

Tender ID: 2025_AAI_249096_1



AIRPORTS AUTHORITY OF INDIA

Request for Proposal

CONCESSION FOR GROUND HANDLING

SERVICES

at

04 AAI Group 'D' Airports

DISCLAIMER

1. The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Bidder(s), whether in documentary form, by or on behalf of the Authority or any of its employees or advisors is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is neither an agreement and nor an offer by the Authority but an invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection for each Airport pursuant to this RFP ("**Bid**"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the subject Concession(s). Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP 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 RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability, current scenario of market and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Bidder(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.
4. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Bidder or Concessionaire.
5. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon

the statements contained in this RFP.

6. 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 RFP.
7. The issue of this RFP does not imply that the Authority is bound to appoint the Selected Bidder or Concessionaire, as the case may be, for the Concession and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
8. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid 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 Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the RFP process.
9. The Bidder shall be wholly responsible for any statements/documents/ records, etc. submitted pursuant to this RFP and ensure accuracy thereof. The Authority or its employees or its advisors shall accept no responsibility or liability for any deficiency that may be made by the bidder. Any false declaration made by the Bidder shall invite action as may be decided by the Authority including termination debar, forfeiture of EMD and/ or Bid Security. The Bidder shall also indemnify the Authority, its employees and advisors from actions arising out of this RFP.

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DEFINITIONS

In this Request for Qualification, the following expressions shall have the meaning stated herein:

- "Affiliate"/" Associate"** shall have the meaning ascribed to it in Clause 2.2.7;
- "Authority"** shall have the meaning ascribed to it in Clause 1.1.1;
- "Airports"** shall have the meaning ascribed to it in Clause 1.1.1;
- "Accounting Year/Financial Year/FY"** shall mean financial year commencing from the first day of April of a calendar year and ending on the thirty-first day of March of the next year or as per definition defined by Government of India from time to time;
- "Additional Extension"** shall have the meaning ascribed to it in Clause 3.5.10;
- "Bid Due Date"** shall have the meaning ascribed to it in Clause 1.1.7;
- "Bid Security"** shall have the meaning ascribed to it in Clause 1.3.4;
- "Bid"** shall have the meaning ascribed to it in Clause 1.3.3;
- "Bidder"** shall have the meaning ascribed to it in Clause 2.2.1;
- "Bidding documents"** shall have the meaning ascribed to it in Clause 1.1.7;
- "Bidding process"** shall have the meaning ascribed to it in Clause 1.3.1;
- "Concessionaire"** shall have the meaning ascribed to it in Clause 1.1.2;
- "Concession Agreement"** shall have the meaning ascribed to it in Clause 1.1.2;
- "Conflict of Interest"** shall have the meaning ascribed to it in Clause 2.2.1 (c);
- "Consortium"** shall have the meaning ascribed to it in Clause 2.2.1;
- "Financial Bid"** shall have the meaning ascribed to it in Clause 1.3.3;
- "Financial Capacity"** shall have the meaning ascribed to it in Clause 3.2.2;
- "Ground Handling Facilities"** means the facilities for the provision of the Ground Handling Services to be designed, constructed, developed, financed, procured, installed, commissioned, operated, managed and maintained by the Selected Bidder(s)/Concessionaire (s) including without limitation, equipment, the ground support equipment facility and other movable and immovable properties, as more particularly defined in the Concession Agreement.
- "Ground Handling Services"** shall have the meaning ascribed to it in Schedule I;
- "Ground Handling Tariff Cap"** shall have the meaning ascribed to it in Clause 1.1.9;
- "Actual Gross Revenue"**: means all pre-tax gross revenue earned by a Concessionaire under or pursuant to the relevant Concession Agreement, during the subsistence of such Concession Agreement, and shall include any monies received from the Users and other persons, by the Concessionaire but shall exclude the following:

- (i) any insurance proceeds received by the Concessionaire relating to (a) third party liability insurance paid or to be paid to the person whose claim(s) constitute(s) the risk or liability insured against; and (b) any form of physical damage of assets, and the Concessionaire has incurred or will incur an expenditure greater than or equal to such proceeds received for repair, reinstatement or otherwise replacement, promptly and diligently of such assets;
- (ii) any monies received by the Concessionaire, for or on behalf of any Government Instrumentality, as an authorized agent of such Government Instrumentality; and
- (iii) any income collected by the Concessionaire on behalf of third-party service providers, after approval from the Authority; however, any commission received by the Concessionaire from such third-party service providers shall be considered as part of Actual Gross Revenue; and
- (iv) any revenue recognized for construction or upgrade services under the provisions of Appendix A (Service Concession Arrangements) of the Indian Accounting Standards (Ind-AS) 11, Construction Contracts and references therein, including subsequent amendments thereof in relation to the recognition of revenues/consideration for construction or upgrade services under Ind-AS, as per Applicable Laws

It is expressly clarified that:

- (i) insurance proceeds referred to in exclusion (i) above, shall not include any exclusion of insurance proceeds received for loss of revenues and/ or business interruption;
- (ii) monies referred to in exclusion (ii) above, shall be excluded only if the same has been credited or will be credited by the Concessionaire to the relevant Government Instrumentality promptly and diligently and any fine, penalty or other amounts of similar nature that may accrue as a result of non-payment or delayed payment of such monies under the applicable laws, will not be excluded;

Actual Gross Revenue will be computed on an annual basis for an Accounting Year, in accordance with the Indian Generally Accepted Accounting Principles

- (iii) in case of any dispute, discrepancy, ambiguity, doubt or otherwise, relating to the computation and/or meaning of Actual Gross Revenue, the decision of the Authority, at its sole discretion, shall be final;

"Highest Bidder" shall have the meaning ascribed to it in Clause 1.3.7 (b);

"IATA Standard Ground Handling Agreement" or "SGHA" means the standard ground handling agreement issued by IATA (2008 , 2013 or 2018 version) as per the IATA Airport Handling Manual issue 2008/2013/2018, AHM 810 and as generally used between airlines and ground handling service providers for the provision of ground handling services and shall include corresponding SGHA of all future issues of IATA Airport Handling Manual;

"Joint Bidding Agreement" shall have the meaning ascribed to it in Clause 2.2.4 (v);

"LOIA" shall have the meaning ascribed to it in Clause 3.5.9;

"LOA" shall have the meaning ascribed to it in Clause 3.5.10;

"Major Airports" shall have the meaning as ascribed in the AERA Act 2008;

"Minimum Annual Guarantee (MAG)" shall have the meaning ascribed to it in Clause 3.4.2;

"Minimum monthly Guarantee (MMG)" shall have the meaning ascribed to it in Clause 3.4.8;

"Minimum Reserve Annual Guarantee (MRAG)": The Minimum Reserved Annual Guarantee as decided by Authority, the bidder have to quote their MAG over and above MRAG.

"Net Worth" shall have the meaning ascribed to it in Clause 3.2.2;

"Non-major Airports" shall have the meaning as ascribed in the AERA Act 2008

"Projects" shall have the meaning ascribed to it in Clause 1.1.1;

"Premium" shall have the meaning ascribed to it in Clause 3.4.5;

"Qualified Bidder" shall have the meaning ascribed to it in Clause 1.1.2;

"Revenue share" shall have the meaning ascribed to it in Clause 3.4.1;

"RFP" shall have the meaning ascribed to it in the Disclaimer;

"Selected Bidders" shall have the meaning ascribed to it in Clause 1.1.2,

"Scheduled Domestic Passenger Flight" a scheduled passenger flight which is notified by DGCA and where the departure and the arrival take place within India;

"Tax" shall have the meaning ascribed in the Concession Agreement;

"Technical Bid" shall have the meaning ascribed to it in Clause 1.3.3;

"Technical Capacity" shall have the meaning ascribed to it in Clause 3.2.1;

"Tie Bidders" shall have the meaning ascribed to it in Clause 3.5.3;

"Users" shall have the meaning ascribed in the Concession Agreement.

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NOTICE INVITING E- BID (NIEB)

I. E-Bid is hereby invited for granting Ground Handling Services concession for the following:

S. No.	Name of Airports	Minimum Reserve Annual Guarantee (MRAG)	Concession Period	Bid Processing Fees/Tender Fees (in INR)	Required Turnover for each airport (in INR). *Please also refer illustration below.
1	DATIA	Rs 1,10,000/- + GST/Applicable Tax	10 (Ten) years from the COD	5,900/- (5,000/-+18% GST)	1,10,000
2	REWA	Rs 1,10,000/- + GST/Applicable Tax			1,10,000
3	SATNA	Rs 1,10,000/- + GST/Applicable Tax			1,10,000
4	SOLAPUR	Rs 1,10,000/- + GST/Applicable Tax			1,10,000

*** Illustration for turnover eligibility for participation: -**

S.No.	Number of Airports selected by the bidder (s) for participation	Airport-wise Turnover mentioned in RFP	Turnover requirement of bidder to participate
1.	If one (01) Airports is selected by the bidder for participation.	Rs. 1,10,000	Rs. 1,10,000
2.	If two (02) Airports are selected by the bidder for participation.	Summation of Airport-wise Turnover mentioned above	Rs. 2,20,000
3.	If three (03) Airports are selected by the bidder for participation.	Summation of Airport-wise Turnover mentioned above	Rs. 3,30,000
4	If four (04) Airports are selected by the bidder for participation.	Summation of Airport-wise Turnover mentioned above	Rs. 4,40,000

NOTE:

- a) Bidders are required to quote Minimum Annual Guarantee (MAG) over and above of MRAG in the financial bid for each airport where the bidder desires to participate.
- b) Request for rebate on Premium of any kind including non-operation/shutdown of flights/airlines will not be considered.
- c) In addition to the Premium, the Selected Bidder (s) shall be liable to pay the applicable land & space rent plus utility charges (as notified by AAI from time to time) for land and space allotted to selected bidder for the parking of GHA equipment and office allotted in the terminal building. The Bidder have to enter into a separate agreement with respective Airport Director for Space and Land allocation. The present rates applicable at respective Airports are provided as **Appendix-15**.
- d) In addition, Concessionaire(s) are required to pay 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).
- e) Concessionaire(s) are also required to pay for the consumption of electricity, water and any other utility used for the purpose of this Concession as it becomes due and payable and in accordance with the directions of the respective Airport Director. The rate for these utilities will be fixed by AAI from time to time.
- f) The bidder may verify the applicable rates of the respective airport before submission of bids and at the time of signing of Concession Agreement.

- II. **Period of Concession:** 10 years from the Commercial Operations Date (COD). Prior to the expiry of the Term of the Concession, the Authority shall have the right to extend the term thereof by a written notice for an additional term of 01 years on the same terms and conditions as provided in the Concession Agreement.
- III. The prospective Bidders are requested to go through the Bid conditions and visit the Airports to assess the feasibility of business / undergo proper diligence study and thereafter may submit the Bid. No reduction in Premium will be entertained by AAI at any stage for whatever reasons.
- IV. The prospective Bidders are required not to give any conditional bid and adhere to the terms and conditions indicated in the Bid documents provided by AAI. Conditional Bids would be summarily rejected.
- V. The following are the broad timelines to be followed:

Particulars	Timelines
Formation of SPV (In case of Consortium only)	The consortium has to make an application to the O/o Registrar of Companies within 07 working days of issuance of LOIA and form the SPV within 30 days from the date of issue of LOIA. In case of delay in application and formation of SPV, the delay period will be deducted from gestation period.

Submission of Security Deposit	45 days from LOIA
Security Clearance	If the agency / SPV is required to obtain security clearance then it has to make an application in the e-sahaj portal of BCAS within 07 working days after issuance of the LOIA or after formation of SPV as the case may be and obtain security clearance within 90 days from the date of issue of LOIA or after formation of SPV as the case may be.
Issuance of LOA	LOIA will be deemed to be Letter of Award (LOA) after obtaining security clearance.
Signing of Concession Agreement (Effective Date)	10 days from Issue of LOA
Allocation of Ground Handling Site (Commencement Date)	10 days from signing of the Concession Agreement
Application for approval of Tariff	10 days from signing of the Concession Agreement
Commencement of Ground Handling Operation (COD)	60 days from date of Security Clearance (In case of single entity & having valid security clearance the COD will be 60 days from the date of issue of LOIA)

Non-adherence of above timeline by the Selected Bidder (s) will result in cancellation of LOIA/LOA/Concession Agreement at sole discretion of the Authority unless extended by the Authority, failing which the Authority shall have the right to forfeit the Bid Security and the agency will be debarred for one year for future tender from the date of debarment.

VI. Handing Over of Site:

- a. Site will be handed over on an "as is where is basis" to the Selected Bidder(s) upon fulfillment of conditions of award within the stipulated time as described in above V.
- b. If the Concessionaire fails to complete the conditions of award which are pre-requisite for handing over of site, actual handing over of sites shall only be done after completion of all conditions of award.

VII. Gestation Period:

- a. Gestation period of 60 days reckoned from the date of issue of Security Clearance (In case of single entity & having valid security clearance the Gestation period will be 60 days from the date of issue of LOIA). The selected bidder will be under obligation to complete all the formalities/ conditions of award as will be specified in the LOIA.

E-TENDERING GUIDELINES TO THE BIDDERS

E-Tendering participation requirements: Interested Bidders willing to participate through e- tendering process are required to register themselves in the GOI Central Public Procurement Portal www.etenders.gov.in

For special Instructions to the Bidders for the e-submission of the bids online through e- Procurement Portal follow hyperlink given below:

<https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page>

Bidders manual kit available for download at the hyperlink given below:

<https://etenders.gov.in/eprocure/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 at 24 x 7 Help Desk Numbers: 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 to the tender(s) published, kindly contact the respective Tender Inviting Authority.

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

E-Mail : support-eproc@nic.in

- 2. For any Policy related matter / clarifications, please contact Department of Expenditure, Ministry of Finance.**

E-Mail: 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, Helpdesk 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:

S. No.	Support Persons	Escalation Matrix	E-mail Address	Help Desk Number	Timings *
1.	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	Sanjeev Kumar, Sr.Mgr. (IT)	After hours of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON - FRI)
3.	Sh. Dharmendra Kumar Jt. GM (IT)	After hours	dkumar@aai.aero	011-24632950, Ext-3527	0930-1800 Hrs. (MON - FRI)
4.	General Manager (IT)	After days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON - FRI)

*** The Helpdesk Services shall remain closed on government gazetted holidays.**

5. The above-mentioned help desk numbers are intended only for queries related to the issues on e-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.

SNO	BID MANAGER	E-MAIL ADDRESS	CONTACT NUMBERS	TIMINGS*
1.	SEEMA SINGH	seema.singh@aai.aero	022-29217400 extn 7449	0930-1800 Hrs. (MON-FRI)/Working days

INTRODUCTION

1.1 Background

1.1.1 Airports Authority of India ("**Authority**"), established under Airports Authority of India Act, 1994, is a Category-I Mini-Ratna Public Sector Enterprise. The Authority is mandated under the Airports Authority of India Act, 1994 to, *inter alia*, manage the airports, civil enclaves and the aeronautical communication stations efficiently (other than airports and airfields belonging to, or subject to the control of, any Armed Force of the Union). The Authority, in its persistent efforts to provide world-class infrastructure and services to stakeholders, has been endeavoring to excel amongst its global peers by undertaking various initiatives.

As one of the initiatives, the Authority has decided to undertake an open competitive bidding process in accordance with the procedure set out herein for the purpose of selecting an entity or entities who will be responsible to provide the Ground Handling Facilities and Ground Handling Services at AAI managed Airports ("**the Project**"), in accordance with this RFP and the Concession Agreement (as defined below).

For the purpose of this RFP, Authority means respective Airport Director wherever mentioned.

1.1.2 The Authority intends to qualify and short-list eligible Bidders (the "**Qualified Bidders**") who have the Technical and Financial Capacity as specified in Clause 2.2.2 and Clause 3.2. The Financial Bids of only the Qualified Bidders will be opened for evaluation in accordance with this RFP. The Bidders to whom the Project is awarded ("**Selected Bidders**"), except in case of single entity bidder, shall incorporate a special purpose vehicle (SPV) under the Companies Act, 2013 (the "**Concessionaires**") within 30 (thirty) days from the date of issue of LOIA. The SPV is to be registered in the respective city/state where awarded Airport is located. The Concessionaire (Selected Bidder) shall be responsible for implementing the Project in accordance with the agreement (the "**Concession Agreement**") to be entered between the Concessionaire and Authority in the form provided as part of the Bidding Documents pursuant hereto.

- a. The term of the Concession Agreement shall be for a period of 10 (ten) years from the COD (as defined in the Concession Agreement).
- b. The Concession Agreement sets forth the detailed terms and conditions for implementation of the Project, including the scope of the Concession, rights and obligations of the Authority and the Concessionaire in respect of the Project (s).

1.1.3 The Concessionaire shall be required, *inter alia*, to provide the Ground Handling Facilities and Ground Handling Services thereof in accordance with the terms of the Concession Agreement, terms of this RFP and other applicable laws.

1.1.4 The Authority will provide the land and/or space, as per the terms defined in the

Concession agreement, to the Concessionaire(s) to establish the Ground Handling Facilities at its own cost.

- 1.1.5 The Concessionaire shall pay to the Authority, on monthly-basis, a fee in accordance with the Concession Agreement and Clause 3.4 in this RFP. **The Premium paid should be excluding GST.**
- 1.1.6 The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Concessionaire set forth in the draft Concession Agreement or the Authority's rights to amend, alter, change, supplement or clarify the scope of the Project to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Authority.
- 1.1.7 The Authority shall receive Bids pursuant to this RFP in accordance with the terms set forth in this RFP, Concession Agreement and other documents to be provided by the Authority pursuant to this RFP, as modified, altered, amended and clarified from time to time by the Authority (collectively the "**Bidding Documents**"), and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified in Clause 1.4.1 for submission of Bids (the "**Bid Due Date**").
- 1.1.8 **NON-EXCLUSIVE CONCESSION:**
The grant of Concession to the Concessionaire shall be on a non-exclusive basis, to provide Ground Handling Services at the Airport as set out above. At any time during the Concession Term, the Authority may enter into other agreement(s) with other parties for providing Ground Handling Services. It is understood and agreed that nothing in the RFP or the Concession Agreement is to be construed to grant or authorize the granting of an exclusive right to the Concessionaire.
- 1.1.9 The tariff for Ground Handling Services ("**Ground Handling Tariff Cap**") shall be approved from MoCA in case of Non-Major Airports and AERA for Major Airports. For avoidance of doubt, it is clarified that in the event a Non-Major Airport is notified as a Major Airport, the Ground Handling Tariff Cap shall be the tariffs as determined by AERA. However, for achieving COD, pending approval of MoCA, the respective Airport Directors have been authorized to approve fixation of the Ad-hoc tariff cap at all non-major airports.

1.2. Brief Description of the Airport

- 1.2.1. The Bids are invited for Airports, defined in Schedule II of this RFP.
- 1.2.2. The details of Airport are available on the website of AAI. Bidders are advised to conduct their own independent assessment of the Project (s).

1.2.3. The number of Concessionaire to be appointed, at each Airport, as part of this bid process is also provided in Schedule II of this RFP. The Authority, however, reserves the right to increase or decrease the number of Concessionaires to be appointed at each Airport.

1.3. Brief description of Bidding Process

1.3.1. The Authority has adopted a single-stage bidding process (the Technical cum Financial Bid) (the "**Bidding Process**") for selection of the Bidder (s) for award of the Project. The E-Bid documents indicating full details of the Concession 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 <http://etenders.gov.in/eprocure/app>
- 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) Bidders 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.

1.3.2. Bidders are required to make payment of a non-refundable Tender fee ("Tender Fee") of Rs. 5,000/- plus applicable GST, by way of online transfer through the payment gateway on the CPP portal (Refer Appendix 13 for operational procedure). The Bidders shall ensure that the net credit in the Authority's account shall be for an amount equal to the Tender fee plus GST @18%. Any applicable bank charges and/or portal charges shall be borne by the Bidder. The Authority shall not be responsible or liable for any delay in credit of such payment made by the bidder. Bid without payment of Tender Fee will not be accepted.

1.3.3. The Bidders are being called upon to submit their technical and financial capacity details (**Technical Bid**)—and financial proposals (**Financial Bid**) (Technical Bid and Financial Bid shall collectively referred as "**Bid**") in accordance with the terms specified in this RFP and other documents provided by the Authority. The Bid shall be valid for a period of not less than 180 (one hundred and eighty) days from the Bid Due Date.

1.3.4. The Bidder shall pay bid security in the form of Demand Draft (demand draft issued by scheduled commercial bank (other than cooperative scheduled bank) in favour of "Airports Authority of India" payable at Mumbai (any applicable bank charges shall be borne by the Bidder) or as a Bank guarantee as per format specified in Annexure 2, ("Bid Security"), refundable no later than 180 (one eighty) days from the Bid Due

Date, except in the case of the Selected Bidder(s) whose Bid Security shall be retained till it has provided a Security Deposit under the Concession Agreement. **The validity period of the Bid Security shall not be less than 180 (one hundred and eighty) days from the Bid Due Date plus claim period of 90 (Ninety) days** and may be extended as mutually agreed between the Authority and the Bidder from time to time. **The Bid shall be summarily rejected if it is not accompanied by the Bid Security.**

The amount of Bid Security for each airport is given in the table below:

S.No	Bidder is submitting bid for:	Amount of Bid Security (in INR)/ Earnest Money Deposit (EMD) (in INR). *Please also refer illustration below.
1	Datia	1,00,000
2	Satna	1,00,000
3	Solapur	1,00,000
4	Rewa	1,00,000

*** Illustration for Bid Security/Earnest Money Deposit (EMD) amount for participation: -**

S.No.	Number of Airports selected by the bidder (s) for participation	Airport-wise Bid Security/EMD amount mentioned in RFP	Bid security/EMD amount to be submitted by the bidder to participate
1.	If one (01) Airports is selected by the bidder for participation.	Rs. 1,00,000	Rs. 1,00,000
2.	If two (02) Airports are selected by the bidder for participation.	Summation of Airport-wise Bid Security/EMD amount mentioned above	Rs. 2,00,000
3.	If three (03) Airports are selected by the bidder for participation.	Summation of Airport-wise Bid Security/EMD amount mentioned above	Rs. 3,00,000
4.	If four (04) Airports are selected by the bidder for participation.	Summation of Airport-wise Bid Security/EMD amount mentioned above	Rs. 4,00,000

Note:- In case Bid Security/EMD is submitted in the form of Bank Guarantee it should preferably be submitted separately for each airport. In case it is submitted jointly, it would not be possible to return the part of Bank Guarantee (Bid Security/EMD) till the completion of tender process.

