The licensee shall not use electrical heater, toaster and other allied appliances in the premises for preparation of tea, coffee and for heating of food etc. unless specifically provided, under the agreement to perform contractual obligations.
- (b) The licensee hereby agrees to provide necessary training to the employees posted in the licensed premises for handling fires extinguisher as provided in the ~~terminal~~/licensed premises.
- (c) The licensee will, during the continuance of this license insure against any claim for workmen's compensation or otherwise of all persons employed by him in connection with his business to be carried on as aforesaid with such insurance company as the Authority shall approve of and shall produce for inspection on demand by the Authority all policies in respect thereof and the receipts from time to time for current premium.
- (15) In the case of such breach of the terms of this Licence as minor offences and complaints coming to its notice for which in the opinion of the Authority this agreement need not be terminated, the Authority may at its discretion recover compensation from the licensee up to the limit of the Security deposit of the licensee. The decision of the Authority in this respect will be final and binding on the licensee.
- (16) The licensee shall not hold or permit to be held any public or private auction in the licensed premises.
- (17) The Licensee shall sell articles in the premises at prices which shall be marked on the articles or on tags attached thereto and it shall not be in excess of the retail prices/fair prices fixed by the manufacturers or Government or any other local authority whichever is lower or controlled price in case such case controlled price has been fixed by any authority and in all other cases, not exceeding the reasonable market rates for similar goods. The Authority can after giving reasonable opportunity to the Licensee to show cause, itself fix the price of any article or articles, if, in its opinion, the prices charged are unreasonable or exorbitant and thereupon the Licensee shall sell only at the price so fixed by the Authority and he/she shall also be liable to refund to any customers any amount in excess paid by such customer for any articles in excess of the price so fixed.
- (18) The licensee shall maintain a complaint book in a prominent place in the premises and in such a way that it is easily accessible to any person who wishes to record any complaint and the said book shall be open for inspection fortnightly by the Airport Director of the Authority or his authorized representative.
- (19) If because of any strike or lock-out in the Airport or in any airline, the licensee is unable to function or his business is affected, the Authority shall not be liable for any loss which the licensee may suffer in such an event. However, rebate in the Licence fee due to ban on visitor entry at the airport and due to natural calamities and due to declaration of the closure of the airport for total operation shall be granted as per the merit of the case and policy laid down by AAI from time to time.
- (20) In the event of the Licensee being prohibited from selling one or more articles in the premises because of Government Laws/Rules/Regulations/Orders, the Authority shall not be liable for any loss suffered by the Licensee in such an event the Licensee shall not be entitled to any reduction in the fees payable to the Authority or permission for sale of additional items.
- (21) The Licensee shall deposit duplicate keys of the premises with the Authority whenever the **Licensee** or his authorized representative, demands and permit the Authority to make use of the keys during the emergency. The licensee shall not remove or replace the lock on the outer door or change the locking device on the said outer door of the shop.
- (22) On expiry of the License period or on termination of the License by the Airport Authority on account of any breach on the part of the licensee, the licensee shall deliver the possession of the premises in good condition and in peaceful manner along with furniture, fittings, equipment and installations, if any, provided by the Authority. Further, licensee shall remove his / their goods and other materials from the premises immediately, failing which Authority reserve its right to remove such goods / materials at the cost & risk of the Licensee and demand payment for such removal. If such payment is not made within 10 days, Authority shall be at liberty to dispose off the goods / materials of the Licensee by public auction to recover the cost. The licensee shall not be entitled to raise any objection in such an

eventuality.

After the contract expires, the concessionaire shall stop business and shall be given a maximum of 07 days to vacate the premises (after settlement of dues). The onus of clearing all the dues and vacating the premises within 07 days lies on the licensee. If the agency fails to vacate the premises within 07 days of expiry of contract, twice of normal notified space rent of that area shall be charged from date of expiry to the date of vacation.

If agency fails to vacate even after 15 days, the agency ceases to claim any ownership of the un-cleared materials. AAI shall make arrangements to remove the leftovers and charge the costs incurred to the agency/adjusted from available SD along with outstanding dues if any. Taking over document has to be signed after clearance of premises by the concessionaire.

- (23) The license herewith granted shall not be construed in any way as giving or creating any other right or interest in the said space / building(s)/ land/ garden/ tank/ premises to or in favour of the licensee but shall be construed to be only as a license in terms and conditions here in contained.
- (24) The Authority, its servants and agents shall at all times have the absolute right of entry into the said premises.
- (25) The provision of the Airports Authority of India Act, 1994 as amended by Act 2003 and the rules framed there under (Chapter VA – Eviction of Unauthorized Occupants etc. of Airport Premises) which are now in force or which may hereafter come in force shall be applicable for all matters provided in the said Act.

## **(26) Dispute Resolution**

26.1.1 All disputes and differences arising out of or in any way touching or concerning this Agreement (except those the decision whereof is otherwise herein before expressly provided for or to which the AAI ACT, 1994 and the rules framed there-under which are now enforce or which may here-after come into force are applicable) (the “Dispute”) shall be dealt as under:

**26.1.2 Through Mediation:** All dispute(s), at the first instance, shall be referred to the “Mediation Committee of Independent Experts (MCIE)” or individual mediator for mediation as per “AAI Mediation Policy” and applicable laws. All cost of mediation, shall be borne equally by the parties.

26.1.2.1 In case either party withdraws from the Mediation or the dispute(s) is not resolved within 120 days of reference to the Mediation, then the aggrieved party may invoke arbitration through Clause 26.1.3 within 30 days from the date of receipt of Partial Settlement Agreement or Failure Report.

26.1.2.2 Unless the contract has already been repudiated or terminated, the parties shall, in every case, continue to proceed to perform their respective obligations under the agreement.

Once the request of the Party is accepted under Mediation Policy of AAI, the dues of the party shall be treated as disputed for all purposes.

**26.1.3 Adjudication through Arbitration:** In case no final settlement has been arrived at between the parties after mediation or partially settled as per sub Para 23.1.2 above, the unresolved dispute(s), on invocation by the aggrieved party shall be referred for adjudication by arbitration.

a. When the amount involved is above 25 crores, adjudication shall be made by Arbitral Tribunal comprising of 03 arbitrators. Each party to appoint one arbitrator and the two appointed arbitrators shall appoint the Presiding Arbitrator.

b. When the amount involved is Rs. 25 Crores and below shall be referred to a Sole Arbitrator to be appointed by the Authority, AAI, after obtaining consent of the other party, as per format annexed at **Annexure-O**.

26.1.3.1 Unless the contract has already been repudiated or terminated, the parties shall, in every case, continue to proceed to perform their respective obligations under the agreement.

26.1.3.2 Arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time.

26.1.3.3 Fee payable to the Arbitrator(s) shall be as per Schedule-IV of the Arbitration &

Conciliation Act, 1996 and shall be borne by both the parties equally.