The Bid Security for Airport (s) is to be submitted in the form of bank guarantee or Demand Draft and the original copy of the Bid Security is to be submitted in an envelope at the office of the General Manager (Operations), Western Region, Airports Authority of India, 7th floor, RED Building, New Airport Colony, Opposite Parsiwada, Sahar Road, Vile Parle East, Mumbai-400099, AAI between 1000 hrs to 1700 hrs IST, within 5 (five) working days after the Bid Due Date.

In the event, the Bid Security is not submitted by a Bidder as mentioned above, then the Bid of such Bidder(s) shall be rejected considering it as non-responsive and their Technical Bid shall not be opened and if opened then it will NOT be evaluated. **The Bidder should submit the scan copy of the bank guarantee or Demand Draft on the NIC CPP portal.** The Authority shall not be responsible or liable for any delay in credit of such payment made by the bidder.

For the avoidance of doubt, it is clarified that if the Bidder uploads a copy of the bank guarantee or Demand Draft in the NIC CPP portal, however, fails to submit the original bank guarantee, Demand Draft or vice versa, the Bid of such Bidder shall be summarily rejected.

- 1.3.5. The Bid Security and the Tender Fee submitted in form of cash or any other form except as provided in the RFP, shall not be accepted.
- 1.3.6. During the Bidding Process, Bidders are invited to examine the Project(s) in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the relevant Concession including implementation of such Concession.
- 1.3.7. Brief description of the bidding process is illustrated below:
 - a) Bidders meeting the technical & financial eligibility criteria as defined in Clause 2.2.2 shall be considered for further stages of evaluation.
 - b) Authority will open the Financial Bid of only the Qualified Bidders shortlisted as per Clause 2.2.2. In financial bid, Bidders are required to offer a **Minimum Annual Guarantee ("MAG") over and above the Minimum Reserve Annual Guarantee (MRAG)** for each airport where the bidder has participated. The Bidders will be ranked based on their financial bid, and Authority expects to shortlist 1 (One) Bidder at this stage ("**Highest Bidder**")

In this RFP, the term “**Highest Bidder**” shall mean the Bidder who is offering the highest Minimum Annual Guarantee for operating the concession at an Airport. The Concession terms and other terms are pre-determined, as indicated in the draft Concession Agreement, and the quoted Minimum Annual Guarantee shall constitute as the sole criteria for evaluation of Bids of the Qualified Bidders.

1.4. **Schedule of RFP Process**

- 1.4.1. The Authority shall endeavor to adhere to the Bid Process Schedule, as prescribed below. However, all scheduled dates indicated in the Bid Process Schedule are subject to change at the sole discretion of the Authority, without the requirement of any prior notice to the Interested Parties/ Bidders.

S.No	Items	Date & Time
1	Published Date & Time	17/09/2025 & 1800 hrs
2	Download / Sale of e-Bid from NIC CPP Portal	17/09/2025 & 1800 hrs
3	Bid Submission Start Date & Time	17/09/2025 & 1800 hrs
4	Submission of queries related to e-Bid if any, on NIC CPP portal only	29/09/2025 & 1800 hrs
5	Bid Document Download/ Sale End Date & Time	21/10/2025 & 1800 hrs
6	Bid Submission End Date (Bid due date) & Time	21/10/2025 & 1800 hrs
7	Last Date & Time of Submission of Bid Security as per Clause 1.3.4 & Annexure 8	29/10/2025 & 1800 hrs
8	Tech Bid Opening Date & Time	30/10/2025 & 1100 hrs
9	Financial Bid Opening Date & Time	02/12/2025 & 1100 hrs (Tentative)

1.5. **Deleted**

1.6. **Address for Correspondence**

Any correspondence(s) in relation to submission of Bid Security under this RFP shall be addressed to:

General Manager (Operations),
Western Region, Airports Authority of India,
7th floor, RED Building,
New Airport Colony,

Opposite Parsiwada, Sahar Road,
Vile Parle East, Mumbai-400099
Tel:02229217570
Email: gmtmwr@aai.aero

2. INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1. Scope of Application

2.1.1. The Authority wishes to receive Technical and Financial Bid in order to appoint Concessionaire to provide ground handling services at the Airport (s).

2.2. Eligibility of Bidders

2.2.1. For determining the eligibility of bidders ("**Bidders**") for their qualification hereunder, the following shall apply:

- (a) The Bidder may be a single entity (which may be a natural person, private entity, government-owned entity etc.) or a group of at maximum of three entities (the "**Consortium**"), coming together to implement the Project (s). However, no Bidder applying individually or as a member of a Consortium, as the case may be, cannot be a member of another Bidder who is bidding for the same Airport. For avoidance of doubt, a Bidder bidding individually or as a member of Consortium shall not be entitled to submit another bid either individually or a member of Consortium for the same Airport. The term Bidder used herein would apply to both a single entity and a Consortium.
- (b) A Bidder may be a natural person, private entity, government-owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. A Consortium shall be eligible for consideration subject to the conditions set out in this RFP.
- (c) A Bidder shall not have a conflict of interest ("**Conflict of Interest**") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. Without limiting the generality of the above, the Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - i. The Bidder, its Member or Affiliate (or any constituent thereof) and any other Bidder, its Member 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 per

cent) of the paid up and subscribed share capital of such Bidder, Member or Affiliate, as the case may be) in the other Bidder, its Member or Affiliate is less than 20% (twenty per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund, Airports Authority of India, Govt. of India or a public financial institution referred to in 2 (72) of the Companies Act, 2013 or as amended from time to time.

For the purposes of this Clause 2.2.1 (c), indirect shareholding held through one or more intermediate persons shall be computed as follows (aa) where any intermediary is controlled by a person through management control or voting power or otherwise, the entire shareholding held by such controlled intermediary in any other person ("**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) 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 (bb) if the shareholding of such person in the intermediary is less than 26 % (twenty six percent) of the subscribed and paid up equity shareholding of such intermediary; or

- ii. a constituent of such Bidder is also a constituent of another Bidder; or
- iii. such Bidder, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Applicant, or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Applicant, its Member or any Associate thereof; or
- iv. such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- v. such Bidder, or any Associate thereof has a relationship with another Applicant, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bids of either or each other; or
- vi. 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 Concession.
- vii. such Bidder, its Member or Affiliate (or any constituent thereof) who is bidding for an Airport where a joint venture or subsidiary of AI Assets holding limited has an ongoing contract to provide Ground Handling Services, and such Bidder, its Member or Affiliate (or any constituent thereof) has shareholding in such joint venture or subsidiary of AI Assets holding limited.

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 per cent) of

the paid up and subscribed share capital of such Bidder, Member or Affiliate, as the case may be) in the joint venture or subsidiary of AI Assets Holding Limited is less than 20% (twenty per cent) of the subscribed and paid up equity share capital thereof.

- (d) A Bidder shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project (s) is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project(s). For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated prior to the Application Due Date. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the Project.

Explanation: In case a Bidder is a Consortium, then the term Bidder as used in this Clause 2.2.1, shall include each Member of such Consortium.

- (e) A Bidder with foreign ownership of 50% (fifty per cent) or more of its paid-up capital shall not be permitted to ground handling services at Civil Enclaves or joint user defence airfields during the license period.
- (f) No Bidder shall be a scheduled or/and non-scheduled air carrier or any entity in which a scheduled air carrier or a non-scheduled carrier or its promoter(s) directly or indirectly holds any interest or is otherwise an Associate of a scheduled air carrier.
- (g) If the Bidder or its Member or its Affiliates (whose credentials is used for Financial Capacity) is an existing or past concessionaires or licensees of AAI or has/ had worked at the AAI airport either through a direct contract with AAI or through a contract with Airlines (for example as Non-entitled entity (NEEs)) or any other party (in any capacity whatsoever and not being limited to as a role of a Concessionaire or license at AAI), intends to participate in response to RFP, then the Bidder or its Member or its Affiliates (whose credentials is used for Financial Capacity) **should have 'NIL' outstanding dues for the period up to 30.06.2025 in respect of all the units of AAI** (where the participating tenderer is operating concessions/licenses or had operated concessions/licenses) as on the bid submission date. However, AAI reserves the right to cross check the outstanding dues to rule out any discrepancy and may ask the participating bidders to clear their dues, if any while seeking shortfall documents.

In addition, if the Bidder 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 then the Bidder shall not be allowed to participate in the bid.

- a. The Bidder(s) is required to submit a No dues certificate as per Appendix 9A and Appendix 9B. The certificate is to be submitted at the time of bid submission. A Bid without the No dues certificate shall be rejected by the Authority as non-responsive. For avoidance of doubt, any disputed amount which is referred for Dispute Resolution/Arbitration by the Authority shall not be considered as outstanding dues.

In the event of specific order/judgement from the Judicial Court/Arbitral Tribunal staying/withholding the realization of certain dues, the adherence of the above condition will be regulated in accordance with specific orders.

- b. During the intervening period i.e. after the submission of tender and before finalization of award, if any amount is found as outstanding against the Highest Bidder, the bidder shall clear such dues (undisputed ones) before award of the license for this purpose, all the bidders shall submit an undertaking along with tenders, as per Appendix 9C.

- (h) DELETED
- (i) DELETED
- (j) DELETED

2.2.2. To be eligible for shortlisting, a Bidder shall fulfil the following conditions of eligibility:

- (A) Technical Capacity: Submission of documents as per clause 2.13.2 of RFP will be considered to ascertain technical capacity.
- (B) Financial Capacity: The Bidder shall have a minimum Net Worth and turnover as set out in Clause 3.2.2.

In case of a Consortium, the combined technical capacity, net worth and turnover of those Members who have and shall continue to have an equity shares of at least 26% (twenty-six per cent) each in the SPV will be considered; provided that each such Member shall, for the entire Concession Term of the Project (s), hold equity share capital not less than 26% (twenty-six per cent) of the subscribed and paid up equity of the SPV.

In case of a Consortium, the Net Worth and turnover will be computed as a summation of the Net Worth and turnover respectively of each such Member who has 26% or more share in the Consortium.

2.2.3. In case the Selected Bidder is a single entity, then the Selected Bidder shall, at all

times, hold at least 51% (fifty one percent) of the subscribed and paid up equity of the Concessionaire during the Concession Term.

2.2.4. Where the Bidder is a single entity, it is not allowed to form SPV and shall implement the Project as a single entity. In case the Bidder is a Consortium, it shall form an appropriate special purpose vehicle incorporated under the Indian Companies Act, 2013 ("the SPV"), to execute the Concession Agreement and implement the Project, in addition to forming an SPV, comply with the following additional requirements:

- (i) the Bid should contain the information required for each Member of the Consortium;
- (ii) members of the Consortium shall nominate one member as the lead member ("**Lead Member**") who shall have an equity shareholding of at least 51% (fifty-one percent) of the paid up and subscribed equity of the SPV during the entire Concession Term. The nomination(s) shall be supported by a power of attorney, as per the format at Appendix 4, signed by all the other Members of the Consortium;
- (iii) the Bid should include a brief description of the roles and responsibilities of individual members, particularly with reference to financial, technical obligations;
- (iv) an individual Bidder cannot at the same time be member of a Consortium applying for the same Airport. Further, a member of a particular Bidder Consortium cannot be member of any other Bidder Consortium applying for the same Airport;
- (v) members of the Consortium shall enter into a binding Joint Bidding Agreement, in the form specified at Appendix 5 ("**Joint Bidding Agreement**"), for the purpose of submitting a Bid for the Concession. The Joint Bidding Agreement, is to be submitted along with the Bid, shall, *inter alia*:
 - i. convey the intent to form the SPV with shareholding/ ownership equity commitment (s) in accordance with this RFP, which would enter into the Concession Agreement and subsequently perform all the obligations of the Concessionaire in terms of the Concession Agreement, in case the concession to undertake the Project is awarded to the Consortium;
 - ii. clearly outline the proposed roles and responsibilities, if any, of each Member;
 - iii. commit the minimum equity stake to be held by each member;
 - iv. commit that the Lead Member shall at all times during the Concession Term shall continue to commit to have at least 51% (fifty one percent) of the paid up and subscribed equity of the SPV;
 - v. commit that each of the members, whose technical credentials will be evaluated for the purposes of this RFP, shall subscribe to 26% (twenty-six per cent) or more of the paid up and subscribed equity of the SPV and shall further commit that each such member shall,

for the entire Concession Term, hold equity share capital not less than 26% (twenty-six per cent) of the subscribed and paid up equity of the SPV; and

- vi. include a statement to the effect that all the Members shall be liable jointly and severally for all obligations of the Concessionaire in relation to the Concession until the execution of the Concession Agreement; and
- vii. except as provided under this RFP and the Bidding Documents, there shall not be any amendment to the Joint Bidding Agreement without the prior written consent of the Authority.

2.2.5. Any entity which has been blacklisted/barred by the Authority or the Central/ State Government, or any entity controlled by it, from participating in any project (BOT or otherwise), and the bar subsists as on the date of Bid, would not be eligible to submit a Bid, either individually or as member of a Consortium.

2.2.6. A Bidder including any Consortium Member or Associate should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, Consortium Member or Associate, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder, Consortium Member or Associate. Provided, however, that where a Bidder claims that its disqualification arising on account of any cause or event specified in Clause 2.2.6 is such that it does not reflect (a) any malfeasance on its part in relation to such cause or event; (b) any willful default or patent breach of the material terms of the relevant contract; (c) any fraud, deceit or misrepresentation in relation to such contract; or (d) any rescinding or abandoning of such contract, it may make a representation to this effect to the Authority for seeking a waiver from the disqualification hereunder and the Authority may, in its sole discretion and for reasons to be recorded in writing, grant such waiver if it satisfied with the grounds of such representation and is further satisfied that such waiver is not in any manner likely to cause a material adverse impact on the Bidding Process or on the implementation of the Project.

2.2.7. In computing the technical documents and Financial Capacity of the Bidder/Consortium Members under Clauses 2.2.2 and 3.2, the technical documents, turnover and Net worth of their respective Associates/Affiliates would also be eligible hereunder.

For purposes of this RFP, Associate means, in relation to the Bidder/Consortium member, a person who controls, is controlled by, or is under the common control with such Bidder/Consortium Member (the "Affiliates or Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person

which is not a company or corporation, the power to direct the management and policies of such person by operation of law.

2.2.8. The following conditions shall be adhered to while submitting a Bid:

- (a) Bidder should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexes is insufficient. Alternatively, Bidder may format the prescribed forms making due provision for incorporation of the requested information;
- (b) information supplied by a Bidder (or other constituent Member if the Bidder is a Consortium) must apply to the Bidder, Member or Associate named in the Bid and not, unless specifically requested, to other associated companies or firms;
- (c) in responding to the Bid submission, Bidder should demonstrate their capabilities in accordance with Clause 3.2; and
- (d) in case the Bidder is a Consortium, each Member should substantially satisfy the Bid requirements to the extent specified herein

2.2.9. The following provisions shall apply:

(a) DELETED

- (b) if at any subsequent stage after the date of the Bid, there is an acquisition of subscribed and paid up equity share capital or control, by persons resident outside India, in or of the Bidder or its Member;

then the Bid of such Bidder or in the event described in sub-clause (b) above, the continued eligibility of the Bidder shall be subject to approval of the Authority from national security and public interest perspective. The decision of the Authority in this behalf shall be final and conclusive and binding on the Bidder.

The holding or acquisition of equity or control, as above, shall include direct or indirect holding/ acquisition, including by transfer, of the direct or indirect legal or beneficial ownership or control, by persons acting for themselves or in concert and in determining such holding or acquisition, the Authority shall be guided by the principles, precedents and definitions contained in the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, or any substitute thereof, as in force on the date of such acquisition.

The Bidder shall promptly inform the Authority of any change in the shareholding, as above, and failure to do so shall render the Bidder liable for disqualification from the Bidding Process.

2.3. Change in Composition of the Consortium

2.3.1. No Change in the composition of a Consortium will be permitted by the Authority once the Bids have been submitted till the selection of the Concessionaire.

2.4. Number of Applications and costs thereof

2.4.1. No Bidder shall submit more than one Bid for a particular Airport. A Bidder applying individually or as a member of a Consortium shall not be entitled to submit another Bid either individually or as a member of any Consortium, as the case may be, for

the same Airport, subject to the provisions of the Clause no- 2.2.1 (c).

2.4.2. The Bidder shall be responsible for all of the costs associated with the preparation of their Bid and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.5. Site Visit and verification of information

2.5.1. The Bidders are advised to submit their respective Bids after visiting the Airport site and ascertaining for themselves the Airport site conditions, passenger volumes, annual pax and aircraft movements, growth, aircraft types, location, surroundings, availability of power, water and other utilities, access to the site, handling and storage of materials, weather data, Applicable Laws and regulations, and any other matter considered relevant by them. Each Bidder should, therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP.

The following are the contact details of the Nodal officer at Airports:

S.No.	Airport	Contact Person	Designation	Contact No.	Email Id
1	DATIA	Shri Shashank Yadav	Officiating APD	9935452455	apddatia@aai.aero
2	REWA	Shri Yogendra Rajak	Officiating APD	9479855582	apdrewa@aai.aero
3	SATNA	Shri Ashok Kumar Gupta	APD	8103224595	apdsatna@aai.aero
4	SOLAPUR	Shri C. N. Vanzara	APD	8141143991	apdvasl@aai.aero

2.6. Acknowledgement by Bidder

2.6.1. It shall be deemed that by submitting the Bid, each Bidder has:

- i. made a complete and careful examination of the RFP;
- ii. received all relevant information requested from Authority;

iii. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority relating to any of the matters referred to in Clause 2.5 and 2.6.1 (ii) above; and

iv. agreed to be bound by the undertakings provided by it under and in terms hereof.

2.6.2. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

2.7. Verification and Disqualification

2.7.1. The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of Authority thereunder.

2.7.2. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

2.7.3. The Authority reserves the right to reject any Bid, and appropriate the Bid Security, if:

(i) At any time, a material misrepresentation is made or uncovered, or

(ii) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid.

Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If the Bidder is a Consortium, then the entire Consortium and each Member may be disqualified / rejected. If such disqualification / rejection occurs after the Bids have been opened and the Highest Bidder gets disqualified / rejected, then the Authority will annul the bidding process.

2.7.4. In case it is found during the evaluation or at any time before execution of the Concession Agreement or after its execution and during the period of subsistence thereof, including the Concession thereby granted by the Authority, that one or more of the conditions for shortlisting have not been met by the Bidder, or the

Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, if not yet appointed as the Concessionaire either by issue of the LOIA,LOA or entering into of the Concession Agreement, as the case may be, and if the Bidder/ SPV has already been issued the LOIA,LOA or has entered into the Concession Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority to the Bidder, without the Authority being liable in any manner whatsoever to the Bidder and without prejudice to any other right or remedy which the Authority may have under this RFP, the Bidding Documents, the Concession Agreement or under applicable laws.

The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Any such verification or lack of such verification by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

B. DOCUMENTS

2.8. Contents of this RFP

2.8.1. This RFP comprises the disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.10.

- Section 1: Introduction
- Section 2: Instructions to Bidders
- Section 3: Criteria for Evaluation
- Section 4: Fraud and Corrupt Practices
- Section 5: Deleted
- Section 6: Instruction for online bid submission
- Section 7: Miscellaneous

Schedules:

Schedule I A: Ground handling services

Schedule II: Airports

Annexures:

- Annexure 1: Financial Bid Format
- Annexure 2: Bank Guarantee format
- Annexure 3: Details of Bidders
- Annexure 4: Financial Capacity of the Bidder
- Annexure 4A: Preference for the Airport
- Annexure 5 A: DELETED
- Annexure 5 B: DELETED
- Annexure 5 C: DELETED

- Annexure 6: Certificates from Auditor
- Annexure 7: Undertaking by Technically Qualified Bidder
- Annexure 8: List of Originals documents to be submitted

Appendices:

- Appendix 1: Acceptance Letter
- Appendix 2: Statement of Legal Capacity
- Appendix 3: Power of Attorney for signing of Bid
- Appendix 4: Power of Attorney for Lead Member of Consortium
- Appendix 5: Joint Bidding Agreement for Consortium
- Appendix 6: Format of Affidavit
- Appendix 7: Pre-Contract Integrity Pact
- Appendix 8: Submission Checklist
- Appendix 9A: Undertaking with information on contracts with AAI
- Appendix 9B: Format of outstanding dues/ no dues certificate
- Appendix 9C: Undertaking related to no dues at AAI airports
- Appendix 10: Declaration
- Appendix 11: List of near relatives employed in Airports Authority of India
- Appendix 12: DELETED
- Appendix 13: Operational instruction for payment of Tender Processing Fee through CPP portal.
- Appendix 14: SOP for BG Verification through SFMS of ICICI Bank Annexure 1 of Appendix-14: Advisory: For applicant and its B.G. Issuing Bank Branch.
 - Annexure 2 of Appendix-14: Request Letter: Transmission of Bank Guarantee cover message<to be submitted by applicant to B.G. Issuing Branch>
- Appendix 15: Land & space rent plus utility charges

2.9 Clarifications

- 2.9.1 The Bidders seeking any clarification(s) on the RFP may notify the Authority through NIC CPP portal only (<http://etenders.gov.in/eprocure/app>) in accordance with Clause 1.4. They should send in their queries before the date specified in the schedule of RFP Process contained in Clause 1.4. The Authority shall endeavor to respond to the queries within the period specified therein, but no later than 07 (Seven) days prior to the Bid Due Date. The Authority will publish all the queries and its responses thereto on NIC CPP portal only (<http://etenders.gov.in/eprocure/app>) for the benefit of all purchasers of the RFP without identifying the source of queries.
- 2.9.2 The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the Authority to respond to

any question(s) or to provide any clarification(s).

2.9.3 The Authority may also on its own motion, if deemed necessary, issue interpretation(s) and clarification(s) to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the RFP. Verbal clarifications and information given by the Authority or its employees or representatives shall not in any way or manner be binding on the Authority and shall not alter the terms of the RFP.

2.9.4 Any queries or request for additional information concerning this RFP shall be submitted through CPPP only (<http://etenders.gov.in/e procure/app>). Any correspondence through E-MAIL or BY POST shall be summarily rejected and will not be accepted for any reason, whatsoever.

2.10 Amendment of RFP

2.10.1 At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarification(s) requested by a Bidder, modify the RFP by the issuance of addenda.

2.10.2 Any addendum thus issued will be posted only on NIC CPP portal.

2.10.3 In order to afford the Bidders a reasonable time for taking an addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Bid Due Date.

C. PREPARATION AND SUBMISSION OF APPLICATION

2.11 Language

2.11.1 The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English. The supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered in evaluation of the Bid. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

2.12 Format and signing of bid

2.12.1 The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Bids that are received in the required formats and complete in all respects. Incomplete and/or conditional Bids shall be liable to rejection.

2.12.2 The Bid document shall be digitally signed, at any time uploading, by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The later authorization shall be indicated by scanned copy of written power of attorney accompanying the Bid. All the pages/documents of the Bid that are to be uploaded shall be digitally signed by the person authorized to sign the Bid.

2.12.3 DELETED

2.12.4 Information provided by the Bidder must apply to the Bidder.

2.13 Documents constituting the Bids

2.13.1 The Bidder shall submit the Bid in the format specified in Appendix 1, together with the documents specified in Clause 2.13.2.

2.13.2 The Technical Bid shall contain the following documents:

- a. Bid in the prescribed format Appendix-1 along with Annexures and supporting documents;
- b. Statement of Legal Capacity as per the format at Appendix-2;
- c. Power of Attorney for signing the Bid as per the format at Appendix- 3;
- d. if applicable, the Power of Attorney for Lead Member of Consortium as per the format at Appendix-4;
- e. copy of the Jt. Bidding Agreement, in case of a Consortium, substantially in the format at Appendix-5;
- f. Tender fee as per Clause 1.3.2;
- g. copy of Memorandum and Articles of Association, if the Bidder is a body corporate, and if a partnership then a copy of its partnership deed;
- h. copies of Bidder's duly audited balance sheet and profit and loss account for the preceding 3 (three) financial years (FY 2022-23, FY 2023-24, FY 2024-25).
- i. Bid Security in the format at Annexure 2;
- j. A copy of the RFP and the Concession Agreement with each page initialed by the authorized person;
- k. Self-attested copies of the PAN card, GST registration of Bidder/Lead Member. In case any or all the provisions mentioned above are not applicable, the Bidder 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 Bidder;
- l. Declaration in respect of near relatives working in AAI, as per Appendix 11; and
- m. signing the Bid in pursuance of the Power of Attorney referred to in hereinabove.

2.13.3 The Bidder shall submit the Financial Bid (the "Financial Bid") in the format uploaded on CPP portal (**format provided for reference under Annexure 1**).

2.13.4 Bids submitted by physical, fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

2.14 Bid Due Date

2.14.1 Bid should be submitted by the Bidder at e-procurement website not later than the

time specified on the prescribed date (as the server time displayed on the e-procurement website). The Authority, may, at its discretion, extend this deadline for submission of Bid by amending the Bid document, in which case all rights and obligations of the Authority and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.15 Late Bids

2.15.1 Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. The Authority will not be responsible for any delay in receipt of Bids.

2.15.2 Once the Bid submission date and time is over, the Bidder cannot submit his/her Bid. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during Bid submission process.

2.16 Modifications/ substitution/ withdrawal of Bids

2.16.1 At any point of time, a Bidder can withdraw his/her Bid submitted online before the bid submission end date and time. For withdrawing the Bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://etenders.gov.in/eprocure/app>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option the Bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected Bid.

2.16.2 No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of period of e- bid validity. Withdrawal of a Bid during this interval shall result in the forfeiting of Bidder's Bid security.

2.16.3 The Bidder can re-submit his/her Bid as when required till the Bid submission end date and time. The Bid submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised Bid and the new Bid submission summary generated after the successful submission of the revised Bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement

website <http://etenders.gov.in/eprocure/app>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the Bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised Bids documents.

2.16.4 The Bidder can submit their revised Bids as many times as possible by uploading their Bid documents within the scheduled date & time for submission of Bids.

2.16.5 No Bid can be resubmitted subsequently after the deadline for submission of Bids.

2.17 Validity of Bids

2.17.1 Bid shall remain valid for 180 days (the "Bid Validity") from the Bid Due Date. A Bid valid for a shorter period shall be rejected by the Authority as non-responsive.

2.17.2 In exceptional circumstances, the Authority may solicit the Bidder's consent to an extension of the period of Bid validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

D. EVALUATION PROCESS

2.18 Opening and Evaluation of Bids

2.18.1 The Authority shall open the Technical Bids, on the prescribed date and time of opening at Department of Operations, Regional Headquarter, Western Region, Mumbai 400099. In the event of the specified date Bid opening declared a holiday for the Authority, the Bids shall be opened at the appointed time and place on the next working day.

2.18.2 Bids for which a notice of withdrawal has been submitted in accordance with Clause 2.16 shall not be opened.

2.18.3 The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out in Clause 3.2.

2.18.4 The Bidders are advised that selection of Bidder will be entirely at the discretion of the Authority. The Bidders will be deemed to have understood and agreed that no explanation(s) or justification(s) on any aspect of the Bidding Process or selection will be given.

2.18.5 Any information contained in the Bid shall not in any way be construed as binding on the Authority, its agents, officials, successors or assigns, but shall be binding against the Bidder if the Concession is subsequently awarded to it on the basis of such information.

- 2.18.6 The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all Bid(s) without assigning any reasons. The Tender Fee shall be non-refundable in all circumstances.
- 2.18.7 If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, the Authority may, in its sole discretion, exclude the relevant information/document from further evaluation.
- 2.18.8 In an event, the Bidder furnishes false information or a material misrepresentation, the Bid submitted by the Bidder is liable to be rejected at any stage, in accordance with the provisions set forth in Clause 2.7 and the Authority is free to take any other action as it deems fit including forfeiture of Bid security

2.19 Confidentiality

- 2.19.1 Information relating to the examination, clarification(s), evaluation, and recommendation(s) for the shortlisted Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of or concerning the Bidding Process. The Authority will treat all information, submitted as part of Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.20 Test of Responsiveness

- 2.20.1 Prior to evaluation of Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive if:
- a. it is received as per format at Appendix 1
 - b. it is received by the Bid Due Date including any extension thereof pursuant to Clause 2.14;
 - c. it is accompanied by the Bid Security as specified in Clause 1.3.4
 - d. it is accompanied by the Power of Attorney as per format in Appendix 3 and in the case of a Consortium, the Power of Attorney as per format in Appendix 4;
 - e. it contains scanned copy of the Bid Security;
 - f. it is accompanied by the Joint Bidding Agreement (for Consortium), specific to the Concession, as stipulated in Appendix 5;
 - g. it is accompanied by an affidavit as per the format in Appendix 6;
 - h. it does not contain any condition or qualification; and
 - i. it is non-responsive thereof.
 - j. It is accompanied by the Pre-contract Integrity Pact as per the format in Appendix-7.

2.20.2 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid. Provided, however, that the Authority may, in its discretion, allow the Applicant to rectify any infirmities or omissions if the same do not constitute a material modification of the Bid.

2.21 Clarifications

2.21.1 To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its Bid. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be via E-tendering Portal.

2.21.2 If an Applicant does not provide clarifications sought under Clause 2.21.1 above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Authority may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

E. Qualification & Bidding

2.22 Shortlisting and notification

Upon the completion of evaluation of the Bids, the Authority would announce one Selected Bidder for each Airport who will be granted the Concession for providing ground handling services. At the same time, the Authority shall not be bound to notify the other Bidders that they have not been shortlisted. The Authority will not entertain any query(s) or clarification from Bidders who fail to be selected.

2.23 Proprietary data

All documents and other information provided by the Authority or submitted by a Bidder to the Authority shall remain or become the property of the Authority. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The Authority will not return any Bid or any information provided along therewith.

2.24 Correspondence with the Bidder

Save and except as provided in this RFP, the Authority shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Bid.

3. CRITERIA FOR EVALUATION

3.1. Evaluation parameters

3.1.1. Only those Bidders who meet the eligibility criteria specified in Clauses 2.2.2 and 2.2.3 above shall qualify for evaluation under this Section 3. Bids of firms/ consortia who do not meet these criteria shall be rejected.

3.2. Technical and Financial Capacity for purpose of evaluation

3.2.1. Technical Capacity for Purpose of evaluation

The Technical Bid shall contain the documents as per clause 2.13.2.

3.2.2. Financial Capacity for purposes of evaluation

- (i) To be eligible, Net worth of the bidder should not be negative at the close of the preceding financial year and also should have not eroded by more than 30% (thirty percent) in the last three years at the close of preceding financial year, duly certified by Chartered Accountant/Statutory Auditor and in any one of the last three financial years, the annual turnover should be as indicated against respective airport as per Clause I of Notice Inviting E-Bid (NIEB). If the bidder wishes to participate in more than one airport, the summation of turnover for those airports will be considered for evaluation.

The Bidder shall enclose with its Bid certificate(s) from statutory auditors of the Applicant or its Associates specifying the Net Worth of the Applicant, in last three financial years FY 2022-23, 2023-24, 2024-25 and also specifying that the methodology adopted for calculating such Net Worth conforms to the provisions of the Clause 3.2.2 (ii).

- (ii) For the purposes of this RFP, net worth (the “**Net Worth**”) shall mean the aggregate value of the paid-up share capital and all reserves created out of profits and security premium account and debit or credit balance of profit and loss account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.
- (iii) **Unique Document Identification Number (UDIN) for documents provided against Financial Capacity shall be provided in the certificate issued by Chartered Accountant (as applicable).**

3.3. Shortlisting of Bidders

- 3.3.1. The Bidders who are qualified in the Technical Bids would then be invited for the opening of the Financial Bids.

3.4. Financial Bid

- 3.4.1. Each Concessionaire operating at the Airport(s) is required to calculate the Revenue Share ("Revenue Share") as:
- 5% of the Actual Gross Revenue from Scheduled Domestic Passenger Flight
 - 15% of the Actual Gross Revenue from Users other than Scheduled Domestic Passenger Flights and RCS flights; and
 - 0% for RCS flights

Revenue share for RCS flights will be revised to applicable rates for respective categories of Users as mentioned in clause 3.4.1 in case the flights are no longer covered under the Regional Connectivity Scheme.

- 3.4.2. The Bidder is required to quote **Minimum Annual Guarantee** ("MAG") as the financial bid ("Financial Bid") for each airport where the bidder desires to participate as per the format provided in Annexure 1
- 3.4.3. The **Financial Bid** shall be furnished in 'MS excel – BOQ' file as uploaded on CPP portal (in the format provided, for reference, in Annexure 1 hereto), clearly indicating the MAG in both figures and words and upto 2 (two) decimal points. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. The Bid shall be submitted by each Bidder online on the <http://etenders.gov.in/eprocure/app> portal only.

Bidders are advised to carefully select the preferences of airport (s) in Annexure 4A for which they wish to participate and submit the financial bid for the same airport (s) only as per Annexure I. It is further clarified that the financial bid will be considered for only those Airports for which the Bidder has indicated preference as per format provided in Annexure 4A. In a scenario, where the Bidder has not indicated its preference (as per Annexure 4A) but provided the financial bid (as per Annexure 1), the financial bid will not be considered for evaluation and will be summarily rejected.

- 3.4.4. Bidders with highest MAG quote over and above the MRAG will be the Selected Bidder ["Highest Bidder"].
- 3.4.5. Concessionaire (s) would be required to pay maximum of the MAG or Revenue Share for that year ("Premium"). Concessionaire will pay maximum of Revenue Share or MAG quoted at the time of bid. MAG will be escalated at 20% on completion of every five years.**

For the avoidance of doubt, at the beginning of 6th year the quoted MAG will be escalated to 20% and the concessionaires will pay maximum of Revenue Share or escalated MAG.

Note: Component of MAG, MAG and/or Premium shall not be considered as a pass-through expenditure for the purpose of determination of tariff under the extant AERA regulatory framework. The pass-through component for tariff determination shall be limited to the Revenue share determined by using the percentages defined in Clause 3.4.1.

3.4.6. DELETED

3.4.7. For avoidance of doubt, illustration is provided for the Concessionaire the highest bidder

- Revenue share from Actual Gross revenue earned from Users other than Scheduled Domestic Passenger Flight is 15%
- Revenue share from Actual Gross Revenue earned from Scheduled Domestic Passenger Flight is 5%.
- If applicable, the selected bidders shall form an SPV for the execution of the Concession Agreement (SPV).
- The following table provides profile of the revenue share to be paid by the SPV
- In the first year, SPV will pay maximum of the revenue share of first year revenues or MAG quoted at the time of bid. This is the Premium paid in the first year. In this illustration, SPV will pay Rs. 50 crore in the first year.
- Every year, the revenue share paid by SPV shall be calculated as maximum of either the MAG or the revenue share calculated as a fixed percentage (*as defined in the bid documents*) of revenue earned in that year

Year	Year 1	Year 2	Year 3
Revenue of SPV from Users other than Scheduled Domestic Passenger Flight (R_{IA})	300	200	320
Revenue share from the Actual Gross revenue earned from Users other than Scheduled Domestic Passenger Flight ($15\% * R_{IA} = R_{sIA}$)	45	30	48
Revenue of SPV from Scheduled Domestic Passenger Flight (R_{DA})	50	80	100

Revenue share from the Actual Gross revenue earned from Scheduled Domestic Passenger Flight ($5\% * R_{DA} = R_{SDA}$)	2.5	4.0	5
MAG_A	50 (this is the quoted bid by the Selected Bidder)	50 (this is the quoted bid by the Selected Bidder)	50 (this is the quoted bid by the Selected Bidder)
Total Revenue share calculated basis % defined in clause 3.4.1 ($TR_A = R_{STA} + R_{SDA}$)	47.5	34	53
Premium to be paid (R_{PA}) Max (MAG_A, TR_A)	Max (50, 47.5) = 50	Max (50, 34) = 50	Max (50, 53) = 53

Please note that the above is for illustration purposes. The format for reporting the financial and other data will be governed by the Concession Agreement.

3.4.8. MAG and MAG for the subsequent years, will be divided by twelve to arrive at **Minimum Monthly Guarantee** ("MMG"). Likewise, Monthly Revenue Share shall be the revenue share calculated every month by applying respective revenue share percentages as per Clause 3.4.1 on monthly revenue earned by the Concessionaire. On the date of the COD, the Concessionaire shall pay MMG to the Authority. By 5th day of every month following the month of COD, Concessionaire will pay the MMG to the Authority. Reconciliation of cumulative MMG and Monthly Revenue Share for three months shall be undertaken by the 15th day of the fourth month. Concessionaires would be required to pay cumulative positive difference for the three months, if any to the Authority by 15th day of the fourth month.

By the 15th day of the close of each year, reconciliation of cumulative MMG and Monthly Revenue Share for the entire year shall be undertaken. Authority or the Concessionaire, as the case may be, would be required to pay the amount such that the Concessionaire is liable to pay higher of the MAG or the Revenue Share calculated for the entire year.

Following is the illustration for clarity:

- Suppose a Concessionaire wins the contract and achieves COD on 29th December 2023. The MAG quoted by the Concessionaire is Rs. 120 crore,

then the MMG for the first year will be $120/12 = \text{Rs. } 10$ crores. The first instalment of MMG will be paid on 29th December 2023. By 5th day of next month, Concessionaire will pay Rs. 10 crores to the Authority. This amount is to be paid irrespective of the actual monthly revenue.

Month	% Revenue share calculated as per 3.4.1 (cr)	MMG (cr)	MMG paid to Authority (cr)	Positive amount to be paid by Concessionaire at reconciliation (cr)
December	Rs. 8	Rs. 10	Rs. 10	
January	Rs. 5	Rs. 10	Rs. 10	
February	Rs. 15	Rs. 10	Rs. 10	
RECONCILIATION Total amount	Rs. 28	Rs. 30		0
March	Rs. 12	Rs. 10	Rs. 10	
April	Rs. 10	Rs. 10	Rs. 10	
May	Rs. 15	Rs. 10	Rs. 10	
RECONCILIATION Total amount	Rs. 37	Rs. 30		Rs. 7
June	Rs. 5	Rs. 10	Rs. 10	
July	Rs. 6	Rs. 10	Rs. 10	
August	Rs. 10	Rs. 10	Rs. 10	
RECONCILIATION Total amount	Rs. 21	Rs. 30		0
September	Rs. 12	Rs. 10	Rs. 10	
October	Rs. 20	Rs. 10	Rs. 10	
November	Rs. 5	Rs. 10	Rs. 10	
RECONCILIATION Total amount	Rs. 37	Rs. 30		Rs. 7
RECONCILIATION At end of the year	Rs. 123		Rs. 120	Rs. 14

	Total Amount (cr)
Amount Paid by Concessionaire as MMG (A)	Rs. 120
Positive difference paid by the Concessionaire at time of reconciliation (B)	Rs. 14
Total Amount Paid by Concessionaire (A+B)	Rs. 134

MAG I	Rs. 120
Total amount of Revenue share calculated as per % defined in 3.4.1 (D)	Rs. 123
Premium (highest of C or D)	Rs. 123
Amount to be paid by Authority at the time of reconciliation	Rs. 134- Rs. 123= Rs. 11

- After every three months, there will be reconciliation of the amount and the any positive difference will be paid by the Concessionaire. At the end of the year, the total amount will be reconciled. In case any amount is recovered over and above the Premium by the Authority, such amount shall be readjusted without any interest in the next MMG payment(s) by the Concessionaire to the Authority. At the time of termination of the Agreement for whatsoever reason, the Authority shall pay back such amount without any interest and after any adjustments of any other payments or Damages, as the case may be, that are due on Concessionaire.

Note 1:- Bidders to note that a joint venture or a subsidiary of the AI Assets holding limited will not be liable to provide any Minimum Annual Guarantee at any of these Airports. This condition shall continue to apply for 84 months from the date a joint venture or a subsidiary of the AI Assets holding limited ceased to be a subsidiary or a JV of Public Sector Undertaking.

3.5. Selection of Bidder

- 3.5.1. For an Airport, Bidders would be ranked from highest to lowest on the basis of the Minimum Annual Guarantee quoted (MAG).
- 3.5.2. Bidders with highest MAG quote will be the Selected Bidder [“Highest Bidder”] for that airport.
- 3.5.3. In the event that the Financial Bid of two or more Bidders are found to be the 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 favorable to Authority than their respective original Bids.
- 3.5.4. Deleted
- 3.5.5. Deleted
- 3.5.6. In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the “first round of bidding”), the Authority will annul the bidding process.

3.5.7. Deleted

3.5.8. Deleted

3.5.9. After selection, a Letter of Intent to Award (“**LOIA**”) shall be issued, in duplicate, by the Authority to the Selected Bidders for an Airport. The Selected Bidders shall, within 7 (seven) days of the receipt of the LOIA, sign and return the duplicate copy of the LOIA in acknowledgement thereof. In the event the duplicate copy of the LOIA duly signed by the Selected Bidders is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as damages on account of failure of the Selected Bidder to acknowledge the LOIA.