26.1.3.4 No dispute shall be referred for resolution under this clause through arbitration in matters for which eviction & recovery procedure is provided under Chapter -VA of the Airports Authority of India Act, 1994.

26.1.3.5 The venue of such arbitration shall be **New Delhi** and the language of arbitration proceedings shall be English.

26.1.3.6 The Arbitrator shall make an award (the "Award") for each dispute and /or claim and shall give reasons for the Award. Any award made in any arbitration held pursuant to this Article 29 shall be final and binding on the parties. For avoidance of doubt, the parties hereto agree that the adjudication hereunder shall not be final and binding until an appeal against such adjudication has been decided by an appellate tribunal or judicial court, as the case may be, or no such appeal has been preferred within the time specified in the Applicable Law.

26.1.3.7 The Concessionaire and the Authority agree that an Award may be enforced against the Concessionaire and /or the Authority, as the case may be, and their respective assets wherever situated.

26.1.3.8 This Agreement and the rights and obligations of the parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder. For the avoidance of doubt, the Concessionaire hereto agree that the Concessionaire shall pay to the Authority, the Concession Fee, the Space Rent, Common Area Maintenance Charges, Utility Charges and Taxes and any other payments that may become due and payable, pending the Award in any arbitration proceedings hereunder.

26.1.4 The parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

## **26.2 Adjudication by Regulatory Authority or Commission**

26.2.1 In the event of constitution of a statutory Regulatory Authority or Commission with powers to adjudicate upon disputes between the Concessionaire and the Authority, all disputes arising after such constitution shall, instead of reference to adjudication under this Clause, be adjudicated upon by such Regulatory Authority or Commission in accordance with the Applicable Laws and all references to Dispute Resolution Procedure shall be construed accordingly. For the avoidance of doubt, the parties hereto agree that the adjudication hereunder shall not be final and binding until an appeal against such adjudication has been decided by an appellate tribunal or judicial court, as the case may be, or no such appeal has been preferred within the time specified in the Applicable Laws. Before making a reference to Dispute Resolution Mechanism, the licensee will have to first deposit the 50% of disputed amount (in the form of BG (Additional bank guarantee with validity of minimum two years from the date of making reference to Dispute Resolution Mechanism, and further extendable) DD/PO/NEFT) with AAI and the consent shall be given by the licensee for acceptance of the recommendations of the Dispute Resolution Committee. The case shall be referred to the sole Arbitrator by the Chairman/Member/ RED of the Authority, subject to the condition that the licensee shall have to deposit 50% of the disputed amount (in the form of BG / ((Additional bank guarantee with validity of minimum two years from the date of making reference to **Dispute Resolution Mechanism**, and further extendable))/ DD/PO/ RTGS/ NEFT) with AAI as condition precedent before making reference to the Arbitration for adjudication of dispute. During the arbitral and Dispute resolution (to be read along with Annexure - N) proceedings, the licensee(s) shall continue to pay the full amount of license fee/dues regularly as per the award/agreement and perform all covenants of the agreements.

- (27) It would be the responsibility of the licensee to obtain all necessary security clearance from BCAS/any other regulatory agency a required.
- (28) In case of any dispute where legal action is compelled to be initiated by any of the party, jurisdiction of the court shall be the city / town / district where the airport is located.

(SIGNATURE OF LICENSEE)



**APPENDIX: 2 of Annexure-A**

**SPECIAL TERMS & CONDITIONS**

- I. The charges towards consumptions of Electricity and Water shall be borne by the Licensee on actuals.

*Electricity Per Unit Consumption Rate – Variable & subject to revision from time to time*

*Water Charges per month- Variable & subject to revision from time to time*

- II. The licensee shall have to install 01 number of Beverage (Hot & Cold) Vending Machine outside/inside (as per available location) DATS Building canteen Area. The machine should have minimum technical specifications as below:

1.	Touch Screen user interface
2.	UPI/online wallet based payment interface without intervention of cash
3.	Vending capacity of minimum 10 types of Beverages
4.	Feature of vending Hot and cold beverages at the same time
5.	Automatic cup dispenser

- III. The agency may be permitted to introduce new items in the following indicative menu list during the contract period. The rates of such new items shall be decided by the AAI committee. The menu list will be as follows:

SL. No	Description of Item	Rate in Rs. (including all taxes)
1.	Hot Tea (100 ml )	12
2.	Tea (100 ml ) with tea bag	12
3.	Coffee (100 ml)	20
4.	Soup (100 ml)	20
5.	Samosa (1 pcs) (150 gms)	15
6.	Bread Pakora (1 pcs) (150 gms)	15
7.	Mix Pakora (100 gms)	20
8.	Poha (200 gms)	30
9.	Puri – 4 Nos (120 gms) with Aloo sabji (150 gms)	40
10.	Urad Vada (2 Nos. (150 gms)) with Sambar (100 ml), Chutney (30 gms)	40
11.	Idly – 2 Nos. (150 gms.) with Sambar (100ml) and Chutney (30gms)	40

12.	Chole Bhature (2 pcs)	50
13.	Single Omelet with 2 Bread slice	30
14.	Double Omelet with 2 bread slice	40
15.	Veg. Grilled Sandwich 2 pieces bread	40
16.	Butter and Bread toast- 2 piece bread	20
17.	Veg Sandwich with sauce – 2 pieces bread	30
18.	Masala Dosa (150 gms) with Sambar (100 ml), Chutney (30 gms)	50
19.	Veg. Noodles (200 gms) with sauce	30
20.	Chicken Curry (200 gms)	100
21.	Eggs Curry with two eggs (200 gms)	50
22.	Rajma Rice (200 gm)	40
23.	Chole Rice (200 gm)	40
24.	Karhi Rice (200 gm)	40
25.	Economic Lunch containing daal-100 gms, Vegetable dish-150 gms, Basmati Rice-150 gms, Chapati-2 nos, Salad-40 gms, Raita-100 gms	70 (packing extra charge-20)
26.	Deluxe Lunch containing daal-100 gms, Vegetable dish-150 gms, Basmati Rice-150 gms, Chapati-2 nos, Salad-40 gms, Raita-100 gms, along with Desert-1 No	100 (packing extra charge-20)
27.	Special Lunch (North Indian Thali)- Containing Daal Makhani-100 gms, Paneer Gravy Dish-100 gms, Mix Veg-100 gms, Basmati Rice -150 gms, Chapati-2 nos, Papad-1 No, Salad-40 gms, Raita-100 gms, Desert-1 No, Pickle-1 Chiplet	180 (packing extra charge-20)
28.	Packed Lunch (South Indian Thali)- Containing Idli-1 No, Dahi vada- 1 No, Upma-1 No, Small dosa/ Uttapam-1 No, Lemon/Coconut Rice-150 gms, Keshari Bhatt-75 gms, Sambhar	180 (packing extra charge-20)
29.	Aloo Bhonda (1 pcs) (150 gms)	15