3.5.10. After acknowledgement of the LOIA as aforesaid by the Selected Bidders, it shall fulfill the conditions set forth as below:

Particulars	Timelines
Formation of SPV (In case of Consortium only)	The consortium has to make an application to the O/o Registrar of Companies within 07 working days of issuance of LOIA and form the SPV within 30 days from the date of issue of LOIA. In case of delay in application and formation of SPV, the delay period will be deducted from gestation period.
Submission of Security Deposit	45 days from LOIA
Security Clearance	If the agency / SPV is required to obtain security clearance then it has to make an application in the e-sahaj portal of BCAS within 07 working days after issuance of the LOIA or after formation of SPV as the case may be and obtain security clearance within 90 days from the date of issue of LOIA or after formation of SPV as the case may be.
Issuance of LOA	LOIA will be deemed to be Letter of Award (LOA) after obtaining security clearance.
Signing of Concession Agreement (Effective Date)	10 days from Issue of LOA
Allocation of Ground Handling Site (Commencement Date)	10 days from signing of the Concession Agreement
Application for approval of Tariff	10 days from signing of the Concession Agreement
Commencement of Ground Handling Operation (COD)	60 days from date of Security Clearance (In case of single entity & having valid security clearance the COD will be 60 days from the date of issue of LOIA)

The Selected Bidders shall procure all necessary security clearances under Applicable Laws, within the time specified in this clause. In case the Selected Bidders fail to obtain the security clearances as per the time specified, the Authority, at its discretion, reserves the right to extend the period for obtaining necessary security clearance ("Additional Extensions"), provided, the Selected Bidders provide reasonable justification for not being able to obtain such security clearances for reasons beyond its control. In the event, the Selected Bidders fail to procure security clearances even after such Additional Extensions, the Authority may annul the bid process and invite fresh tender. The Authority also reserves the right to forfeit the Security Deposit of the Selected Bidder who is unable to obtain the necessary security clearance even after such Additional Extensions.

3.6. Contacts during Bid Evaluation

3.6.1. The Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/rejection to the Bidders. While the Bids are under consideration, the Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

4. FRAUD AND CORRUPT PRACTICES

4.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOA and during the subsistence of the Concession Agreement. Notwithstanding anything to the contrary contained herein, or in the LOA or the Concession Agreement, the Authority may reject a Bid, withdraw the LOA, or terminate the Concession

Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder or Concessionaire, as the case may be, if it determines that the Bidder or Concessionaire, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, the Authority shall be entitled to forfeit and appropriate the Bid Security or Security Deposit, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement, or otherwise.

4.2 Without prejudice to the rights of the Authority under Clause 4.1 hereinabove, if an Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Bidder shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 3 (three) years from the date such Bidder is found by the Authority to

have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- 4.3. For the purposes of this Clause the following terms shall have the meaning. Hereinafter respectively assigned to them:

“corrupt practice” means:

- (i). the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOIA or has dealt with matters concerning the Concession Agreement or arising there-from, before or after the execution thereof, at any time prior to the expiry of two years from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process);or
- (ii) save and except as permitted under Clause 2.1.15 of this RFP, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOIA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Concession or the LOIAA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Concession;

“fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

“coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;

“undesirable practice” means

- (i). establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or
- (ii). Having a Conflict of Interest; and

“restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

5. Deleted

6. **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>.

REGISTRATION

Bidders are required to enroll in the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode/ eMudhra etc.), with their profile.

Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

The bidder shall then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built-in in the CPP Portal, to facilitate bidders' search for active Bids using several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Bids, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the Bids they are interested in, they may download the required documents / tender schedules. These Bids can be moved to the respective 'My

Tenders / My Bids' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case of any corrigendum issued to the tender document.

The bidder should make a note of unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

The bidder should, of its own accord, take into account any corrigendum published on the tender document before submitting their bids.

Please go through this tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

To avoid additional time and effort required to upload the same set of standard documents which are required to be submitted as a part of every bid, a provision to upload such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

The bidder should log into the site well in advance for bid submission so that they can upload the bid on time i.e. at or before the bid submission time. Bidder will be responsible for any delay due to other reasons.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

The bidder has to pay the tender fee online on the portal as per details given in Appendix 13 of this RFP.

The bidder has to select the "offline" payment option to pay the EMD /Bid Security as applicable and enter details of the instrument.

The bidder should prepare the EMD/Bid Security as per the instructions specified in the

tender document. The original should be posted/couriered/delivered in person to the concerned official on or before the date and time specified in the tender documents. The details of the DD/BG (Bank Guarantee) physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, failing which the uploaded bid will be rejected.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the RFP document, then the same is to be downloaded and to be filled in by all the bidders. Bidders are required to download the BOQ file (which is an excel file), open it and fill in the white colored (unprotected) cells with their respective financial quotes. No other cells should be changed. Once the details have been completed, the bidder should save the filled in file and submit it online, without changing the filename.

If the BOQ file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender is opened by the authorized bid openers.

The uploaded tender documents become readable only after the tender is opened by the authorized bid openers.

Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid and all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

PASSWORD MAINTENANCE

The length of the password should be between 8 to 32 characters

The password should contain any English lowercase and uppercase (a-z and A-Z) characters.

The password must contain at least one number between 0-9.

The password must contain at least one special character from these [! @ # \$ ^ * _ ~]

Sample password: Admin123\$, India2000#, etc.

ABOUT DSC

Digital Signature Certificates (DSC) are the digital equivalent (i.e. electronic format) of physical paper certificates. Just as physical documents are signed manually, electronic documents, for example e-forms, are required to be signed digitally using a Digital Signature Certificate. Transactions that are done through the Internet, if signed using a Digital Signature certificate become legally valid.

Bidders are required to procure Class 2 or 3 signing certificates only. Only Class 2 or 3 certificates are valid for e-tendering purpose.

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one (or) two years. The maximum period for which the DSC may be issued is

two years. On the expiry of the term, the Digital Signature Certificate may be revalidated by paying the required fees.

Digital Signatures are legally admissible in a court of law, as provided under the provisions of the Indian Evidence Act, 1872.

Digital Signature Certificate (DSC) is not required for Companies but for individuals. For example the Director or the Authorized signatory signing on behalf of a Company requires a DSC.

Bidders shall ensure that DSC should be issued in the name of the Authorized Signatory as per Power of Attorney only and same shall be used for submission of Bid

Each user logs in to the tender site through the secured log in by giving the user id/ password allotted during registration & then by giving the password of the DSC. The DSC password will get locked if the wrong password is given many times successively.

DSC PROVIDERS FOR PRIVATE FIRMS

A licensed Certifying Authority (CA) issues digital signature certificates. Certifying Authority (CA) is an authority that has been granted a license to issue a digital signature certificate under Section 24 of the Information Technology Act 2000.

Vendors such as TCS (www.tcs-ca.tcs.co.in), Sify, MTNL, nCode

(dsc@ncodesolutions.com), e-Mudhra (www.e-mudhra.com) issue DSCs for bidders. The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

SYSTEM REQUIREMENTS

Windows XP with latest service pack
Loaded IE 7.0 or above
Loaded JRE 1.6 or above
Antivirus Software with latest definition.
Internet connectivity
Scanner to scan the documents if required
Printer and PDF Creator.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the BID Inviting Authority for the tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. For any Technical queries related to Operation of the Central Public Procurement Portal Contact:

Mobile Numbers: +91 7878007973

Tel: The 24 x 7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4200462, 0120-4001002. E-Mail: cphp-nic@nic.in ; cphp-nic@nic.in

7. MISCELLANEOUS

- 7.1. The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Mumbai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- 7.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - (i). suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - (ii). Consult with any Bidder in order to receive clarification or further information;
 - (iii). Shortlist or not to shortlist any Bidder and / or to consult with any Bidder in order to receive clarification or further information;

- (iv). Retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Bidder; and/ or
 - (v). independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 7.3. It shall be deemed that by submitting the Bid, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.
- 7.4. Ensure and procure that the vendor comply with all applicable permits and applicable laws including all applicable Labour Laws in the performance by them of any of Concessionaire's obligation under agreement.
- 7.5. In the scenario where post disinvestment of a joint venture (or subsidiary) of AI Assets holding limited, the new private entity taking over the joint venture (or subsidiary) of AI Assets holding limited or any entity where this new private entity has direct or indirect or common share holding of more than 20%, will not be allowed to participate in this bid.

In the scenario where the disinvestment of a joint venture (or subsidiary) of AI Assets holding limited is undertaken post or during the award of this Concession, then the Selected Bidder or the Concessionaire (in case of conflict with entity taking over the joint venture (or subsidiary) of AI Assets holding limited) selected for any AAI airport through the tender(s) would have to forgo or terminate this agreement under the provision provided in the Concession Agreement.

SCHEDULE I A – GROUND HANDLING SERVICES

RAMP HANDLING

- 1. Aircraft Handling**
 - a. Attendance
 - b. Marshalling
 - c. Parking
 - d. Starting
 - e. Safety measures
 - f. Moving of aircraft
 - g. Mooring of aircraft
 - h. Ramp to flight deck communication

- 2. Aircraft Servicing**
 - a. Liaison for fueling and defueling
 - b. Liaison with suppliers for replenishing of oil and other fluids
 - c. Cabin Equipment
 - d. Routine & Non-Routine Services
 - e. Cooling and heating
 - f. Storage of cabin material

- 3. Aircraft Cleaning**
 - a. Exterior cleaning
 - b. Interior cleaning
 - c. Toilet service
 - d. Water service

- 4. Loading and Unloading**
 - a. Loading and unloading of passenger baggage
 - b. Transshipment of passenger baggage
 - c. Operation of loading/unloading equipment
 - d. Position and removing of passenger stairs/bridges
 - e. Emplane/deplane passengers
 - f. Break/make-up of baggage
 - g. Bussing of passengers/crew
 - h. Bulk loading/unloading of baggage

- i. Catering ramp handling
 - j. Load control
 - k. Communication
 - l. Flight operations
 - m. Crew administration
5. **Cargo handling services at Airside (excluding Cargo Terminal/Warehouse Activities; Cargo Terminals/Warehouse will include Domestic Air Cargo Terminal, International Cargo Terminal, Courier, Transit/Transshipment terminal and Cold Storages etc.)**
- a. Loading, off-loading, export, import and transshipment cargo to/from the aircraft.
 - b. Post office mail handling services
 - c. Operate/provide/arrange essential equipment for handling of cargo
 - d. Transshipment of cargo
 - e. Bulk loading or unloading to/from aircraft
 - f. Customs control
 - g. Documentation handling
 - h. Physical handling outbound/inbound at ramp side
 - i. Transfer/ transit cargo
 - j. Courier cargo handling at airside
 - k. Palletisation or containerization of cargo only at ramp side
 - l. Break-up or Make-up of cargo container or unit load device only at ramp side
6. **Support Services**
- a. Accommodation
 - b. Automation or Computer systems
 - c. Unit load device control
 - d. Ramp fueling or defueling operations
 - e. Surface transport
 - f. Catering services – liaison and administration

Traffic Handling

1. Terminal Services

- (a) Handling documents and load control
- (b) Passenger and baggage handling at the airport terminals
- (c) Traffic services at the airport terminals including passenger check-in

2. Flight Operations

- (a) Inform the carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility
- (b) Flight preparation at the airport of departure
- (c) Flight preparation at a point different from the airport of departure
- (d) In-flight assistance
- (e) Post flight activities
- (f) In-flight re-dispatch
- (g) Communication system association with ground handling
- (h) Material handling

3. Surface Transport

- (a) Arrangement for the transportation of passengers/ baggage and cargo between separate terminals at the same airport
- (b) Arrangements for passengers or crew transport together with their baggage between airport and city or other agreed points

4. Representational Services

- (a) Liaison with local authorities
- (b) Information to interested parties, movement of carrier aircraft
- (c) Disbursement of payment on behalf of the carriers at all airports
- (d) Supervision and administration services

Note: The services of the Ground Handling Agencies (GHAs) will be confined to the air side/ramp area only and out of Air Cargo Terminal. The Air Cargo Terminal Operator will undertake air cargo handling services within the air cargo terminal by appointment of different agencies other than GHAs appointed by the Airport Operator or as per local arrangement.

As far as Import/Domestic Inbound/Inbound transshipment cargo handlings are concerned, the GHS agency shall transfer the cargo from air side tarmac to the designated handshaking point and then hand over to the respective air cargo terminal operator on behalf of the airlines and subsequently remove all the empty ULDs to the designated area for their use in Ramp area. The appointed GHS will ensure Deposit of International Air Cargo within the Customs stipulated time to the Air Cargo Custodian.

Similarly, the GHS agency will assume taking over of the export/outbound domestic/outbound transshipment cargo from the designated handshaking point as described by the Airlines and Air Cargo Terminal Operator. The provision of empty ULDs and the cargo handling accessories shall be arranged by the airline through GHA agency and handed over to the air cargo terminal operator for processing of export/domestic outbound/outbound transshipment cargo within the air cargo terminal.

In case of Ramp transfer/tail to tail transfer of Transshipment cargo directly undertaken by Airlines by not handing over to Air Cargo Terminal Operator, the same may be appropriately dealt by Airlines themselves as per Customs regulations in association with GHS including updation of Customs EDI records.

SCHEDULE – II Airports

S. No.	Airports	Number of Concessionaire(s) to be appointed in addition to a joint venture or a subsidiary of the AI Assets holding Limited	Presence of a joint venture or a subsidiary of the AI Assets holding Limited
1	DATIA	1	Yes
2	REWA	1	Yes
3	SATNA	1	Yes
4	SOLAPUR	1	Yes

ANNEXURE 1

(Only for reference purposes. The bid to be submitted in the MS Excel – BOQ file as provided on the E-tender portal)

Name of the Bidder:

Total number of Airports applied by the Bidder:

S.No.	Airport	Minimum Reserve Annual Guarantee (MRAG)	Bidder interested to offer MAG (Select - Yes/No)	MAG (INR; in figures and upto 2 decimal points) excluding of GST	MAG offered (in words) excluding of GST.
1	DATIA	1,10,000	Yes/No		
2	REWA	1,10,000	Yes/No		
3	SATNA	1,10,000	Yes/No		
4	SOLAPUR	1,10,000	Yes/No		

Note:

1. Bidders to select option Yes/No against each Airport.
2. Airports for which Bidder wishes to apply should select "Yes" and thereafter to quote Minimum Annual Guarantee ("MAG") over and above the MRAG as the financial bid (in figures).
3. Airports for which Bidder do not wishes to apply should select "No" and thereafter to fill "0" in column 'MAG (in figures).

ANNEXURE 2

Part I FORMAT OF BANK GUARANTEE

B.G. No. Dated:

1. In consideration of you, Airports Authority of India , having its office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003, (hereinafter referred to as the "Authority", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of (a company registered under the Companies Act, 1956/ 2013) and having its registered office at (and acting on behalf of its Consortium) (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for the Ground Handling Services atairport (hereinafter referred to as "the Project") pursuant to the RFP Document dated issued in respect of the Project and other related documents including without limitation the draft concession agreement (hereinafter collectively referred to as "Bidding Documents"), we (Name of the Bank) having our registered office at and one of its branches at (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of Clause 1.3.4 of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. (Rupees only) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.
2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).
4. This Guarantee shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the Bid Due Date plus claim period of 90 (Ninety) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.

5. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.
6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
10. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.

13. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. crore (Rupees crore only). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [..... (indicate date falling 180 days after the Bid Due Date)].

Signed and Delivered by Bank

By the hand of Mr./Ms, its and authorised official.

(Signature of the Authorised Signatory)

(Official Seal)

ANNEXURE 2
Part II

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

The Branch Manager,

..... Bank,

.....

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

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)

Name

Designation of Authorized
Representative (Depositor)

Address

Contact Details (e-mail & phone)

Place:

Date:

ANNEXURE 3

DETAILS OF BIDDER/ MEMBERS OF CONSORTIUM

1. The following information:
 - a. Name of Bidder (Lead Member/other Members):
 - b. Country of incorporation:
 - c. Address of the corporate headquarters and its branch office(s), if any, in India:
 - d. Date of incorporation and/ or commencement of business:
 - e. PAN Number and GST Registration Certificate (as applicable);

2. Brief description of the Bidder including details of its main lines of business and proposed role and responsibilities in this Concession (please provide details of the airports/ cities/ countries the Bidder is operational):

3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:

4. Particulars of the authorized signatory of the Bidder:
 - a. Name:
 - b. Designation:
 - c. Address:
 - d. Phone Number:
 - e. Fax Number:

5. In case of a Consortium:
 - a. The information mentioned above in Clause 1, 2 and 3 shall be provided for all the Members of the Consortium;
 - b. A copy of the Joint Bidding Agreement, as envisaged in Appendix 5 shall be attached to the Bid;
 - c. Information regarding the role of each Member should be provided as per table below:

S.no.	Name of the Member	Role of the Member	Percentage of equity stake in the Consortium
1.			
2.			
3.			

The following information shall also be provided for each Member of the Consortium:

Name of the Bidder/Member of the Consortium:

S. No.	Criteria	Yes	No
1.	Has the Bidder/Member of the Consortium been barred by the Central/State Government, or any entity controlled by it, from participating in any concession/project?		
2.	Has the Bidder/Member of the Consortium been barred or blacklisted by any government agency or authority in India, the government of the jurisdiction of the Bidder or Members where they are incorporated or the jurisdiction of their principal place of business, any international financial institution such as the World Bank Group, Inter-American Development Bank, Asian Infrastructure Investment Bank, etc. or the United Nations or any of its agencies, from participating in any concession/project.		
3.	If the answer to 1 is yes, does the bar subsist as on the date of this Bid?		
4.	Has the Bidder/Member of the Consortium paid liquidated damages of more than 5% of the contract value in a contract due to delay or has been penalized due to any other reason in relation to execution of a contract, in the last 3 (three) years?		

6. A statement by the Bidder and each of the Members of the Consortium (where applicable) or any of their Affiliates disclosing material non-performance or contractual non-compliance in past contracts/licenses, contractual disputes and litigation/arbitration in the recent years as given below (attach extra sheets, if necessary):

7. Staff Strength of Bidder

- a. Organizational Structure of the Company:
- b. Number of staff:

Note: This information is to be provided for all the Members of the Consortium.

(Signature, Name and Designation of Authorized Signatory)

Address

Contact details (Phone no. & e-mail)

Name and seal of the Bidder/ Lead Member

Date:

Place:

**ANNEXURE 4
FINANCIAL CAPACITY OF THE BIDDER**

(Refer to Clauses 3.2.2 of the RFP)

*[On the letterhead of the statutory auditor of the Bidder/ Affiliate/
Member of the Consortium]*

Net worth and Turnover of the Bidder

Subject: Bid for shortlisting of Bidders for Concession for providing Ground Handling Services at AAI Group 'D' Airports.

Based on the books of accounts and other published information authenticated by it, this is to certify that [•] (*insert name of the Bidder/ Affiliate/ Member of the Consortium*) is having net worth & turnover as per table below for the Accounting Years/ financial years [•].

Name of the Bidder/ Affiliate/ Member of the Consortium	Net worth (INR in lakhs)		
	FY 2022-23	FY 2023-24	FY 2024-2025

Name of the Bidder/ Affiliate/ Member of the Consortium	Turnover Amount (INR in lakhs)		
	FY 2022-23	FY 2023-24	FY 2024-25

(Signature of authorized signatory)

Name of authorized signatory:

Designation of authorized signatory:

Registration/Membership Number of authorized signatory:

Date:

Place:

Name of the statutory audit firm:

Seal of the statutory audit

firm:

Registration number:

ANNEXURE 4A

Airport Preference

Bidder requires to indicate the Airport for which the bid is submitted. If the Bidder is submitting the bid for the Airport, please write "YES" in column 2 otherwise write "No".

S.No.	Airport	YES/No
1	DATIA	
2	REWA	
3	SATNA	
4	SOLAPUR	

(Signature of authorized signatory)

Name of authorized signatory

Designation of authorized signatory

ANNEXURE 5A
TECHNICAL CAPACITY OF THE BIDDER

DELETED

ANNEXURE 5B

Certificate from the airline for providing ground handling services

DELETED

ANNEXURE 5C
SELF CERTIFICATION *[On the letterhead of the GHA]*

DELETED

ANNEXURE 6

Certificate from Statutory Auditor/ Company Secretary regarding Affiliate

Subject: Bid for shortlisting of Bidders for Concession for providing Ground Handling Services at AAI Group 'D' Airports.

Based on the authenticated records of the Company, this is to certify that of the subscribed and paid up voting equity of (*name of the Bidder/ Member/ Affiliate*) is held, directly or indirectly, by (*name of Affiliate/ Member/ Bidder*) as on ___ ___ (*insert date*). By virtue of the aforesaid share-holding, the latter exercises control over the former, who is an Affiliate in terms of definition of Affiliate in the RFP.

A brief description of the said equity held, directly or indirectly, is given below:

{Describe the share-holding of the Bidder or the Member and the Affiliate. In the event the Affiliate is under common control with the Bidder/ Member, the relationship may be suitably described and similarly certified herein}

Name of the audit firm:

Seal of the audit firm:

(Signature, Name, Designation and Address of the authorized signatory)

Date:

Place:

ANNEXURE 7

Undertaking to be submitted after opening of
Technical Bid through e-portal on demand of AAI

To,

General Manager (Operations),
Western Region, Airports Authority of India,
New Airport Colony, Opposite Parsiwada,
Sahar Road, Vile Parle East,
Mumbai-400099
Sub-

Dear Sir

We hereby confirm and undertake that there is no conflict of interest existing as on bid submission date of <DATE TO BE ENTERED>, between us and any of the remaining bidders namely <Name to be disclosed by Authority>, under any of the provisions of the RFP dated < DATE TO BE ENTERED>.

Regards

Name & Signature of Authorized Signatory

Designation

Name and Seal of the Bidder / Lead Member

Date:

Place:

ANNEXURE 8

List of original documents to be submitted as per RFP

Following original documents are to be sent in a sealed envelope to the below mentioned address within 5 working days from Bid due date.

General Manager (Operations),
Western Region, Airports Authority of India,
7th floor, RED Building,
New Airport Colony, Parsiwada, Sahar Road
Vile Parle East, Mumbai-400099

S. No.	Document
1.	Bid Security- Bank Guarantee (Part-I & Part-II) or Demand Draft in original

APPENDIX 1
Acceptance Letter

Dated:

To,

General Manager (Operations),
Western Region, Airports Authority of India,
New Airport Colony, Opposite Parsiwada, Sahar Road,
Vile Parle East, Mumbai-400099

Sub: Acceptance of AAI Tender Conditions.