**RATE LIST FOR AAI STAFF FOR VENDING MACHINE  
TO BE INSTALLED BY STAFF CANTEEN CONCESSIONAIRE**

1.	All varieties of hot/cold beverages	Rs. 40 (including all taxes) for 350 ml
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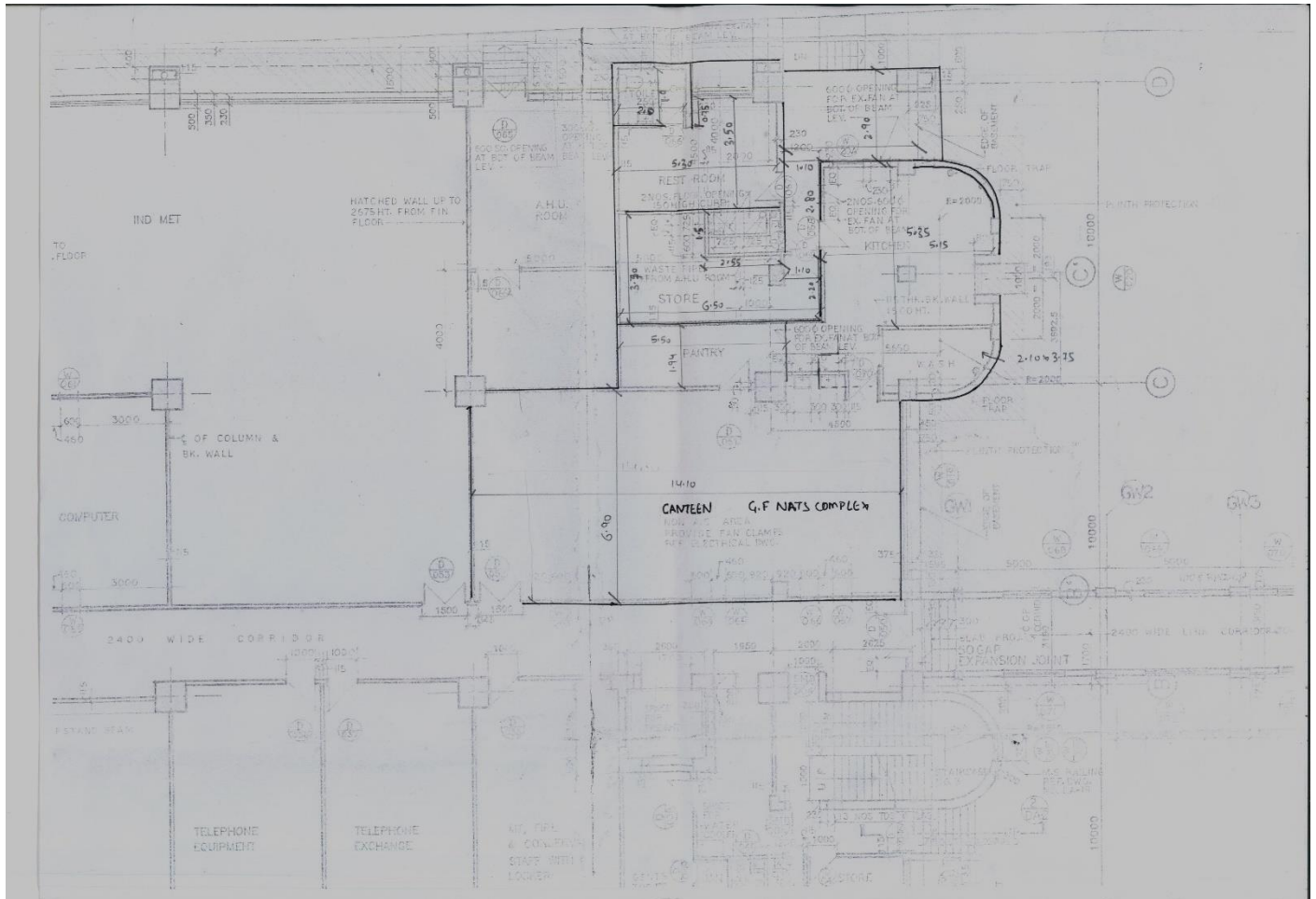
- IV. A provision for revision in rates of items during the contract period every year may be kept which should be done in consultation with the agency considering the inflation and other market conditions by a duly constituted local level committee.
- V. A duly constituted Committee (comprising of members from HR, Commercial and Finance sections) should regularly check on quality / quantity / price of the food items on a fortnightly basis. In addition, the committee should carry out surprise inspections on random basis to check, verify and confirm the implementation of various clauses of the agreement by the agency.
- VI. The staff canteens and Vending machine have to be kept operative by the Licensee as per the following timings:
- NATS Building: 0900-1830 Hours (Monday to Friday)
- DATS Building: Round the clock (24X7X365)
- Vending machine: Round the clock (24X7X365)
- The above timings are subject to change on either side, based on operational requirements of Airports Authority of India.
- VII. Maintenance of the premises shall be the sole responsibility of the Licensee.
- VIII. It should be clearly indicated that the agency should use only standard/ AGMARK / FSSAI quality ingredients for preparation of items.
- IX. Manpower requirement for managing the canteen may be decided by AAI in close consultation with Licensee as per the local staff strength of office.
- X. Agency to ensure that the agency abides by all the rules and regulations of Government of India Departments and AAI like EPFO, Taxes, Labour Laws, PF & ESI etc. Abiding by all such rules and regulations is the sole responsibility of Licensee and AAI shall not be responsible if any of them is flouted by the Licensee.
- XI. Token penalty of Rs.1000/- to be imposed on the agency on failure to maintain canteen timings, failure to use branded raw materials, sale of expired food stuff, non-display of rate list, non-maintenance of cleanliness, sale of packaged products beyond MRP etc.
- XII. The licensee should submit attested copies of all the necessary licenses obtained for operating the catering services like FSSAI, etc.
- XIII. Display of name and logo of the agency operating staff canteen may be permissible on the front elevation. The maximum size of signboard should not exceed the maximum area of 12 sqft.
- XIV. The licensee for staff canteen shall not erect or display any advertisement, hoarding, banners at the allotted space or at any place in the airport premises other than indicated in XII above.

- XV. Any other form of advertisement by the agency like advt. on disposal cups, plates, packing boxes, tissue papers, etc. may not be permitted.
- XVI. The staff canteen licensee may ensure that provisions for digital mode of payment are made available at all the time in the facility.
- XVII. As an effort to maximize commercial revenue, if at any time during/post award of canteen contract, the space allotted for operating the staff canteen is required by Commercial Dte., the licensee may have to relocate/vacate the space with immediate effect and with no claims towards AAI.
- XVIII. AAI will have the option to avail the services from outside agencies for official gatherings and meetings etc. as per the requirement.
- XIX. Licensee shall not use kitchen to supply food outside.
- XX. All the infrastructure for the canteen such as Utensils, electronic appliances, gas cylinder/stoves, furniture, bulbs/tube light/fans, water coolers, tables and chairs shall be provided by the licensee.
- XXI. Licensee is obligated to provide bill to customers, if demanded.