Dear Sir,

With reference to your RFP document with Tender ID No. **2025_AAI_249096_1**
Dated 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 IV 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 4 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 Clauses 4.1 to 4.3 of the RFP 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 2.2.1 of the Tender Document. Further, we hereby confirm that none of our Affiliate/Associate is participating in the tender with whom there is Conflict of Interest.
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.....) to AAI in accordance with the Tender Document. The copy of payment receipt is attached.
14. I / We confirm having submitted the EMD/Bid Security of Rs..... (Rupees.....) to AAI in accordance with the Tender Document. The copy 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.
17. I/We declare that I/We have not paid and will not pay any bribe to any Officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of AAI asks for bribe/gratification, I will immediately report it to the appropriate authority in AAI.

Dated thisDay of, 20__.

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

**APPENDIX 2
STATEMENT OF LEGAL CAPACITY**

(To be forwarded on the letterhead of the Bidder/ Lead Member of Consortium)

Ref.

Date:

To,

General Manager (Operations),
Western Region, Airports Authority of India,
New Airport Colony, Opposite Parsiwada, Sahar Road,
Vile Parle East, Mumbai-400099

Subject: Bid for shortlisting of Bidder for Concession for providing Ground Handling Services

Dear Sir,

We hereby confirm that We/ our Members in the Consortium (constitution of which has been described in the Bid) * satisfy the terms and conditions laid out in the RFP document. |

We have agreed that (insert member's name) will act as the Lead Member of our Consortium. *

We have agreed that (insert individual's name) will act as our representative/ will act as the representative of the Consortium on its behalf* and has been duly authorized to submit the RFP. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours

faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

**Please strike out whichever is not applicable./*

APPENDIX 3

POWER OF ATTORNEY FOR SIGNING OF BID

(To be executed on stamp paper Rs. 100 and duly notarized)

Know all men by these presents, we(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms [●], Son/ daughter/ wife of [●] and presently residing at [●], who is presently employed with us/ the Lead Member of our [●] Consortium and holding the position of [●], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the Concession to provide Ground Handling Services at [insert the name of the airport(s) where the bidder wishes to bid for] Airport in India ("Concession") proposed by Airports Authority of India ("Authority") including but not limited to signing and submission of all Bids, and other documents and writings, participate in pre-bid conference(s) and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Concession and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority. |

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be 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 [●] 2020

Witness: (Signature, name, designation and address) For

1. (Notarized)
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 executant(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 favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

APPENDIX 4

POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM

(To be executed on stamp paper of Rs. 100 and duly notarized)

Whereas the [●] (the "Authority") has invited bids from pre-qualified and short-listed parties for the [●] Concession (the "Concession").

Whereas, [●] and [●] (collectively the "Consortium") being Members of the Consortium are interested in bidding for the Concession to provide Ground Handling Service at [insert the name of the airport(s) where the bidder wishes to bid for] Airport in India, in accordance with the terms and conditions of the Request for Proposals and other connected documents in respect of the Concession, and;

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Concession and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, [●] having our registered office at [●], M/s. [●], having our registered office at [●], and M/s. [●], having our registered office at [●], (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s [●], having its registered office at [●], being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney") and hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Concession/ Contract, during the execution of the Concession, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Concession, including but not limited to signing and submission of all Bids, bids and other documents and writings, accept the Letter of Award, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Concession and/ or upon award thereof till the Concession Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done

by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [●] DAY OF [●] 20[●]

For|(Signature, Name & Title)

For|(Signature, Name & Title)

For

(Signature, Name & Title)

Witnesses:

- 1.
- 2.

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 executant(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.

APPENDIX 5

JOINT BIDDING AGREEMENT

(To be executed on Stamp paper of Rs. 100 and duly notarized)

THIS JOINT BIDDING AGREEMENT is entered into on this the day of 2024 **AMONGST**

1. _____, a company incorporated under the Companies Act, 1956/2013 and having its registered office at _____ (hereinafter referred to as the "**First Part**" which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

2. _____, a company incorporated under the Companies Act, 1956/2013 and having its registered office at _____ (hereinafter referred to as the "**Second Part**" which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

3. _____, a company incorporated under the Companies Act, 1956/2013 and having its registered office at _____ (hereinafter referred to as the "**Third Part**" which expression shall, unless repugnant to the context include its successors and permitted assigns)

The above mentioned parties of the FIRST, SECOND and THIRD PART are collectively referred to as the "**Parties**" and each is individually referred to as a "**Party**".]

WHEREAS,

THE AIRPORTS AUTHORITY OF INDIA, established under the Airports Authority of India Act, 1994, represented by its Chairman and having its principal offices at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110003 (hereinafter referred to as the "**Authority**" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited Bids ("**Bids**") by its Request for Proposal No__dated__("**RFP**") for short-listing of Bidders for Concession to provide Ground Handling Services at the Authority managed airports in India (the "**Concession**").]

(a) The Parties are interested in jointly bidding for the Concession as Members of a Consortium and in accordance with the terms and conditions of the RFP

(b) document and other Bid documents in respect of the Concession, and

It is a necessary condition under the RFP document that the Members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Bid.

NOW IT IS HEREBY AGREED as follows:

1. Definitions and Interpretations

In this Agreement, the capitalized terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFP.

2. Consortium

The Parties do hereby irrevocably constitute a consortium ("**Consortium**") for the purposes of jointly participating in the Bidding Process for the Concession.

The Parties agree that the change in the composition of the Consortium shall not be permitted by the Authority after the submission of the Bid.

3. Covenants

The Parties hereby undertake that in the event the Consortium is declared the Selected Bidder and awarded the Concession, it shall incorporate a special purpose vehicle ("**SPV**") under the Companies Act, **2013** for entering into a Concession Agreement with the Authority and for performing all its obligations as the Concessionaire in terms of the Concession Agreement for the Concession.

4. Role of the Parties

The Bidder / all the members in the case of consortium undertake to perform all the roles and responsibilities required to be fulfilled for the concession. The role and responsibility of the other members of the consortium are as follows:

First Party:

Second Party:

Third Party:

5. Joint and Several Liability

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Concession and in accordance with the terms of the RFP and the Bidding Documents, till such time as the commercial operations of the Concession are achieved under and in accordance with the Concession Agreement.

6. Shareholding in the SPV

6.1 The Parties agree that the proportion of shareholding among the Parties in the SPV shall be as follows:

First Party: [X]

Second Party: [X]

Third Party: [X]

The Parties undertake that more than 51% (fifty one per cent) of the subscribed and paid up equity share capital of the SPV shall, at all times till the expiry of the term of Concession, be held by the lead partner.

The Parties undertake that the Members whose experience has been evaluated for Technical Capacity and Financial Capacity for the purposes of this RFP, hold a minimum of 26% (twenty six per cent) of the subscribed and paid up equity share capital of the SPV, until the entire Concession Term in accordance with the provisions of the Concession Agreement.

The Parties undertake that they shall comply with all equity lock-in requirements set forth in the Concession Agreement.

7. Representation of the Parties

Each Party represents to the other Parties as of the date of this Agreement that:

- (a) Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;
- (b) The execution, delivery and performance by such Party of this Agreement has been authorized by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favor of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:
 - (i) require any consent or approval not already obtained;
 - (ii) violate any Applicable Law presently in effect and having applicability to it;
 - (iii) violate the memorandum and articles of association, by-laws or other applicable organizational documents thereof;
 - (iv) violate any clearance, permit, concession, grant, license or other governmental authorization, approval, judgment, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or
create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or

prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;

- (c) this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and

there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliate is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfillment of its obligations under this Agreement.

8. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the end of Concession Term is achieved under and in accordance with the Concession Agreement, in case the Concession is awarded to the Consortium. However, the Agreement will stand terminated in case the Bidder is not shortlisted or upon return of the Bid Security by the Authority to the Bidder, as the case may be, whichever is later.

9. Miscellaneous

This Joint Bidding Agreement shall be governed by laws of India.

The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE MENTIONED

SIGNED, SEALED AND DELIVERED	SIGNED, SEALED AND DELIVERED	SIGNED, SEALED AND DELIVERED
For and on behalf of LEAD MEMBER by:	For and on behalf of Second Part	For and on behalf of Third Part
(Signature) (Name) (Designation) (Address)	(Signature) (Name) (Designation) (Address)	(Signature) (Name) (Designation) (Address)

In the presence of:

1. _____
2. _____

Notes:

The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favor of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.

APPENDIX 6 FORMAT OF AFFIDAVIT

(To be executed by Bidder (all Members of the Consortium, in the case of a Consortium) on stamp paper of Rs. 100/- and duly notarized)

I,S/o....., the authorized signatory for M/s
..... do hereby solemnly affirm and declare as under:

1. I/ We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for shortlisting of the Bidders for the aforesaid Concession, and we certify that all information provided in the Bid, Schedule I to II, Appendix 1 to 11 and in Annexes 1 to 8 are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
2. This statement is made for the express purpose of shortlisting as a Bidder for providing Ground Handling Services on the basis of aforesaid Concession.
3. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the qualification statement.
4. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason(s) or otherwise and hereby waive, to the fullest extent permitted by Applicable Law, our right to challenge the same on any account whatsoever.
5. I/ We certify that in the preceding 3 (three) years, we/ any of the Members of the Consortium or our/ their Affiliates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the RFP document, including any addendum issued by the Authority;
 - (b) I/ We do not have any Conflict of Interest in accordance with Clause 2.2.1 (c) and Clause 2.2.1 (d), and I/ we shall comply with 2.2.1 (f) and 2.4.1, mentioned in the RFP document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any

corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State.

- (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP 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.
- (e) {I/ We hereby certify that we are in conformity with the provisions of Clause 2.2.4 (i), 2.2.4 (ii), 2.2.4 (iii), 2.2.4 (iv) and 2.2.4 (v) of the RFP document.}
- (f) The undertakings given by us along with the Bid in response to the RFP for the Concession are true and correct as on the date of making the Bid and I/We shall continue to abide by them.
- (g) I/ We declare that we/ any Member of the Consortium, shall not simultaneously submit the Bid as an individual entity and as a Member of a Consortium for the same Airport. In case, I/We do not abide by the same, our/my Bid shall be liable for rejection by the Authority.
- (h) I/ We declare that there is no pending, active or previous legal action that prevents me/ us from submitting the Bid and executing the Concession Agreement or fulfilling the conditions of the Concession.
7. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Concession, without incurring any liability to the Bidders, in accordance with Clause 7.2 of the RFP document.
8. I/ We believe that we/ our Consortium satisfy(s) the turnover criteria and meet(s) all the requirements as specified in the RFP document and am/ are qualified to submit the Bid.
9. I/We declare that we, any Member of the Consortium and any of our/ their Affiliates does not have any Ownership Interest in any of a scheduled or/and non-scheduled air carrier or any entity in which a scheduled air carrier or a non-scheduled carrier or its promoter(s) directly or indirectly holds any interest or is otherwise an Associate of a scheduled air carrier.
10. I/ We certify that in regard to matters other than security and integrity of the country, we/ any Member of the Consortium or any of our/ their Affiliates have not been convicted

by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Concession or which relates to a grave offence that outrages the moral sense of the community.

11. bdI/ We further certify that in regard to matters relating to security and integrity of the country, we/ any Member of the Consortium or any of our/ their Affiliates have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
12. I/We further certify that no investigation by a regulatory authority is pending either against us/ any Member of the Consortium or against our/ its Affiliates or against our CEO or any of our directors/ managers/ employees.
13. I/We further certify that we or any of our Affiliates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Bid.
14. I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, I/We are attracted by the provisions of disqualification as per this RFP, I/We shall intimate the Authority of the same immediately.
15. I/ We acknowledge and agree that in the event of a change in control of an Affiliate, whose Eligibility Criteria would be taken into consideration for the purposes of short-listing and selection under and in accordance with the RFP, I/We shall inform Authority forthwith along with all relevant particulars and Authority may, in its sole discretion, disqualify us/ our Consortium or withdraw the Letter of Intent to Award, as the case may be. I/We further acknowledge and agree that in the event such change in control occurs after signing of the Concession Agreement, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Concession Agreement shall be liable to be terminated without Authority being liable to us in any manner whatsoever.]
16. The Statement of Legal Capacity as per format provided in the RFP documents, and duly signed, is enclosed. The power of attorney for signing of Bid and the power of attorney for Lead Member of Consortium, as per format provided in RFP are also enclosed.
17. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the shortlisting of Bidders, selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above mentioned Concession and the terms and implementation thereof.
18. I/ We have studied the RFP documents carefully and also surveyed the site at the airport. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Concession.

19. I/We agree and understand that the Bid is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the Concession is not awarded to me/us.
20. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
21. {We agree and undertake to be jointly and severally liable for all the obligations of the Concessionaire under the Concession Agreement till the expiry of the Concession Term in accordance with the Concession Agreement.}

DEPONENT

VERIFICATION

I,....., the above name deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 21 are true and correct to the best of my/our knowledge and belief and nothing is concealed there from.

Verified at this day of2022

DEPONENT

1. Shri Prabhat Ranjan Acharya, IA & AS [Retd.], Flat no. 501, Ganga Block no. 1, Pocket D-6, Vasant Kunj, New Delhi – 110 070
Email: prabhatacharya@gmail.com has been appointed as Independent External Monitor (IEM) for this pact.
2. Shri Kuldip Kumar Peshin, CE & MES [Retd.], W2B046, Wellington Estate, DLF-5, Gurgaon, Haryana – 122009
Email: kkpeshin@yahoo.com , has been appointed as Independent External Monitor (IEM) for this pact

APPENDIX- 7

PRE-CONTRACT INTEGRITY PACT (or as revised by Authority)

This Pact made this day of between Airports Authority of India, a body corporate constituted by the Central Government under the Airports Authority of India Act, 1994 and having its Corporate Office at Rajiv Gandhi Bhawan, New Delhi, and offices at in India, hereinafter 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 Directors ,officers, or any of them specified by the Chairman in this behalf, and shall also include its successors and assigns) of the one part

AND

represented by of the other part, hereinafter called the "Bidder/Contractor" (which term shall unless excluded by or is repugnant to the context be deemed to include its heirs, representatives, successors and assigns of the Bidder/ Contractor)

WHEREAS the Authority intends to award, under laid down organizational procedures, tender/ contract for The Authority, while discharging its functions on business principles, values proper compliance with all relevant laws and regulations, and the principles of natural justice, ethics, equity, fairness and transparency in its relations with the Bidders/ Contractors.

WHEREAS the Authority is desirous to make its business mechanism more transparent, thus to ensure strict adherence of the aforesaid objectives/goals, the Authority hereby adopts the instrument developed by the renowned international non-governmental organization "Transparency International" (T I) headquartered in Berlin (Germany). The Authority will appoint an Independent External Monitor (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.]

AND WHEREAS the Bidder is submitting a tender to the Authority for.....

In response to the NIT (Notice Inviting Tender) dated Contractor is signing the contract for execution of

NOW, therefore,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to

Enabling the Authority to obtain the desired said stores/equipment/execution of works at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling Authority to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the Authority will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the Authority;

- 1.1. The Authority undertakes that no official of the Authority, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2. The Authority will, during the pre-contact stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3. All the officials of the Authority will report to the appropriate authority office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the Authority with full and verifiable facts and the same is prima facie found to be correct by the Authority, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Authority and such a person shall be debarred from further dealings related to the contract process. In such a

case while an enquiry is being conducted by the Authority the proceedings under the contract would not be stalled.

3. Commitments of Bidders/Contractor.

3.1 The Bidder/ Contractor commits itself to take all measures necessary to prevent corrupt practice, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

The Bidder/Contractor will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Authority, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2(i) The Bidder/Contractor further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Authority or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Authority for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Authority.

3.2(ii) The Bidder / Contactor has not entered and will not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specification, certifications, subsidiary contracts, submission or non-submission of bids or any actions to restrict competitiveness or to introduce cartelization in the bidding process.

3.3 The Bidder/Contractor shall, when presenting his bid, disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 The Bidder/ Contactor shall when presenting his bid disclose any and all the payments he has made or, is committed to or intends to make to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The Bidder/ Contractor further confirms and declares to the Authority that the BIDDER is the original manufacturer/integrator/ authorized government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the Authority or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 3.6 The Bidder/Contractor, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Authority or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The Bidder/Contractor will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The Bidder/ Contractor will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The Bidder / Contactor shall not use improperly, for purposes of competition or personal gain ,or pass on to others, any information provided by the Authority as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder / Contractor also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The Bidder/ Contractor will inform to the Independent External Monitor.
- 3.10.1 If he receives demand for an illegal/undue payment/benefit.
- 3.10.2 If he comes to know of any unethical or illegal payment/benefit.
- 3.10.3 If he makes any payment to any Authority's associate(s)
- 3.11 The Bidder/ Contactor commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.12 The Bidder/ Contactor shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.13 If the Bidder/ Contractor or any employee of the Bidder/ Contractor or any person acting on behalf of the Bidder/ Contractor, either directly or indirectly, is a relative of any of the officers of the Authority, or alternatively, if any relative of an officer of the Authority has financial interest/stake in the Bidder's/Contractor's firm, the same shall be disclosed by the Bidder/ Contractor at the time filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.14 The Bidder/ Contractor shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Authority.
- 3.15 That if the Bidder/ Contractor, during tender process or before the award of the contract or during execution of the contract/ work has committed a transgression in violation of

section 2 or in any other form such as to put his reliability or credibility as Bidder/Contractor into question, the Authority is entitled to disqualify him from the tender process or to terminate the contract for such reason and to debar the BIDDER from participating in future bidding processes.

4. Previous Transgression

- 4.1. The Bidder/Contractor declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify Bidders' exclusion from the tender process.
- 4.2. The Bidder/Contractor agrees that if it makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason and he may be considered for debarment for future tender/contract processes.
- 4.3. That the Bidder/Contractor undertakes to get this Pact signed by the subcontractor (s) and associate (s) whose value of the work contribution exceeds Rs 0.5 Crores.(Rupees zero point five Crores.) and to submit the same to the Authority along-with the tender document/ contract before contract signing.
- 4.4. That sub-contractor(s)/ associate(s) engaged by the Contractor, with the approval of the Authority after signing of the contract, and whose value of the work contribution exceeds Rs 0.5 Crs. (Rupees Zero point Five Crores.) will be required to sign this Pact by the Contractor, and the same will be submitted to the Authority before doing/ performing any act/ function by such sub-contractor(s)/ associate(s) in relation to the contract/ work.
- 4.5. That the Authority will disqualify from the tender process all Bidder(s) who do not sign this Pact or violate its provisions or fails to get this Pact signed in terms of section 4.3 or 4.4 above.
- 4.6. That if the Contractor(s) does/ do not sign this Pact or violate its provisions or fails to get this Pact signed in terms of Section 4.3 or 4.4 above. Authority will terminate the contract and initiate appropriate action against such Contractor(s).

5. Bid Security, Tender Fee, Security Deposit, Bank guarantee, Draft, Pay order or any other mode and its validity i/c Warranty Period, Performance guarantee/Bond.

While submitting bid, the BIDDER shall deposit an TENDER FEE/Bid Security/BG/DRAFT/PAY ORDER ETC I/C WARRANTY PERIOD, PG/BOND, VALIDITY ETC, which is as per terms and conditions and details given in NIT/ tender documents sold to the Bidders.

6. Sanctions for Violations/Disqualification from tender process and exclusion from future Contracts.

- 6.1. Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the Authority to take all or any one of the following actions, wherever required:
- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
 - (ii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - (iii) If the Authority has disqualified / debarred the Bidder from the tender process prior to the award under section 2 or 3 or 4, the Authority is entitled to forfeit bid security.
 - (iv) To recover all sums already paid by the Authority, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the Authority in connection with any other contract or any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
 - (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
 - (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the Authority resulting from such cancellation/rescission and the Authority shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - (vii) To debar the BIDDER from participating in future bidding processes for a minimum period of three years, which may be further extended at the discretion of the Authority.
 - (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
 - (ix) In case where irrevocable Letters of Credit have been received in respect of any contract signed by the Authority with the BIDDER, the same shall not be opened.
 - (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
 - (xi) That if the Authority have terminated the contract under section 2 or 3 or 4 or if the Authority is entitled to terminate the contract under section 2 or 3 or 4, the Authority shall be entitled to demand and recover from the contractor damages equivalent to 5% of the contract value or the amount, equivalent to security deposit or performance bank guarantee, whichever is higher.
 - (xii) That the Bidder / Contractor agrees and undertakes to pay the said amount without protest or demur subject only to condition that if the Bidder/ Contractor can prove and establish to the satisfaction of the Authority that the disqualification /

debarment of the bidder from the tender process or the termination of the contract after award of the contract has caused no damage to the Authority.

- 6.2. The Authority will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (xii) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3. That if the Bidder/Contractor applies to the Authority for premature revocation of the debarment and proves to the satisfaction of the Authority that he has installed a suitable and effective corruption prevention system and also restored/recouped the damage, if any, caused by him, the Authority may, if thinks fit, revoke the debarment prematurely considering the facts and circumstances of the case, and the documents/evidence adduced by the Bidder/Contractor for first time default.
- 6.4. That a transgression is considered to have occurred if the Authority is fully satisfied with the available documents and evidence submitted alongwith Independent External Monitor's recommendations/suggestions that no reasonable doubt is possible in the matter.
- 6.5. The decision of the Authority to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purpose of this Pact.

7. Allegations against Bidders/Contractors/ Sub-Contractors/ Associates:

That if the Authority receives any information of conduct of a Bidder/ Contractor or Sub-Contractor or of an employee or a representative or an Associates of a Bidder, Contractor or Sub- Contractor which constitute corruption, or if the Authority has substantive suspicion in this regard, the Authority will inform the Vigilance Department for appropriate action.

8. Independent External Monitor(s),

- 8.1. That the Authority has appointed competent and credible Independent External Monitor(s) for this Pact.
- 8.2. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact. He will also enquire into any complaint alleging transgression of any provision of this Pact made by the Bidder, Contractor or Authority.
- 8.3. That the Monitor is not subject to any instructions by the representatives of the parties and would perform his functions neutrally and independently. He will report to the Chairperson of the Board of the Authority.

- 8.4. That the Bidder / Contractor accepts that the Monitor has the right to access without restriction to all project documentation of the Authority including that provided by the Bidder/ Contractor. The Bidder/ Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation including minutes of meeting. The same is applicable to Sub - Contractors and Associates. The Monitor is under obligation to treat the information and documents of the Authority and Bidder/ Contractor / Sub-Contractors/ Associates with confidentiality.
- 8.5. That as soon as the Monitor notices, or believes to notice, a violation of this Pact, he will so inform the management of the Authority and request the management to discontinue or heal the violation, or to take other relevant action. The Monitor can in this regard submit his recommendations/suggestions. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 8.6. That the Authority will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the Authority and the Contractor / Bidder. The parties offer to the Monitor the option to participate in such meetings.
- 8.7. That the Monitor will submit a written report to the Chairperson of the Board of the Authority within 2 weeks from the date of reference or intimation to him by the Authority and, should the occasion arise, submit proposals for correcting problematic situations.
- 8.8. That if the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Department, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- 8.9. The word 'Monitor' would include singular and plural.

9. Facilitation of Investigation.

In case of any allegation of violation of any provisions of this Pact or payment of commission, the Authority or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such Examination.

10. Law and Place of Jurisdiction.

That this Pact is subject to Indian Law. The place of performance jurisdiction is the Corporate Headquarter / the Regional Headquarter / office of the Authority, as applicable.

11. Other Legal Actions

- 11.1. That the changes and supplements as well as termination notices need to be made in writing.
- 11.2. That if the Bidder / Contractor is a partnership or a consortium, this Pact must be signed by all the partners and consortium members or their authorized representatives.
- 11.3. The person signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she shall await their decision in the matter.

12. Pact duration (Validity)

- 12.1. That this Pact comes into force when both the parties have signed it. It expires for the Contractor 12 months after the final payment under the respective contract, and for all other Bidders 3 months after the contract is awarded.
- 12.2. That if any claim is made /lodged during this period, the same shall be binding and continue to be valid despite the lapse of this Pact as specified herein before, unless it is discharged/determined by Chairman of the Authority.
- 12.3. That should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. Company Code of Conduct

Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribe and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

14. The parties hereby sign this Integrity Pact at on _____

Buyer	BIDDER
Name of the Officer	CHIEF EXECUTIVE OFFICER
Designation	Witness
Deptt. / Ministry / PSU	1.
Witness	
1.	
	2.
2.	

APPENDIX 8

SUBMISSION CHECKLIST

The Bidders are advised to arrange the submissions/documents in the following order. Each page of the Bid is to be serially numbered, signed and stamped by the authorized signatory of the Bidder.

No.	Document Name	To be furnished by	To be notarized	To be provided on Stamp Paper of INR 100/-	Submitted (Yes/No)
1.	Index of submissions	Bidder/ Lead Member	No	No	
2.	Appendix 1- Acceptance Letter	Bidder/ Lead Member	No	No	
3.	Annexure 2 (Part I and Part 2)- Bank Guarantee	Lead Member	No	No	
4.	Annexure 3 – Details of Bidder	All Members (separately)	No	No	
5.	Annexure 4– Financial Capacity of the Bidder.	Bidder/ Lead Member/ All Members	No	No	
6.	Annexure 4A- Airport Preference	Bidder/ Lead Member	No	No	
7.	Annexure 5 – Technical Capacity (contains certificates 5A, 5B, 5C):- DELETED	DELETED			
8.	Annexure 6 – Certificate from Statutory Auditor/ Company Secretary regarding affiliate	Bidder/ All Members	No	No	
9.	Appendix 2- Statement of Legal Capacity	Bidder/Lead Member	No	No	
10.	Appendix 3- Power of Attorney for signing the Bid	Bidder/Lead Member	Yes	Yes	
11.	Appendix 4 (applicable in the case of Consortium)- Power of Attorney for Lead Member of Consortium	Jointly by all Members	Yes	Yes	

	Document Name	To be furnished by	To be notarized	To be provided on Stamp Paper of INR 100/-	Submitted (Yes/No)
12.	Extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing the Power of Attorney for the delegation of power hereunder on behalf of the Bidder (to be submitted wherever required)	Bidder/ Lead Member/ Member (as applicable)	Yes	No	
13.	Appendix 5- (applicable in the case of Consortium)- Joint Bidding Agreement	Jointly by all Members	Yes	Yes	
14.	Appendix 6-Affidavit	All Members	Yes	Yes	
15.	Documents of Incorporation	All Members	Yes	No	
16.	Copy of Memorandum and Articles of Association, if the Bidder is a body corporate, and if a partnership then a copy of its partnership deed	All Members	No	No	
17.	Duly audited balance sheet and profit and loss account of the 3 preceding financial years.	Bidder/ Lead Member/ Member (as applicable)	No	No	
18.	Documentary proof of payment of Bid Security.	Bidder/ Lead Member	No	No	
19.	Scan copy of PAN card and GST certificate	Bidder/ Lead Member	No	No	

	Document Name	To be furnished by	To be notarized	To be provided on Stamp Paper of INR 100/-	Submitted (Yes/No)
20.	Copies of the SGHA/ Airline Ground Handling Agreement for evaluation of ground handling experience: - DELETED	DELETED			
21	Appendix 7- Pre-Contract Integrity Pact	Bidder/ Lead Member	No	No	
22	Appendix 8- Submission Checklist	Bidder/ Lead Member	No	No	
23	Appendix 9A- Undertaking with information on contracts with AAI	All Members	No	No	
24	Appendix 9B – Outstanding Dues	All Members	No	No	
25	Appendix 9C – Undertaking related to no dues at AAI airports	All Members	No	No	
26	Appendix 10-Declaration	All Members	No	No	
27	Appendix 11- List of relatives	All Members	No	No	
28	Appendix 12- Undertaking related to the orders issued by Ministry of Finance	DELETED			

Date:

Place:

Signature:

Name: Designation:

Seal of the Bidder/Lead Member:

APPENDIX 9A

Undertaking with information on contracts with AAI or through contract with Airlines (Non-entities)

I/We hereby declare that we are having/had the following contracts with Airports/offices controlled by Airports Authority of India through a direct contract or through a contract with Airlines (for example as non-entity) or any other party (in any capacity whatsoever and not being limited to as a role of a Concessionaire or license at AAI)

S no.	Airport Name	Facility/Contract	Contract Period	
			From	To

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

Date:

Signature:

Name:

Designation:

Address:

Place:

Seal of the Bidder/Bidder's Affiliate/Lead

Member:

Notes:

Please ensure that there is no discrepancy about the names of the airport where the bidders/ consortium members have worked/ are working as mentioned by you in Appendix 9(A), 9(B), Annexure 3, and other parts of the bid documents submission. In case of discrepancy, AAI reserves the right to reject the bid.

APPENDIX 9B

FORMAT OF OUTSTANDING DUES/ NO DUES CERTIFICATE

1. Name of Contract :
2. Agreement No.
(if contract is with AAI) :
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 30.06.2025 (Disputed and un-disputed amounts to be shown separately)

Item	Disputed Amount (Rs)	Un-disputed Amount (Rs.)	Remarks
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

APPENDIX 9C

Undertaking to be submitted on the letterhead

To,

General Manager (Operations),
Western Region, Airports Authority of India,
New Airport Colony, Opposite Parsiwada, Sahar Road,
Vile Parle East, Mumbai-400099

Dear Sir

We confirm that we have read all the clauses mentioned in the RFP Tender ID no: <XXXX>, dated <XXXX> and understand that in case we/ our consortium, are the highest bidder, then in the intervening period i.e. after the submission of tender and before finalization of award, if any amount is found as outstanding against us, we shall clear such dues (undisputed ones) before the award of the license.

Regards

Name & Signature of Authorized Signatory
Designation
Name and Seal of the Bidder / Lead Member
Date:
Place:

APPENDIX 10

DECLARATION

(On letterhead of the Bidder/Lead Member)

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:

S. 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 2.2.1 of general terms and conditions of tender document.
7. 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 associates 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:

Name:

Designation:

Address:

Place:

Seal of the Bidder/Lead Member

APPENDIX 11

LIST OF NEAR RELATIVES EMPLOYED IN AIRPORTS AUTHORITY OF INDIA

S.No	Name of Employee	Designation	Relationship with Tender(s)	Place of Posting

Date:

Signature:

Name:

Designation:

Address:

Place:

Seal of the Bidder/Lead Member


APPENDIX 12

Undertaking to be submitted on the letterhead of the lead bidder

DELETED

APPENDIX 13

Operational instruction for payment of Tender Processing Fee through CPP portal


Airports Authority of India
O/o Member (Operations)
Rajiv Gandhi Bhawan, New Delhi. 110003


AAI/MD/1.24/2020/126 (Dated: 16 Oct 2020)

OPERATIONAL INSTRUCTION - 05 OF 2020

Subject: Payment Gateway Integration on CPP Portal for Collection / Refund/ Settlement of Tender Processing Fee and Earnest Money Deposit.

AAI has implemented the online acceptance of Tender Processing Fee and Earnest Money Deposit (EMD) through payment gateway on CPP Portal. The settlement of Tender Processing Fee, forfeiture / refund of EMD as the case may be, will be executed through online mode except if the EMD was submitted in the form of Bank Guarantee (BG)-paper form.

2. State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated / mapped with CPP Portal for the collection of Tender Processing Fee and EMD through e-procurement portal from the bidders participating in e-tendering / e-procurement.
3. Standard Operating Procedure (SOP) for online payment, refund and settlement of Tender Processing Fee/ EMD is enclosed as Annex -I.
4. All concerned are instructed to take necessary actions to incorporate the online payment option in the fresh NITs / RFPs / RFQs for procurement of Goods / Services / Works so that collection of Tender Processing Fee / EMD (if paid through online mode), refund of EMD to unsuccessful bidders, settlement of Tender Processing Fee and forfeited EMD, refund of Tender Processing Fee and EMD after cancellation/ re-tendering before opening as well as after opening of tender could be done through online mode with immediate effect.
5. The existing practice of offline submission of Tender Processing Fee/ EMD shall not be accepted in fresh NITs / Tenders. Contractors may have the option to submit EMD in the form of Bank Guarantee (BG) -paper form if EMD amount is more than Rs. 10.00 Lacs. The relevant clauses of NITs/ Tender documents should also be amended accordingly.
6. It is enjoined upon all for strict compliance henceforth


N. Murthy (b) 10/16/20
Member (Operations)

Encl: As Above

Distribution:

1. ED (AL)/ ED (IT)/ ED (Ops)/ ED (Security)/ ED (Tech)
2. RED-ER/ NR/ NER/ WR/SR
3. APD Kolkata & Chennai.

Page 1 of 1

sent thr. mail (MEMBER (OP))
19/10/2020

Annex- I

**Standard Operating Procedure
for**

Online payment, refund and settlement of EMD and Tender Fee through CPP Portal

e-Tendering brings in economy, efficiency and transparency in the procurement of goods, works and services. CVC are inclined to force implementation of e-Tendering in all Govt. departments & PSUs. Online payment gateway for payment, refund and settlement of EMD and Tender Fee is part of the implementation of e-Tendering system i.e. CPPP <https://etenders.gov.in>

Stakeholders:

1. **Tender Floating Department:** Airports Authority of India (AAI)
2. **The Technical Service Providers (TSP)** - NIC to facilitate CPP Portal with entire back end process and providing technical support to the Government Dept.
3. **Bank** - AAI has authorized State Bank of India as nodal bank provides payment gateway services and receives Tender fees and Earnest Money Deposits (EMDs) from various bidders participating in e- Tendering/ e-procurement process, holds the amount in Current/Savings Bank account till the time of finalization of tendering process. Bank will settle the Tender Fee of all bidders, Bank will refund EMD to unsuccessful bidders and the EMD of L 1 bidder will remain in the pooling account and after AOC completion on the portal, the L 1 bidders EMD amount will be refunded to their source account. This will be happened as per instruction received from TIA through online portal. Customized MIS will be provided to the Tender Floating Department i.e. AAI.
4. **The Bidders** - The bidders are organizations/corporate/individuals who apply for the tender floated by the tender floating department and participate in the tendering process. Bidders are directly involved in making the use of this e-System for making payments and getting refunds into their accounts.

Eligibility (Prerequisite for e-Tendering)

1. Tender Inviting Authorities (TIA) & the bidders should enroll on CPP Portal <https://etenders.gov.in> to carry out the procurement activities.
2. Portal login will be through two factor authentication i.e. User id & password followed by the login through DSC.
 - TIA must have Digital Signature Certificate (DSC) with Signing and Encipherment feature.
 - Bidders must have DSC with Signing feature

Bank Account Details

- a. Common Pooling A/C for EMD and Tender Fee Collection
- b. Tender Fee Settlement A/c for Settlement of Non-refundable Tender Fee amounts
- c. Forfeited EMD Settlement A/c for Settlement of forfeited EMD amounts

Payment gateway for End to End Procedures:

1. **Collection Process:**
 - a. **Online collection of EMD and Tender Fee:** As per current provision in the portal, TIA will allow the option of **Online Mode** for collection of EMD and Tender Fee while publishing

tender, so that the bidders can deposit these fees through Net Banking (SBI and Other Banks) and NEFT/RTGS.

- b. **Collection of EMD through Bank Guarantee(BG):** During the tender creation TIA will allow the option of "EMD through BG or EMD Exemption" so that bidders will be able to upload the copy of BG or Exemption certificate as per tender terms and condition.

Note: Keeping in the view of raising tender status, the portal currently has both online and offline payment

1. In case of Revocation Corrigendum:

- If TIA publishes revocation corrigendum to accept the rejected bidder than TIA must ask EMD again via offline mode before publishing the revocation corrigendum because EMD amount has already been refunded or refund initiated to the rejected bidders A/c.

2. Procedure for Forfeiture of EMD through CPP Portal:

Forfeiture activity can be performed at the time of rejection of the bidder.

Step I: Rejected the bidder during the Technical or Financial Evaluation process.

Step II: On the same day, use the menu "Forfeiture Menu" to Forfeit the EMD.

Step III: Select the tender and then the bidder to forfeit the EMD

Step IV: At the end of the day System will settle the Forfeited EMD to "Forfeited EMD Settlement A/c"

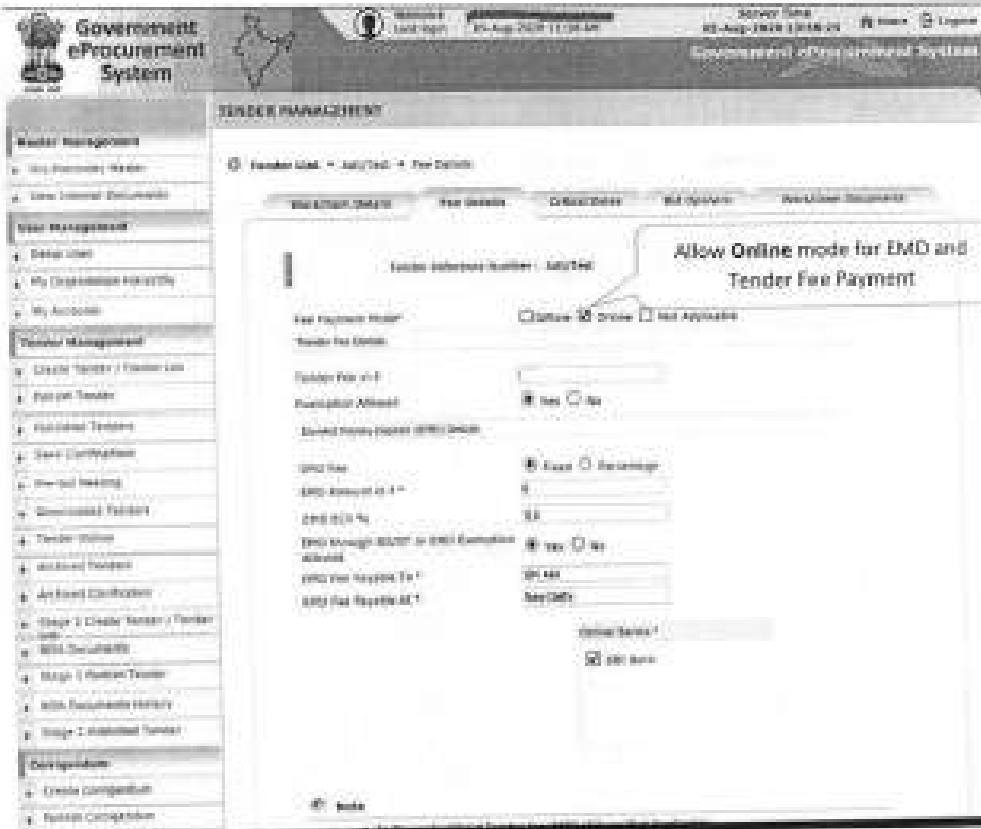
Note: Forfeiture of EMD will have to be claimed on same day of rejection otherwise it will not be available in the system because at the end of the day CPPP will initiate refund to the rejected bidders.

3. Following procedures are attached on subsequent pages:

- a. Procedure to allow the online Payment Option in CPP Portal by TIA
- b. Procedure for checking the Payment Status by TIA
- c. Procedure for Online Collection of EMD and Tender Fee from Bidders

Procedure to allow the Online Payment Option in CPP Portal by TIA

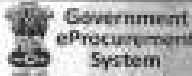
1. TIA/Bid Manager will login to the portal <https://tenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of tender creation.
2. After completion of Basic and Cover Details go to next stage for Fee Details and select the option as per below screen:



The screenshot shows the 'TENDER MANAGEMENT' interface with the 'Fee Details' step selected. The 'Fee Payment Mode' is set to 'Online' (checked) and 'Not Applicable' (unchecked). A callout box points to this selection with the text: 'Allow Online mode for EMD and Tender Fee Payment'.

Other visible fields include:

- Tender Reference Number: 447144
- Fee Payment Mode: Online Not Applicable
- Tender Fee Mode:
- Participant Allowed: Yes No
- EMD Mode (EMD/No EMD): EMD No EMD
- EMD Amount in ₹:
- EMD (%)
- EMD through B/L/OT or EMD Equivalent Allowed: Yes No
- EMD Fee (₹/₹ Lak):
- EMD Fee Payable A/T:
- EMD Fee Payable B/T:
- EMD Bank:
- EMD Bank: All Bank



Government eProcurement System

Session: [Logout](#) | 24 Aug 2024 10:34 AM

Balance Total: 28,489,000.00 | [Home](#) | [Logout](#)

Vendor Management

- 1. My Requests
- 2. My Approvals
- 3. My Approvals
- 4. My Approvals

Vendor Management

- 1. Create Vendor / T. Amend. Add.
- 2. Update Vendor
- 3. Activate Vendor
- 4. Deactivate Vendor
- 5. Vendor Details
- 6. Archived Vendor
- 7. Archived Vendor
- 8. Vendor Classification
- 9. Stage 2 Create Vendor / Vendor
- 10. Vendor Classification
- 11. Stage 2 Update Vendor
- 12. Vendor Classification
- 13. Vendor Classification
- 14. Vendor Classification

Compliance

- 1. Create Compliance
- 2. Update Compliance

TENDER MANAGEMENT

Vendor List - [ALL](#) - [New](#) - [For Update](#)

Tender Reference Number : AAA/2024

For Payment Mode: Other Bank Not applicable

For Tender Details

Tender Fee in ₹:

Escrow Amount: Yes No

Escrow Mode (EMD) Type: Bank Percentage

EMD Fee:

EMD Amount in ₹:

EMD B/L No:

EMD Amount (EMD) or EMD Exemption Amount: Yes No

EMD Fee Release To:

EMD Fee Release At:

Note

Choose Yes option for EMD payment through Bank Guarantee or for EMD Exemption

Procedure for checking the Payment Status by TIA

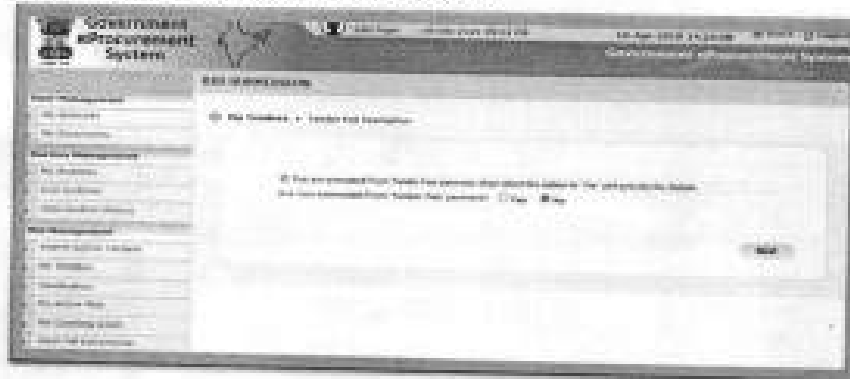
1. Payment confirmation can be find out at the time of Tender Opening process.
2. TIA/Bid Manager will login to the portal <https://tenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of tender opening.
3. After opening of tender, click on **first cover** (i.e. Fee Cover) and select Bid Opening or Quick Bid Opening option against each Bidder.
4. Payment status will be checked/verified for Individual Bidders.
5. Click on View Paid Information link and get the bidder details along with Payment detail.
6. If Status is seen as "Success" it means that bidder has successfully paid for Tender Fee/EMD Successfully. Screen shot is attached herewith for the reference.