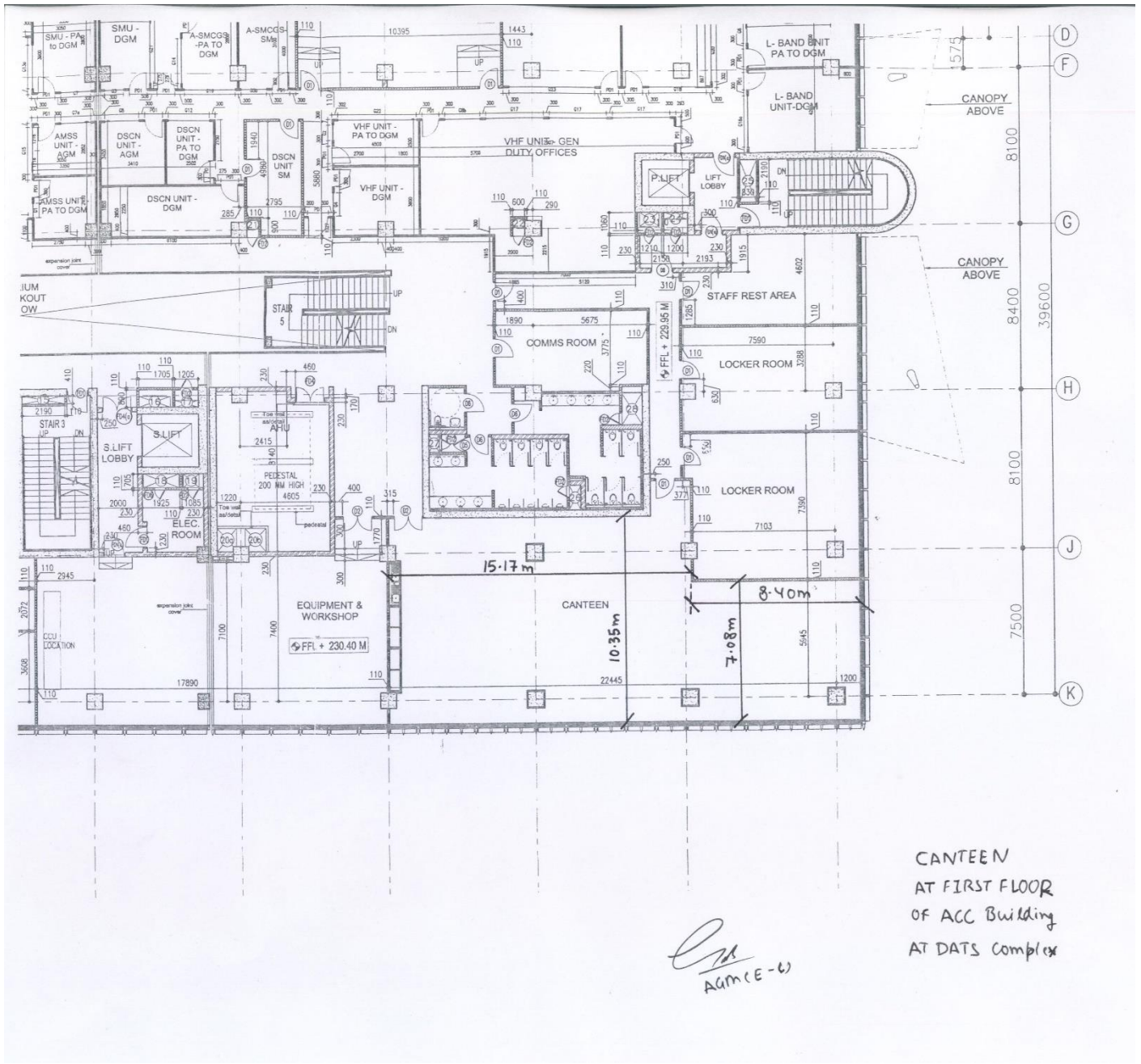
**The above Special Terms & Condition shall form part of the Agreement.**

**CONCESSION AREA LAYOUT**

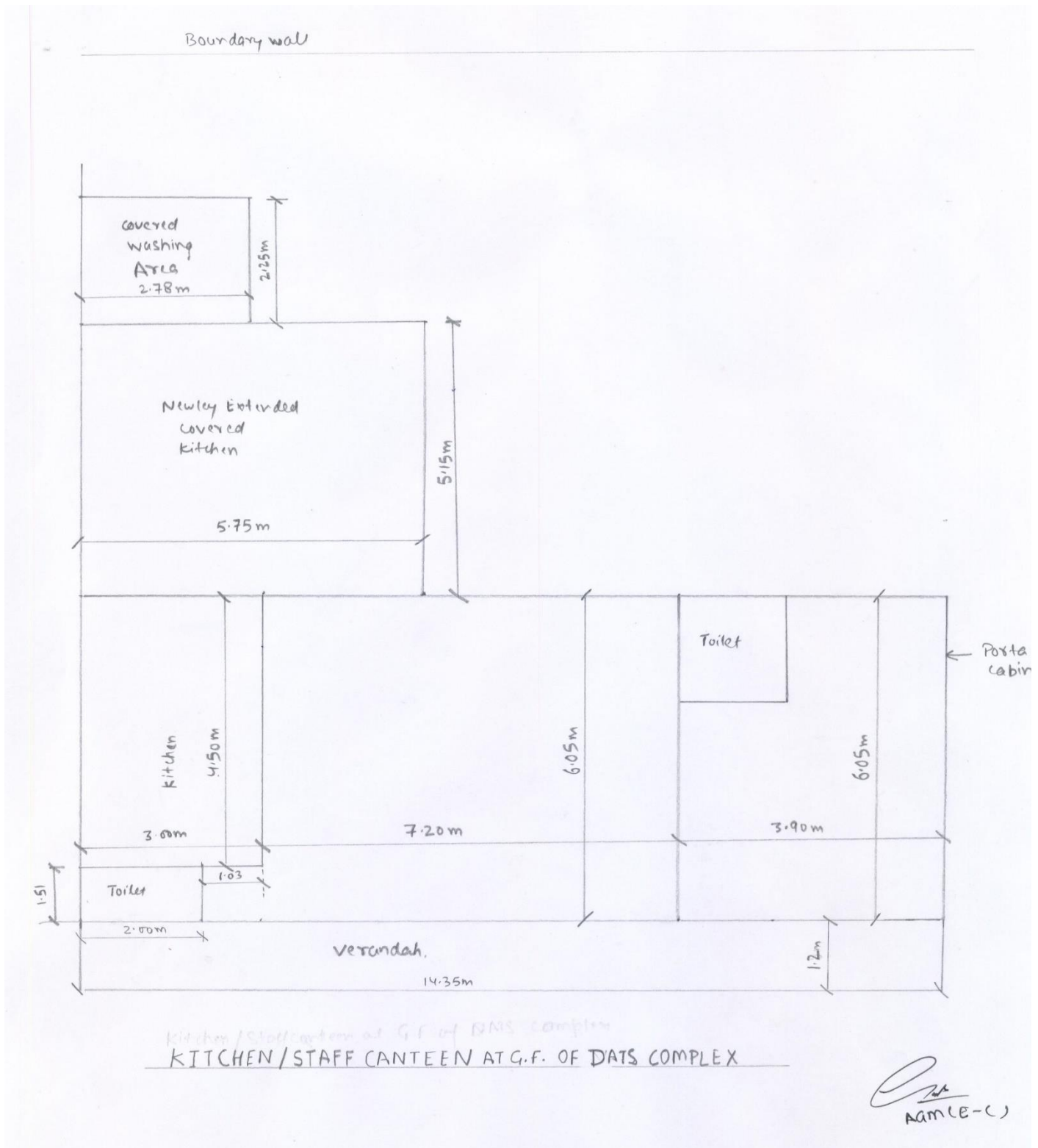
**Location: Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi**