Government eProcurement System		Government eProcurement System	
eProcurement System		Bid Submission Confirmation	
		Date : 20-Jul-2020 08:20 PM	
		Print	
Bid Information			
Bid ID :	181504		
Bidder Name :	Airports Authority of India(Western Region - AAI)AHMEDABAD - AAI		
Organisation Code :	AAI AH 0049E_112_PPE OUTLET		
Tender Ref No. :	2020 AAI 50772_1		
Tender ID :	PPE EQUIPMENT ORDER		
Tender Title :	PPE EQUIPMENT ORDER		
Bid Submitted Date & Time :	19-Jul-2020 08:20 PM		
Corporate Tenderer Details			
Login ID:	satyatraders04@gmail.com	User Type:	Corporate/Bidder
Company Name:	SATYA TRADERS	Registration Number:	AC03P0000496
Registered Address :	Ground Floor, Satya Complex, K.C. Park Road, Opp. Tribeni Lodge, Patan Bazar, Bhubanesr, Odisha	Name of Partners / Directors :	SATYANARAYAN ROY
City :	OLWANHATI	State :	Odisha
Postal Code :	751009	PAN Number:	AAO396246P
Company's Establishment Year (YYYY):	2009	Company's Nature of Business:	TRADING AND SERVICES
Company's Legal Status:	Others	Company Category :	Micro Unit as per MSME
Title :	Pr	Contact Name:	SATYANARAYAN ROY
DOB (Date of Birth):	12-Apr-1988	Designation :	PROPRIETOR
Correspondence Email:	satyatraders04@gmail.com	Phone :	91 - 9 - 9864036333
Mobile:	91-9864036333		
Bank Response On Payment Details			
eProcurement Ref. Number :	56797181504		
PRN Number :	56797181504		
Bank / ITR Number :	CPA0FAR009		
Bank Name :	SBI Bank		
Status :	Success		
Tender Fee in ₹ :	2,000		
EMD Fee in ₹ :	50,000		
Total Fee in ₹ :	52,000		

EMD and Tender Fee both paid successfully

Procedure for Online Collection of EMD and Tender Fee from Bidders

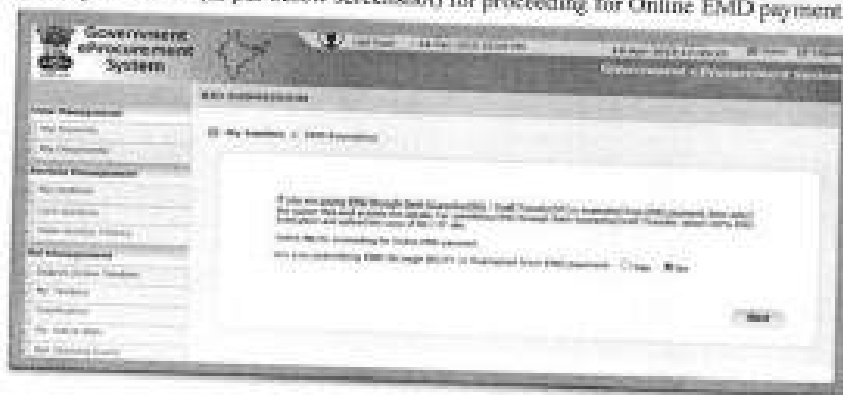
1. Bidder will login to the portal <https://tenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of participation to the tender.
2. After Login search the tender in "Search Active Tender" tab with different criteria after that click on "set as favorite" to move on "My Tender". Then click on "My tender" and view the tender details and click on proceed for Bid Submission.
3. For submission of online Tender Fee and EMD, click on Button as "Pay Online"
4. **In case of Tender Fee:** If the Bidder is exempted from the tender fee payment, then select the option to "Yes" other wise "NO" as per below screenshot;



5. **In case of EMD:** If Bidder is paying EMD through any of below options, Select the option "Yes" (as per below screenshot) and provide the details and upload copy as a proof.
 - Bank Guarantee (BG)/Swift Transfer (ST)
 - Exempted from EMD Payment,

Note: For submitting "EMD through BG/ST" or "Exemption from EMD payment" bidder must select "Yes" otherwise bidders will not have the option to pay EMD through Bank Guarantee. Once proceeded it is not possible to revert the option.

6. Select option "NO" (as per below screenshot) for proceeding for Online EMD payment.



After selecting the option, click on "Next" Button as per above screenshot. Further process to be followed as per subsequent screen.

STEPS FOR MAKING TENDER PAYMENTS IN ETENDERS SYSTEM VIA SBI BANK GATEWAY

(SBI AND NON SBI ACCOUNT HOLDERS)

Home Page.

Login as a bidder into etenders.gov.in to proceed for payment.



Step 1]-Click "Pay Online" when you reach below page while Online Bid Submission.

My Management

- My Account
- My Documents

Profile Management

- My Account
- User Authority
- User Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Confirmation
- My Bidder Bid
- Bid Estimation Cost
- Watch List Documents
- Online Payment Status
- My Bid History
- Short List Documents History
- Auction Confirmation
- Tender Status
- My Withdrawal Bid

BID MANAGEMENT

My Tenders > 2018_L02_264261 > Transaction History

Organization Chain : NCI|NCC Contracts

Tender Reference Number : P002346102

Tender ID : 2018_L02_264261_1

Tender Title : PROVISION FOR MAINTENANCE OF CIVIL AIRSIDE VARIOUS LAMES (PWBUILDING AND CONCRETE)

S.No	Bid Process	Action
1	Trade	[Refresh]

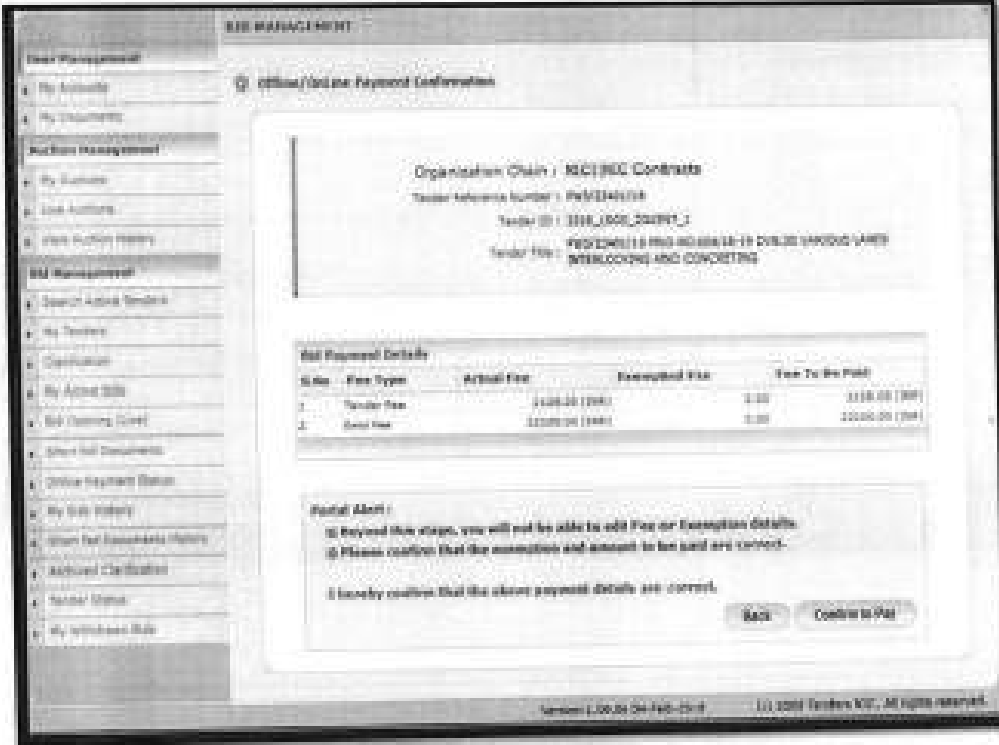
S.No	Fee Type	Actual Fee	Estimated Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	3500.00 (INR)	0.00	3500.00 (INR)	0.00
2	Bid Fee	2500.00 (INR)	0.00	2500.00 (INR)	0.00

[Pay Online]
[Refresh]

Version: 1.00.08 04 Feb 2018 For 2018 Tender NCC, all rights reserved.

Step 2) Click "Confirm to Pay" to proceed with the payment gateway, as below.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.



OFFICE/LEASE PAYMENT INFORMATION

Organization Chain : NCI/BOC Contracts
 Tender Reference Number : P/02249/19
 Tender ID : 2018_0001249/1_2
 Tender Title : P/02249/19 P/02 00 000 14-19 CIVILIAN AIRCRAFT LEASE INTERLOCKING AND CONVERTING

Bill Payment Details

Sl No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid
1	Tender Fee	1150.00 (INR)	0.00	1150.00 (INR)
2	Bank Fee	2200.00 (INR)	0.00	2200.00 (INR)

Final Alert

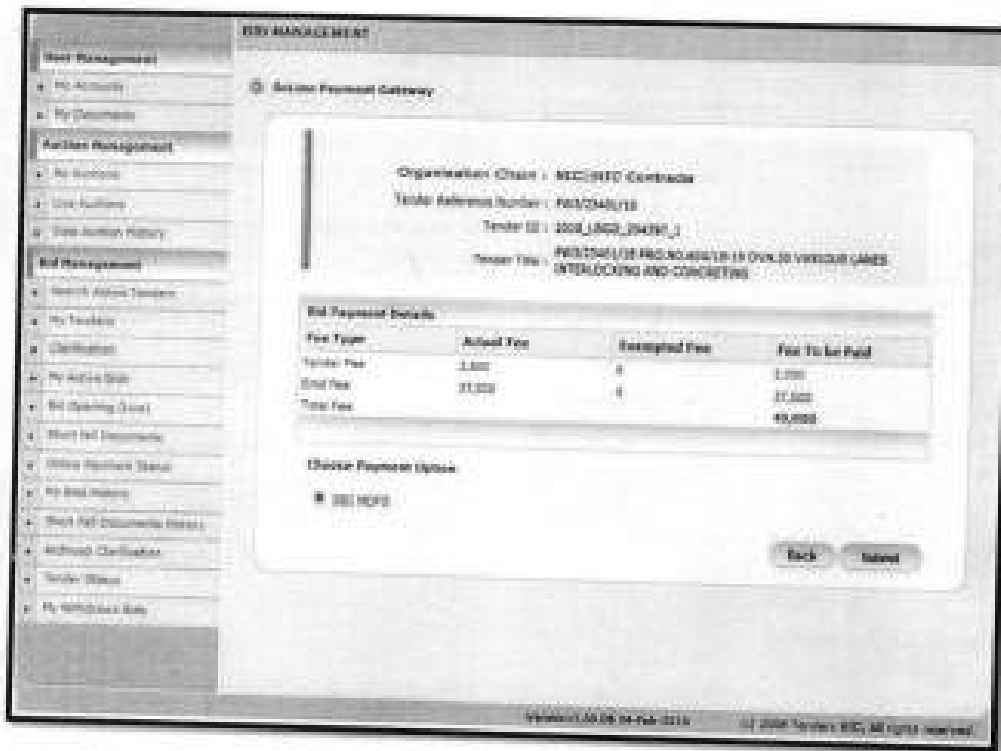
(i) Beyond this stage, you will not be able to add Fee or Exemption details.
 (ii) Please confirm that the exemption and amount to be paid are correct.
 I hereby confirm that the above payment details are correct.

[Back](#) [Confirm to Pay](#)

Version: 1.00.00 On Feb-20-19 | © 2019 Tender NCI. All rights reserved.

Step3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit, as below.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.



BIDDING MANAGEMENT

Home Payment Gateway

Organization Name : MDC/STC/Contract
Tender Reference Number : FMS2046/18
Tender ID : 2008_LNDR_2046/18
Tender Title : FMS2046/18 FMS/NO.04/18-19 ONN/20 VIKASUR (A&E) INTERLOCKING AND CONCRETES

Bid Payment Details

Fee Type	Actual Fee	Escrowed Fee	Fee To be Paid
Tender Fee	1,000	0	1,000
EMD Fee	37,000	0	37,000
Total Fee			38,000

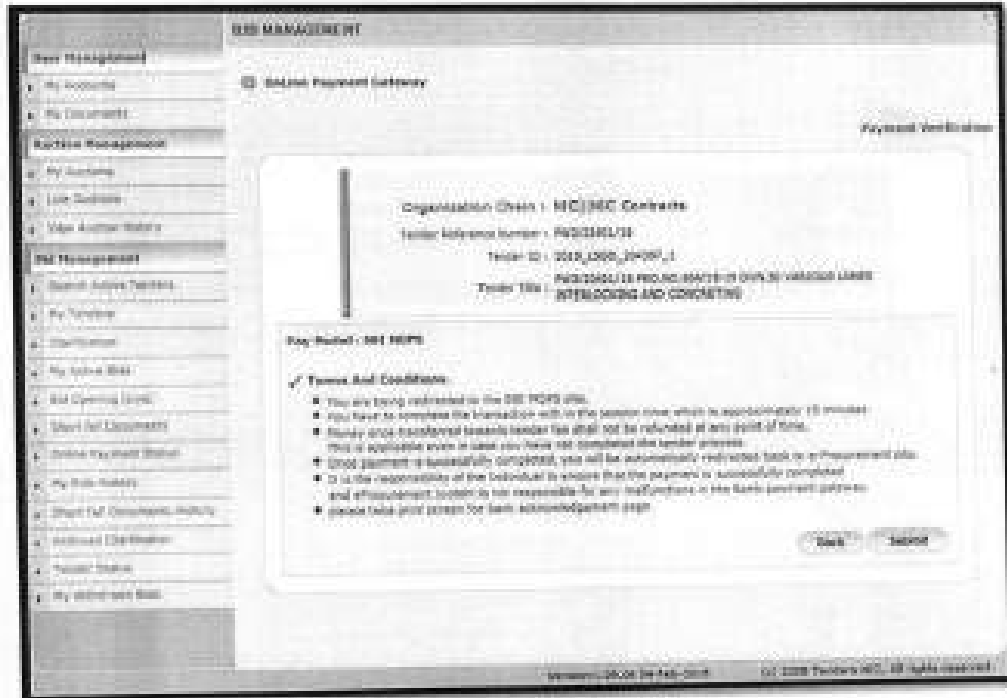
Choose Payment Option

SBI MOPS

Back Submit

Version: 1.0.0.0 14-Feb-2018 © 2018 System's BIC. All rights reserved.

Step 4) Check and Follow the Terms and Conditions, and then Submit, as below



TERMS MANAGEMENT

SBI Payment Gateway

Payment Verification

Organization Name : MCC/SEC Contracts
Tender Reference Number : R020240113
Tender ID : 000_0000_00000_1
Tender Title : R020240113 PROVISIONAL BIDDING FOR SUPPLY OF VARIOUS ITEMS (RFB/00000 AND CONTRACT)

Pay Method : SBI MPM

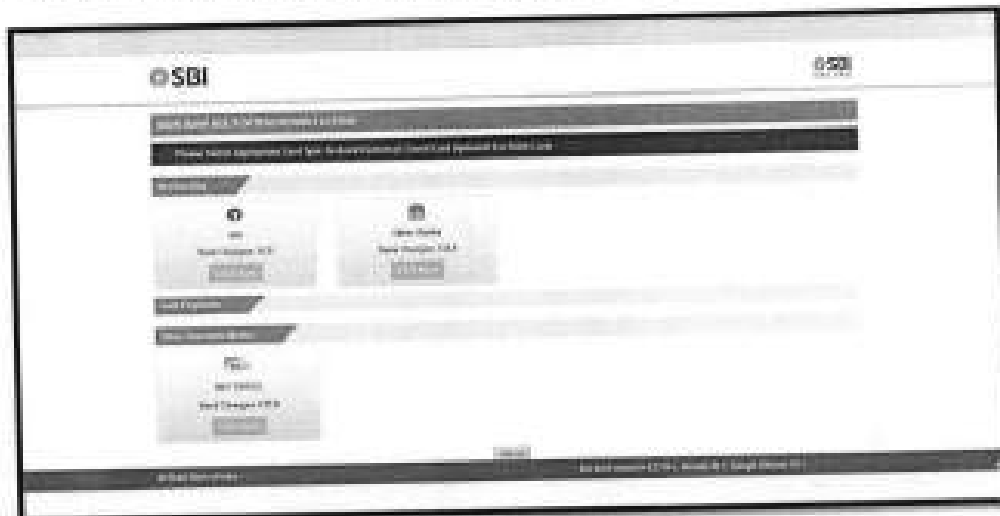
Terms And Conditions

- You are being redirected to the SBI PMPS site.
- You have to complete the transaction with in the session time which is approximately 15 minutes.
- Money once transferred towards tender fee shall not be refunded at any point of time. This is applicable even in case you have not completed the tender process.
- Once payment is successfully completed, you will be automatically redirected back to e-Procurement site.
- It is the responsibility of the individual to ensure that the payment is successfully completed and e-Procurement system is not responsible for any malfunctions in the SBI's payment system.
- Please take print screen for SBI's acknowledgement page.

Back Submit

www.sbi.com | 1800-1200-1234 | © 2024 SBI. All rights reserved.

Step 5) Bidders may choose the type of transaction and proceed for payment.



SBI

Pay Method: SBI MPM

Transaction Type: New Transaction

Payment Amount: ₹ 1,00,000.00

Back Submit

www.sbi.com | 1800-1200-1234 | © 2024 SBI. All rights reserved.

Step 6) Once the Payment type is selected it navigates to the respective landing page:

a) SBI

i. Bidders with SBI account may click SBI option to proceed to its Net Banking Page

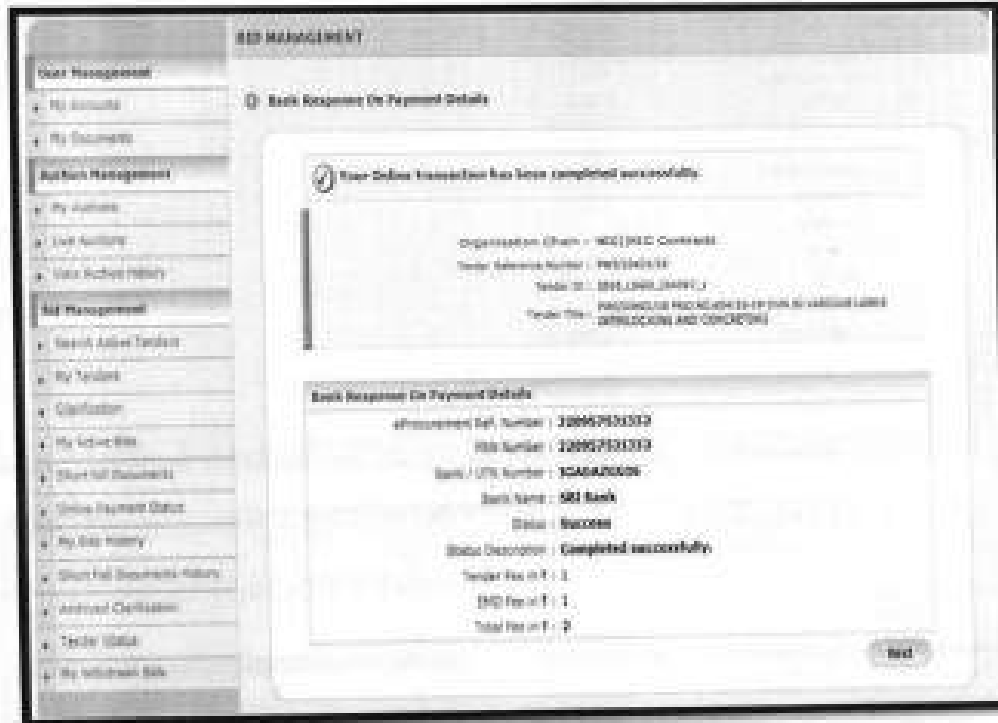


ii. Bidders may enter SBI Net banking user ID and Password and Click on Login to proceed.



iv. As in below, you will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click Next to go to Bid Preparation details, as in screenshot.