**Canteen & Kitchen area in NATS Building**



**Canteen area 1<sup>ST</sup> Floor in DATS Building**



**Kitchen area Ground Floor in DATS Building**

**SCHEDULE OF PREMISES**

**License for operating staff canteen in Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi**

<b><u>Sr. No.</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>
1.	Canteen & Kitchen Area, NATS Complex, Ground Floor	205 sq mtr
2.	Kitchen Area, Ground floor, DATS Complex	138 sq mtr
3.	Canteen Area, First floor, ACC Building, DATS Complex	215 sq mtr
4.	Space for keeping vending machine	1 sq mtr

SIGNATURE OF THE LICENSEE



**ANNEXURE: B**

**POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**  
***(To be executed on non-judicial Stamp paper of Rs 100/- or as***  
***perapplicable State Laws and duly notarised)***

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 Sh/ Smt. (name), ..... son/daughter/wife of .....aged .....years and presently residing at ....., who is presently employed with us 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 Proposal for pre-qualification and submission of our Bid for the **LICENSE FOR \_\_\_\_\_ at \_\_\_\_\_**, \_\_\_\_\_ facility at \_\_\_\_\_ (the "Concession") proposed by AAI including but not limited to signing and submission of all Proposals, Bids and other documents and writings, participate in Pre-Proposals and other conferences and providing information/ responses to the AAI, representing us in all matters before the AAI, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our Financial Proposal, and generally dealing with the AAI in all matters in connection with or relating to or arising out of our Financial Proposal for the said Concession and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the AAI.

AND we hereby undertake and 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 deemed to have been done by us.

IN WITNESS WHEREOF WE... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2.....

For .....  
(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

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 Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legalization Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**ACCEPTANCE LETTER  
(To be submitted in applicant letter head)**

To,

Date: \_\_\_\_\_

The Regional Executive Director,  
Airports Authority of India  
Regional Headquarters,  
Northern Region,  
New Delhi-37

**Subject: Acceptance of AAI' s Tender Conditions.**

Sir,

The tender documents for the **License for Operating Staff Canteen facility at Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi** have been provided to me/us by Airports Authority of India and:

1. I/We hereby certify that I/We have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us. Which shall form part of the contract agreement and I/We shall abide by the conditions/Clauses contained therein.
2. We are enclosing and submitting here with our original Proposal, along with the information and documents as per the requirements of the Tender Document, for your evaluation and consideration.
3. I/We hereby unconditionally accept the tender conditions of AAI' s tender documents in its entirety for the above facility.
4. The contents of **Clause No.14 (6)** of Notice Inviting Tender of the Tender Documents have been noted wherein it is clarified that AAI reserves the rights to reject the conditional tenders without assigning any reason thereto.
5. I/ We hereby undertake that, all information provided in the Proposal and in its Appendices is true and correct.
6. I/We shall make available to AAI any additional information it may find necessary or require to clarify, supplement or authenticate the Proposal within such time as may be prescribed by AAI.
7. I/We acknowledge the right of AAI to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
8. I/We certify that I/we or any of my/our constituents or my/our predecessor entity have neither failed to perform on any contract, as evidenced by imposition of a

penalty or a judicial pronouncement or arbitration award, nor been expelled from any contract nor have had any contract terminated for breach on our partner have I/we or any of my/our constituents or my/our predecessor entity defaulted in complying with any statutory requirements.

9. I/ We hereby declare that:
  - a. I / We have examined and have no reservations to the Tender Document, including the Addendum (if any) issued by AAI.
  - b. I /We have not directly or indirectly or through any agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in **Clause No. 9 of General Information and Guidelines** of the Tender Document, in respect of any tender or request for proposal issued by or any agreement entered into with AAI or any other public sector enterprise or any government, Central or State; and
  - c. I / We hereby certify that I / we have taken steps to ensure that, in conformity with the provisions of **Clause No. 9 of General Information and Guidelines** of the Tender Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
  - d. I/ We do not have any conflict of interest in accordance with **Clause No. 10 of General Information and Guidelines** of the Tender Document of the Tender Document.
10. I/We declare that we satisfy and meet the requirements as specified in the Tender Document and eligible to submit a Proposal in accordance with the terms of this Tender Document.
11. I / We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising or accruing to challenge or question any decision taken by AAI in connection with the selection of the Applicant, or in connection with the tender process itself, in respect of the award of above mentioned concession and the terms and implementation thereof.
12. I / We understand that, except to the extent as expressly set forth in the Agreement, I/we shall have no claim, right or title arising out of any documents or information provided to us by AAI or in respect of any matter arising out of or concerning or relating to the Empanelment process including the award of work.
13. I / We confirm having submitted the Tender Processing Fee of **Rs.** \_\_\_\_\_/- (**Rupees** \_\_\_\_\_ **only**) to AAI in accordance with the Tender Document. The copy of payment receipt is attached.
14. I / We confirm having submitted the EMD of **Rs.** \_\_\_\_\_/- (**Rupees** \_\_\_\_\_ **only**) to AAI in accordance with the Tender Document. The copy of payment receipt is attached.

15. I / We agree and understand that the Proposal is subject to the provisions of the Tender Documents. In no case, I / We shall have any claim or right of whatsoever nature if the contract is not awarded to me / us or our Proposal is not opened.

16. I / We agree and undertake to abide by all the terms and conditions of the Tender Document.

Dated this .....Day of.....,20\_\_\_.

Name & Address of the Applicant:	
Name, Signature & Seal of the Authorized Representative	

**Details of Bidder**

<b>1.</b>	<b>Details of Bidder/Lead Member</b>	
(a)	Name and nature of bidder(sole prop./company/LLP etc):	
(b)	Country of Incorporation:	
(c)	Address of the corporate headquarters and its branch office(s), if any, in India:	
(d)	Date & Details of incorporation and/or commencement of business:	
<b>2.</b>	<b>Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Concession:</b>	
<b>3.</b>	<b>Details of individual(s) who will serve as the point of contact/ communication for the AAI:</b>	
(a)	Name & Designation	
(b)	Correspondence Address	
(c)	Email	
(d)	Tel / Fax No	
<b>4.</b>	<b>Particulars of the Authorised Signatory of the Bidder:</b>	
(a)	Name & Designation	
(b)	Correspondence Address	
(c)	Email	
(d)	Tel / Fax No	

(Signature of Authorized Signatory)

Name: [•]

Designation: [•]

Date:

Seal or Stamp of Bidder

**Certificate from Chartered Accountant/Statutory Auditor in respect of  
Financial Criteria**

Based on the audited records of the company, this is to certify that..... (Name of Bidder) has a turnover from ....., as per details below.

Financial Year	Turnover (in INR lakh)
Total	Rs ..... lakh

Net worth of the bidder is INR\_\_\_\_\_ at the end of previous financial year.

Note: -

(i) The minimum turnover criteria of the company should be fulfilled in any one of the financial years during last Seven (07) years.

(ii) Duly signed undertaking by the bidder on its letter head regarding Turnover to be submitted separately in technical bid.

Signature:-

Name & Membership No of Chartered Accountant/Statutory Auditor

Seal of the audit firm:

UDIN:

Date

**ANNEXURE: F**

**DECLARATION**

I

Name, Designation & Company Name with Address, do hereby solemnly affirm and state as follows:

1. I/We are having/had the following contracts at Airports/Offices controlled by Airports Authority of India:

Sr. No.	Airport Name	Facility/ Contract	Contract Period		Details of Security Deposit	Dues (disputed & Undisputed)
			From	To		
1.						
2.						

(In case of no contracts in AAI controlled Airports, indicate NIL)

2. I/We are not debarred / blacklisted by CBI or AAI or undertakings/ Departments like Railways, Defense or any other department of Government of India or State Government.(In case if you have been debarred/blacklisted, submit all the details).
3. I/We have not faced/are not facing any action under PPE Act with AAI. (In case if you have faced/are facing action under PPE Act with AAI, submit all the details).
4. I/We have never been ordered by a Court of Law to pay the outstanding dues to AAI at any of the airports (In case if you have been ordered by Court of Law, submit all the details).
5. I/ We declare that none of the Directors/Partners/ Sole Proprietor of our company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has dues with AAI".(In case if you fall under anyone of the above category, please furnish all such relevant details).
6. I/We do not have any conflict of interest as detailed in **clause 10** of general information and guidelines of tender document.
7. I/We declare that we do not fall under the categories a, b, c, d, e and f as per **clause 12 )** of the NIT.
8. I/ We declare that "No raid/seizure/search has been carried out and/or pending by a Regulatory Authority in respect of the license granted by AAI in any of the Airport premises either against me or against our/its affiliates or against any of the Directors/Managers/Employees" (In case if raids/seizure/search conducted, please furnish all such relevant details).

All the facts stated above are true and correct to the best of my knowledge, belief and information.

Date:

Signature with Seal



**ANNEXURE: G**

**LIST OF NEAR RELATIVES EMPLOYED IN AIRPORTS AUTHORITY OF INDIA**

<b>S.No.</b>	<b>Name of the employee</b>	<b>Designation</b>	<b>Relationship with tenderer(s)</b>	<b>Place of Posting</b>

**SIGNATURE OF TENDERER**

- NB:**
1. In case of NIL report, Performa must filled with NIL report and submitted duly signed by the Authorized Signatory.
  2. In case the above space is not adequate, the details, additional sheets duly signed by Authorized signatory may be attached.

**FORMAT OF OUTSTANDING DUES/ NO DUES CERTIFICATE**

1. Name of Contract :
2. Agreement No. :
3. Stipulated Date of Start of Contract :
4. Actual Date of Start :
5. Date of Completion/Termination :
6. Amount of SD available with validity period
7. Amount of Outstanding Dues upto mm/dd/20..... (Disputed and un-disputed amounts to be shown separately)

<b>Item</b>	<b>Disputed Amount (Rs)</b>	<b>Un-disputed Amount (Rs.)</b>	<b>Remarks</b>
Licence Fee			
Space Rent			
Utility Charges			
Interest			
Any other item			
Total			

8. Details of any arbitration/litigation

Signature of Airport Director

Name: [•]

Designation: [•]

..... Airport

**Note: A separate certificate has to be produced in respect of each contract**

**ANNEXURE: I**

Collection/Refund/Settlement of Tender Processing Fee and EMD payment and refund of EMD shall be operated through CPP Portal through tenderer's source account.

**FORM OF BANK GUARANTEE**

***(To be executed on Non-Judicial Stamp Paper of Rs.100/-  
by the successful tenderer)***

WHEREAS by a License Agreement dated \_\_\_\_\_ made between AIRPORTS AUTHORITY OF INDIA, the Licensor (hereinafter called the 'AUTHORITY') of the \_\_\_\_\_ one \_\_\_\_\_ part \_\_\_\_\_ and \_\_\_\_\_ (herein after referred to as "the Licensee") of the other part, the Authority has granted to the Licensee the license for operating the \_\_\_\_\_ (complete name and place of work) and the License Fee and Royalty and other charges and for the due and performance of the covenants and conditions as stated or contained in the said License Agreement.

1. Now therefore in consideration of the promises aforesaid and the at the request of the licensee we, \_\_\_\_\_ do, hereby irrevocably and unconditionally undertake to pay to you, the Authority on demand and without demur or protest and without reference to the Licensee, any sums of money at any time or from time to time demanded by the Authority on account of the License Fee and Royalty and other outstanding dues/charges due from the Licensee (inclusive of any costs or expenses and interest) and or by way of losses and damages caused or that would be caused to the Authority by reason of any breach by the Licensee of any of the terms or conditions of the said License Agreement and AAI shall be sole judge for this demand: PROVIDED that our liability under this Guarantee shall be limited to a sum of (Rupees...../USD.....) and extended for the amount increased from time to time as aforesaid.
2. Notwithstanding any right the Licensee may have against the Authority or any dispute raised by the Licensee or any suit or proceedings pending in any Court /Tribunal/ any statutory authorities relating thereto or before any Arbitrator(s), your written demand stating that the amount is due to the Authority as stated herein above shall be conclusive evidence to us that the amount demanded by you, the Authority is payable under the terms of the said License Agreement without any consent or knowledge of the licensee.
3. We shall not be discharged or released from the aforesaid undertaking and guarantee by any variation(s) or any of the terms & conditions of the said License Agreement made between the Authority and the Licensee and or any act of omission on part of AAI or any indulgence to the Licensee by the Authority or any forbearance whether as to payment, time performance or otherwise or to enforce any of the terms and conditions of the said License Agreement without our consent and knowledge.

4. This Guarantee shall be a continuing guarantee and binding on us and our successors and assignee(s) and shall not be discharged or affected by any change in the constitution of \_\_\_\_\_ or that of the Licensee or the Authority.
5. We further confirm that the Guarantee has been issued with due observance and compliance of the appropriate Exchange Control laws and Foreign Exchange Regulations and applicable laws as in force in India.
6. This Guarantee shall be valid till \_\_\_\_\_ and you have the right to encash this Guarantee upto \_\_\_\_\_ from the said date unless extended on demand by AAI.
7. **Set-Off Clause:**

“In the event of a default or breach in payment of license fee or interest amount or any other amount due with the licensee of whatever nature as per the provision of this contract, AAI is hereby authorized to adjust such amount from time to time to the fullest extent, with prior notice of 7(seven) days to the licensee, by set off and apply any or all amount at any time held with AAI as security deposit or bank guarantee or any other amount as part of this contract or from any other expired/closed/terminated contracts of licensee with AAI. This is without prejudice to any rights and remedies available with AAI to recover the dues from licensee as prescribed by Law”,

Explanation 1- For the purposes of this agreement, set off means adjustment of any outstanding due(s) of Licensee, with any amount in form of BG/SD or otherwise, held by AAI in relation to any other agreement, at any AAI airport/airport premises

Explanation 2 Outstanding dues shall mean and include any amount accrued/due against the licensee under this or any other agreement at any of AAI airport or airport premises.”

NOTWITHSTANDING anything contained herein:

- i. Our liability under this Guarantee shall be limited to a sum of \_\_\_\_\_ during the currency of the contract and 6 months thereafter.
- ii. This bank guarantee shall be valid upto \_\_\_\_\_ and you have the right to encash this guarantee up to 180 days from the said date.
- iii. We are liable to pay the guarantee amount or any part thereof under this bank guarantee amount or any part thereof under this bank guarantee only and if you serve upon as a written claim or demand on or before \_\_\_\_\_.

For Bank name

Dated:

Place:

Witnesses:

**Guidelines for BG Verification through SFMS of ICICI Bank**

***(For successful bidders only)***

1. Prospective successful bidder has to submit BG (PBG/BG-SD/FBG) in accordance with the following bank details.

CORPORATE NAME	AIRPORTS AUTHORITY OF INDIA
BANK NAME	ICICI BANK
IFSC CODE	ICIC0000007
BG ADVISING MESSAGE	IFN 760COV (BG ISSUE) IFN 767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE	<b>AAIRHQNR</b>

2. While submitting the documents to BG issuing bank, the vendor/ customer/ concessionaire will also submit letter to the issuing bank as per the format mentioned in the Annexure K, Appendix- II.
3. Based on the above inputs from the vendor/ customer/ concessionaire, the BG confirmation message through SFMS will be triggered to the beneficiary bank i.e. ICICI bank and on the basis of unique identifier code, the BG confirmation mail will be received at **bgv.rhqnr@aai.aero**
4. While submitting the original BG document, the vendor/ customer/ concessionaire has to compulsorily attach copy of the SFMS BG confirmation message sent by the BG issuing bank to ICICI bank.

**Advisory: For Applicant and its BG issuing Bank Branch**

- It is to be noted that along with physical BG; AAI has also activated an online facility to view the issued BG cover message transmitted to ICICI Bank through SFMS platform.
- For availability of BG in this platform, it is necessary that BG issuing/ amending bank send the BG advice in the form of message format **IFN 760COV** (BG Issuance) / **IFN 767COV** (BG Amendment) via SFMS (Structured Financial Messaging System) as provided by RBI.
- In the event of BG issuing/ amending bank not sending the message IFN 760COV/ IFN 767COV or committing any error while capturing the details at least in the below field, BG confirmation through online portal would not be updated.

Request you to notify your bank (BG issuing bank) to update below details at time of submission of BG issuance/ amendment request to their respective banks:

BG Advising message – IFN 760COV/IFN 767COV via SFMS

IFSC CODE: ICIC0000007

Corporate Name – Airport Authority of India

**Field Number**

7037

**Particulars (to be mentioned in Row 1)**

-----

Note: Please note that the issuing bank while issuing/amending the BG, should ensure that the above information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV.

Request Letter: Transmission of Bank Guarantee Cover Message <to be submitted by applicant to BG issuing bank>

Date: \_\_\_\_\_

The Manager,

(Bank),

(Branch)

**Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC – ICIC0000007).**

Dear Sir/Ma'am,

I/We, \_\_\_\_\_, request you to include unique identifier \_\_\_\_\_ in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank- IFSC- ICIC0000007).

Thanking You,

\_\_\_\_\_

**(Vendor/Customer/Concessionaire)**

**For Successful bidder only**

(Letter of undertaking from the Depositor to be submitted along with Bank Guarantee to AAI)

The Branch Manager,  
..... Bank,  
.....

Sub: My/Our bank Guarantee No. ....dated.....for Rs.....Issued  
in favour of AAI A/c No.....

Sir,

The subject Bank Guarantee is obtained from your branch for the purpose of Security/Earnest money on account of contract awarded/to be awarded by M/s Airports Authority of India to me/us.

I hereby authorize the AAI in whose favour the deposit is made to encash / close the subject bank guarantee before maturity/on maturity towards adjustment of dues without any reference/consent/notice from me/our side and the bank is fully discharged by making the payment to Airports Authority of India.

Signature of the Depositor

Place:

Date:



**ANNEXURE: L**

**CHECKLIST FOR BIDDERS**

<b>S.No.</b>	<b>Particulars</b>	<b>Detail</b>
1.	Type of Facility / Concession	
2.	Period of license/ concession	
3.	Tender Fee	
4.	Earnest Money Deposit	
5.	Gross area for license	
6.	Minimum Reserved Licensed Fee/MMG	
7.	Technical Qualification	
8.	Financial Qualification	
9.	Electricity & Water Charges	
10.	Applicable Govt. taxes (GST, etc.)	
11.	Gross Turnover	
12.	Experience Certificates	
13.	Gestation Period	
14.	Security Deposit Towards LF	_____Months LicenseFee
15.	Security Deposit Towards EWC Charges	

**Critical Dates**

16.	Date of publish of Tender document	
17.	Start download/sale date of RFP/RFQ / Tender documents	
18.	Last download/sale date of RFP/RFQ / Tender document	
19.	Last date of submission of queries to RFP/RFQ/Tender Document on CPP portal	
20.	Reply to the queries by AAI on CPP portal	
21.	Last date for online submission of bids/ proposals on e-tender portal	
22.	Technical Bid Opening date	
23.	Financial Bid Opening date	

**Details of number of Employees working in Regional Head Quarters – Northern Region (NATS Building and DATS Building) near T-2, IGI Airport, New Delhi (including all shifts) – Approx.**

- i) Number of Regular employees = 1310
- ii) Number of contractual staff = 100
- iii) Number of CISF/security employees = 40

**ARTICLE-22 [DISPUTE RESOLUTION]****22.1 Dispute Resolution**

22.1.1. All disputes and differences arising out of or in any way touching or concerning this Agreement (except those the decision whereof is otherwise herein before expressly provided for or to which the AAI ACT, 1994 and the rules framed there-under which are now enforce or which may here-after come into force are applicable) (the "Dispute") shall be dealt as under:

22.1.2 **Through Mediation:** All dispute(s), at the first instance, shall be referred to the "Mediation Committee of Independent Experts (MCIE)" or individual mediator for mediation as per "AAI Mediation Policy" and applicable laws. All cost of mediation, shall be borne equally by the parties.

22.1.2.1 In case either party withdraws from the Mediation or the dispute(s) is not resolved within 120 days of reference to the Mediation, then the aggrieved party may invoke arbitration through Clause 22.1.3 within 30 days from the date of receipt of Partial Settlement Agreement or Failure Report.

22.1.2.2 Unless the contract has already been repudiated or terminated, the parties shall, in every case, continue to proceed to perform their respective obligations under the agreement.

Once the request of the Party is accepted under Mediation Policy of AAI, the dues of the party shall be treated as disputed for all purposes.

22.1.3 **Adjudication through Arbitration:** In case no final settlement has been arrived at between the parties after mediation or partially settled as per sub Para (22.1.2) above, the unresolved dispute(s), on invocation by the aggrieved party shall be referred for adjudication by arbitration.

a. When the amount involved is above 25 crores, adjudication shall be made by Arbitral Tribunal comprising of 03 arbitrators. Each party to appoint one arbitrator and the two appointed arbitrators shall appoint the Presiding Arbitrator.

b. When the amount involved is Rs. 25 Crores and below shall be referred to a Sole Arbitrator to be appointed by the Authority, AAI, after obtaining consent of the other party, as per format annexed at **Annexure-O**.

22.1.3.1 Unless the contract has already been repudiated or terminated, the parties shall, in every case, continue to proceed to perform their respective obligations under the agreement.

22.1.3.2 Arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time.

22.1.3.3 Fee payable to the Arbitrator(s) shall be as per Schedule-IV of the Arbitration & Conciliation Act, 1996 and shall be borne by both the parties equally.

22.1.3.4 No dispute shall be referred for resolution under this clause through arbitration in matters for which eviction & recovery procedure is provided under Chapter -VA of the Airports Authority of India Act, 1994.

22.1.3.5 The venue of such arbitration shall be, **New Delhi** and the language of arbitration

proceedings shall be English.

22.1.3.6 The Arbitrator shall make an award (the "Award") for each dispute and /or claim and shall give reasons for the Award. Any award made in any arbitration held pursuant to this Article 22 shall be final and binding on the parties. For avoidance of doubt, the parties hereto agree that the adjudication hereunder shall not be final and binding until an appeal against such adjudication has been decided by an appellate tribunal or judicial court, as the case may be, or no such appeal has been preferred within the time specified in the Applicable Law.

22.1.3.7 The Concessionaire and the Authority agree that an Award may be enforced against the Concessionaire and /or the Authority, as the case may be, and their respective assets wherever situated.

22.1.3.8 This Agreement and the rights and obligations of the parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder. For the avoidance of doubt, the Concessionaire hereto agree that the Concessionaire shall pay to the Authority, the Concession Fee, the Space Rent, Common Area Maintenance Charges, Utility Charges and Taxes and any other payments that may become due and payable, pending the Award in any arbitration proceedings hereunder.

22.1.4 The parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

## **22.2 Adjudication by Regulatory Authority or Commission**

22.2.2 In the event of constitution of a statutory Regulatory Authority or Commission with powers to adjudicate upon disputes between the Concessionaire and the Authority, all disputes arising after such constitution shall, instead of reference to adjudication under this Clause 0, be adjudicated upon by such Regulatory Authority or Commission in accordance with the Applicable Laws and all references to Dispute Resolution Procedure shall be construed accordingly. For the avoidance of doubt, the parties hereto agree that the adjudication hereunder shall not be final and binding until an appeal against such adjudication has been decided by an appellate tribunal or judicial court, as the case may be, or no such appeal has been preferred within the time specified in the Applicable Laws.

.....

**Annexure-O: Format of Consent Letter**

**Dispute Resolution Clause – 22.1.3**

To,  
The Chairman/Member/Regional Executive Director,  
Airports Authority of India,

SUB: Request for appointment of arbitrator under Clause \_\_\_\_\_ of the \_\_\_\_\_ agreement dated \_\_\_\_\_ for \_\_\_\_\_

Sir/Madam,

1. We state that \_\_\_\_\_ (contractor/agency) was awarded work/concession of \_\_\_\_\_ at \_\_\_\_\_ Airport/ \_\_\_\_\_ (other location) of Airports Authority of India through Award Letter dated \_\_\_\_\_.

2. Dispute related to \_\_\_\_\_ arose between us (contractor/agency/Concessionaire) and AAI.

3. On \_\_\_\_\_ (date), dispute was referred to Mediation as per AAI Mediation Policy and any settlement on the following claims/disputes was not reached between the parties:

(i)

(ii)

(iii)

A concise statement along with claim in respect of each of such disputes is attached herewith.

4. In view of the above, we invoke arbitration under clause \_\_\_\_\_ of the \_\_\_\_\_ agreement between us and AAI and as per proviso to Section 12(5) of the Arbitration & Conciliation Act, 1996, we hereby agree and request the Chairman/Member/Regional Executive Director AAI to appoint arbitrator.

Thanking you,

( \_\_\_\_\_ )

Authorized signatory of

Encl: As above

**FORMAT FOR LETTER OF UNDERTAKING FROM BIDDER**

[SELF-DECLARATION OF THE BIDDER THAT THE FURNISHED INFORMATION IS TRUE, TO BE SUBMITTED ON COMPANY LETTER HEAD]

Sir,

I, \_\_\_\_\_, on behalf of do hereby affirm and declare that the information provided for the bid and the documents provided are true and correct to the best of my knowledge and belief and nothing material has been concealed therein.

I understand that concealment of facts and giving false information is a punishable offence and the agency \_\_\_\_\_ can be barred and legal action may be taken as per the relevant provisions of law.

Yours faithfully,

Signature of the licensee

Name \_\_\_\_\_

Designation (with seal) \_\_\_\_\_