National Tendering Centre
Payment Gateway

v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

Tender Management

- My Accounts
- My Documents

MyBids Management

- My Bidders
- Lost Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Classification
- My Active Bids
- Bid Opening List
- View All Documents
- Online Payment Status
- My Bid History
- View All Documents History
- Archived Classification
- Tender Status
- My Withdrawn Bids

BID MANAGEMENT

My Tenders > 2018_A004_0004_2 > Tendering Process

Organization Chain > NIC (NIC Contracts)

Tender Reference Number > P002040118

Tender ID > 2018_000_0040T_2

P002040118 P0040004118-18 (PA) OF VARIOUS LINES
 AIRCROCKING AND CIVILAVIATION

S.No.	Bid Process	Action
1	India	[Icon]

S.No.	Fee Type	Actual Fee	Escrowed Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	Bid Fee	1.00 (INR)	0.00	0.00	1.00 (INR)

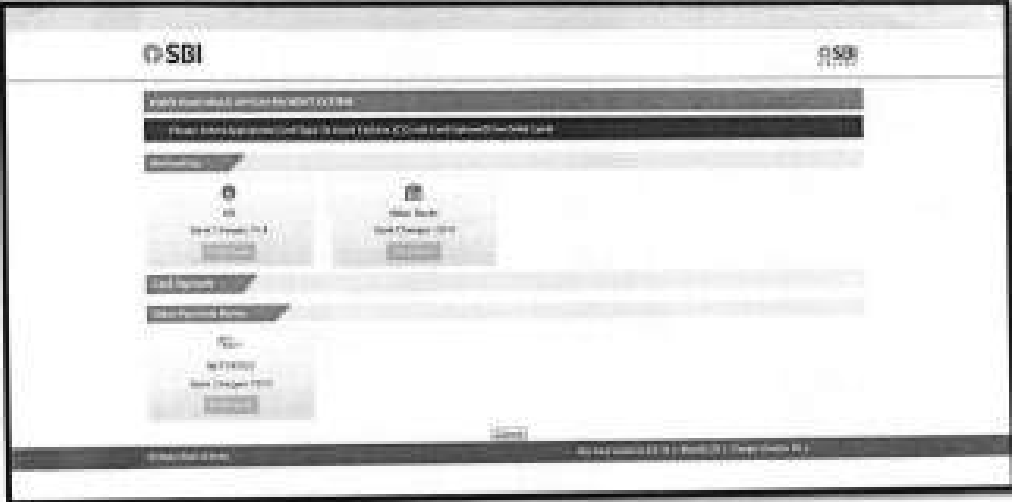
[Encrypt/Upload](#)

NIC-GePMIS
Version 1.0/08
Page 10


National Tendering Centre	Payment Gateway
---------------------------	-----------------

b) OTHER BANKS :

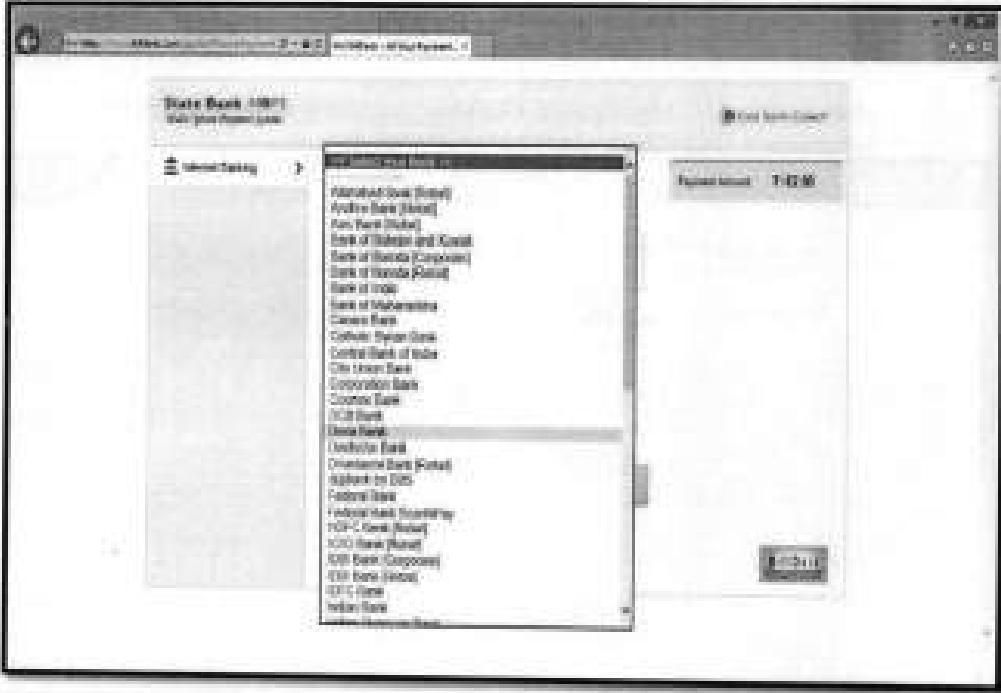
- i. Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page.



You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of **All Banks**.



SIC-APSIC	Version: 1.01.86	Page 11
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National Informatics Centre	Payment Gateway	
		
NR-GePNIC	Version 1.05.06	Page 12

- ii. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.





Make a Payment

You can make the payment of any bill after you receive account or bill details.

Payment Details

Pay to:

Amount (INR):

Payee:

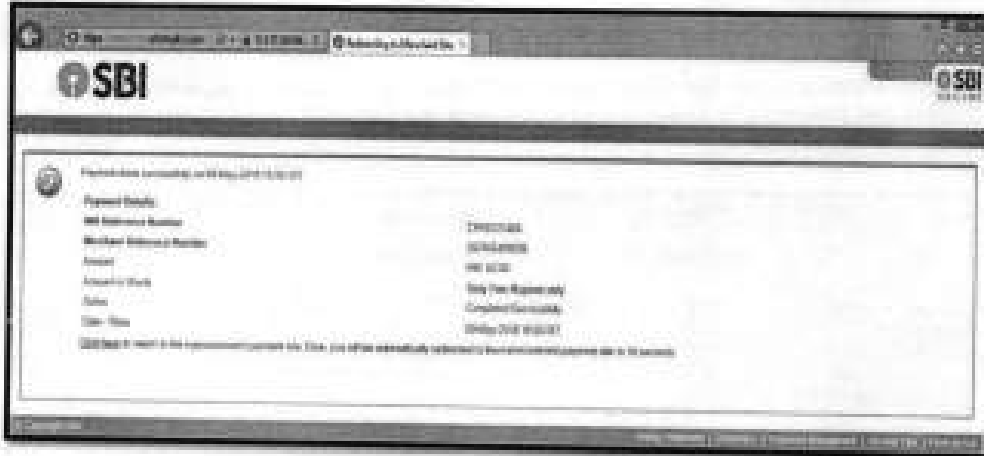
Select a Payment Method:

Net Banking Credit Card

* To continue with the payment, you need to verify the details and confirm the payment.
 * After making the first payment, you will be redirected to the payment page of the biller.
 * Please do not refresh the payment page.
 * Please check the details of the payment and the biller details. If you have any queries, please contact the biller or the National Information Centre.
 * For more details, visit the website.

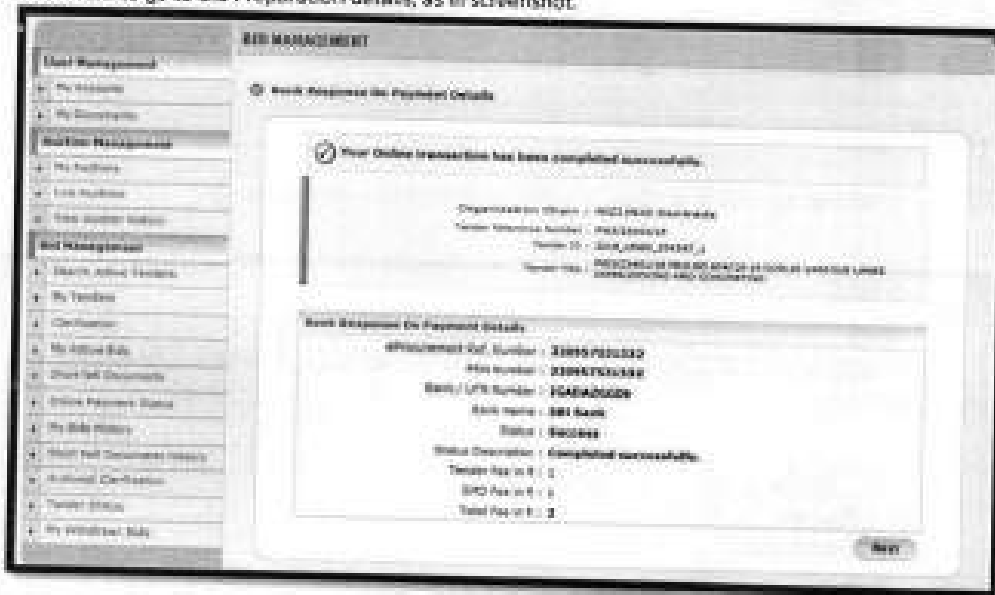
Customer Service	Branch Office	Head Office & IT Help Desk
Customer Care Helpline	1800 121 2345 (Toll Free)	1800 121 2345 (Toll Free) / 1800 121 2345 (Toll Free)
1800 121 2345	1800 121 2345 (Toll Free)	1800 121 2345 (Toll Free)
1800 121 2345	1800 121 2345 (Toll Free)	1800 121 2345 (Toll Free)

iii. After, successful payment, system will direct you to payment confirmation page,

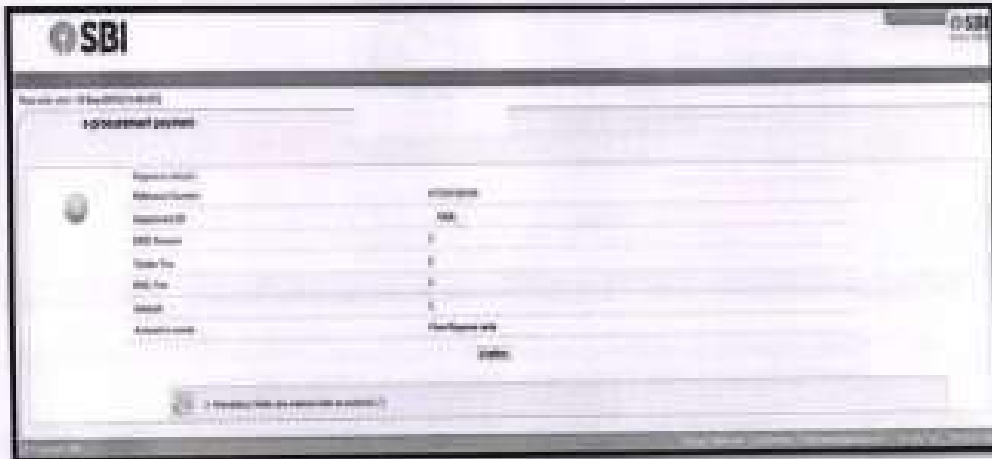


iv. As in below, you will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click Next to go to Bid Preparation details, as in screenshot.



(iv) Click Confirm button as below, to transfer payment.

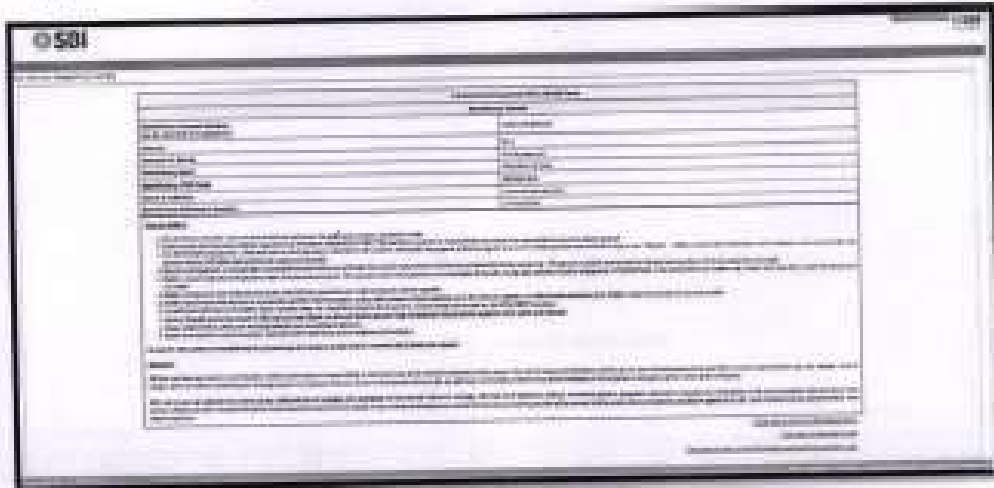


The screenshot shows the SBI payment gateway interface. At the top left is the SBI logo. Below it, there's a header for the payment gateway. The main area contains a table with transaction details:

Reference Number	Transaction ID
Merchant ID	AM
Bank Name	S
Bank Code	S
Bank City	S
Branch	S
Account Number	XXXXXXXXXX

At the bottom of the form, there is a prominent "Confirm" button.

(v) The challan is generated after successful transaction.



The screenshot shows the SBI payment gateway interface displaying a generated challan. The page header includes the SBI logo and the text "Payment Gateway". The main content area is filled with a detailed receipt or invoice, including various fields and text, which is the "challan" mentioned in the text.

(vi) The Downloaded challan of the e-procurement RTGS/NEFT Remittance Information

e-procurement payment RTGS/NEFT Remittance Information Form	
Beneficiary Details	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSBGACF08923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name and Address	e-procurement payment
Beneficiary Reference No	117723100129
Instructions for remitting bank:	
<p>a. This form is valid for remittance through only SBP branches. b. Beneficiary account no. is alphanumeric and case sensitive. It should be entered as it appears above. c. Amount to be remitted should not be higher or lesser and should be the same as shown above.</p>	
Note for Bidders:	
<p>a. Bidder should ensure that amount not entered during RTGS/NEFT remittance or any bank counter or Internet banking site is the same as it appears in this remittance form. Bidder should not truncate or add any other detail to the above account number. b. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance. c. Amount in Account transfer or Cash payments are not allowed and are invalid mode of payments. Hence, this remittance form is to be used only for RTGS or NEFT payment. d. Bidder should ensure that tender document fee and EMD are remitted as one single transaction and not separate. The remittance should be within the prescribed time and as per the terms and conditions specified in tender. e. Please ensure the correctness of details reported while remittance through RTGS/NEFT. Please also ensure that your transfer key in the Account Number column is case sensitive as displayed in the form. SBP and Merchants f. For RTGS the process should not be initiated after 5.00 PM. For NEFT the process should not be initiated after 4.00 PM. Therefore, Bidders should ensure that the remittance is completed before this date and time for submission of tender. g. BID for which Payment is received after closing date time for initialization of tender that would be rejected.</p>	

7. This Technical Instruction will supersede earlier issued Technical Instruction No-10 vide Ref. No. AAI/Member (Ply)/CPPP/2019 Dated 23rd March, 2019

All Technical Instructions/ Circulars issued are available on AAI website under following path:

[www.aai.aero/in](#) => Emp Login => Circulars & Orders (Double click) => Check Circulars only => Department type (Engg.) → check all 3 options => Circular Type (Technical) → check all 3 options => Search

Encl: As above

A.K.
(A.K. Pathak)
Member (Planning)
05.10.20

Distribution: As per standard list

APPENDIX 14

Sub: SOP for BG Verification through SFMS of ICICI Bank

AAI has made arrangement for Verification of Bank Guarantees received by AAI from Vendors/Customers/Concessionaires through Structured Financial Messaging System (SFMS) of ICICI bank. The system will operate on pan India basis. For making the verification system operational at AAI Regions/Metro Airports and SAUs under respective regions the following procedure is to be implemented with immediate effect.

1. The following bank details need to be incorporated in the tender document so that the prospective successful bidder may submit BG(PBG/BG-SD/FBG) in accordance with the bank details.

CORPORATE NAME : **AIRPORTS AUTHORITY OF INDIA**

BANK NAME : **ICICI BANK**

IFSC CODE : **ICIC0000007**

BG ADVISING MESSAGE : **IFN760COV (BG ISSUE)**

IFN767COV (BG AMENDMENT)

UNIQUE IDENTIFIER CODE : **Specific code for each unit as per Annexure-1 of Appendix-14 to be mentioned in field 7037 of the BG advising message code**

2. While submitting the documents to BG issuing bank, the Bidder will also submit letter to the issuing bank as per the format mentioned in the Annexure-II.
3. Based on the above inputs from the Bidder, 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 in the designated email ids issued to the respective units.
4. While submitting the original BG document to the AAI, the vendor has to attach a copy of the SFMS BG confirmation message sent by the BG issuing bank to ICICI bank.

Enclosure: Annexure-1 & 2 of Appendix-14

ANNEXURE-1 of Appendix-14

Advisory: For Applicant and its BG Issuing Bank Branch.

It is to be noted that along with physical BG, we have 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	Particulars (to be mentioned in Row 1)
7037	<unique identifier> (LIST ATTACHED)

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.

Please find below indicative request letter format to be sent to issuing bank for ensuring transmission of BGs through SFMS.

S No.	Name of the AAI Unit	Email ID	UNIQUE IDENTIFIER CODE (7037)
	Corporate Headquarters	www.checkbox@aii.aero	AAICORHQ
1	RHO-NR	box.rhonor@aii.aero	AAIRHONR
2	JAMMU	box.jammu@aii.aero	AAIJAMMU
3	SRINAGAR	box.srinagar@aii.aero	AAISRNAGAR
4	AMRITSAR	box.amritsar@aii.aero	AAIAMRITSAR
5	CHANDIGARH	box.chandigarh@aii.aero	AAICHANDIGHAR
6	JAIPUR	box.jaipur@aii.aero	AAIJAIPUR
7	JODHPUR	box.jodhpur@aii.aero	AAIJODHPUR
8	UDAIPUR	box.udalpur@aii.aero	AAIUDAIPUR
9	KHAJURAHO	box.khajurao@aii.aero	AAIKHAJURAO
10	CATC ALLAHABAD	box.catc@aii.aero	AAICATC
11			



12	SAFDARJUNG AIRPORT	bcw.safdarjung@aai.aero	AAISAFDARJUNG
13	VARANASI	bcw.varanasi@aai.aero	AAIVARANASI
14	DEHRADUN	bcw.dehradun@aai.aero	AAIDEHRADUN
15	RHO-WR	bcw.rhoywr@aai.aero	AAIRHOWR
16	INDORE	bcw.indore@aai.aero	AAIINDORE
17	BHOPAL	bcw.bhopal@aai.aero	AAIBHOPAL
18	RAJKOT	bcw.rajkot@aai.aero	AAIRAJKOT
19	VADODRA	bcw.vadodra@aai.aero	AAVADODRA
20	SURAT	bcw.surat@aai.aero	AAISURAT
21	AURANGABAD	bcw.aurangabad@aai.aero	AAIAURANGABAD
22	JUHU	bcw.juhu@aai.aero	AAJUHU
23	NAGPUR	bcw.nagpur@aai.aero	AAINAGPUR
24	PUNE	bcw.pune@aai.aero	AAIPUNE
25	GOA	bcw.goa@aai.aero	AAIGOA
26	AHMEDABAD	bcw.ahmedabad@aai.aero	AAIAHMEDABAD
27	RHO-ER	bcw.rhone@aai.aero	AAIRHGER
28	GAYA	bcw.gaya@aai.aero	AAIGAYA
29	PATNA	bcw.patna@aai.aero	AAIPATNA
30	RANCHI	bcw.ranchi@aai.aero	AAIRANCHI
31	BHUBNESHWAR	bcw.bhubneshwar@aai.aero	AAIBHUBNESHWAR
32	RAIPUR	bcw.raipur@aai.aero	AAIRAIPIUR
33	PORTBLAIR	bcw.portblair@aai.aero	AAIPOINTBLAIR
34	BAGDOGRA	bcw.bagdogra@aai.aero	AAIBAGDOGRA
35	PAKYONG-SIKKIM	bcw.pakyong@aai.aero	AAIPAKYONG
36	RHO-SR	bcw.dbrsr@aai.aero	AAIRHO-SR
37	CALICUT	bcw.calicut@aai.aero	AAICALICUT
38	TRIVANDRUM	bcw.trivandrum@aai.aero	AAITRIVANDRUM
39	COCHIN-CIAL	bcw.cochin@aai.aero	AAICCOCHIN
40	COIMBATORE	bcw.coimbatore@aai.aero	AAICCOIMBATORE
41	MADURAI	bcw.madurai@aai.aero	AAIMADURAI
42	TIRUCHIRAPALLI	bcw.tiruchirapalli@aai.aero	AAITIRUCHIRAPALLI
43	HYDERABAD	bcw.hyderabad@aai.aero	AAIHYDERABAD
44	TRIPATI	bcw.tripati@aai.aero	AAITRIPATI
45	VLIYAVADA	bcw.vliyavada@aai.aero	AAIULIYAVADA
46	VISAKHAPATNAM	bcw.visakhapatnam@aai.aero	AAIVISAKHAPATNAM
47	BANGALORE	bcw.bangalore@aai.aero	AAIBANGALORE
48	MANGALURU	bcw.mangaluru@aai.aero	AAIMANGALURU
49	RHO-NER	bcw.rhoner@aai.aero	AAIRHONER
50	AGARTALA	bcw.agartala@aai.aero	AAIAGARTALA
51	DIMAPUR	bcw.dimapur@aai.aero	AAIDIMAPUR
52	DIBRUGARH	bcw.dibrugarh@aai.aero	AAIDIBRUGARH



53	SILCHAR	info.silchar@aai.aero	AAISILCHAR
54	IMPHAL	info.imphal@aai.aero	AAIMPHAL
55	GUWAHATI	info.guwahati@aai.aero	AAIGUWAHATI
56	KOLKATA AIRPORT	info.kolkata@aai.aero	AAIKOLKATA
57	CHENNAI AIRPORT	info.chennai@aai.aero	AAICHENNAI
58	CHENNAI PROJECT	info.chennaiproj@aai.aero	AAICHENNAI PROJECT
59	RAU-SAP	info.rausap@aai.aero	AAIRAUSAP



ANNEXURE-2 of Appendix-14

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 AAU 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 AAICORHQ in field 7037 of the SFMS cover messages IFN GOV 760 (for BG Issuance) and IFN GOV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICIC0000007).

Thanking You,

(Vendor/Customer/Concessionaire)

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 AAJ 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 AAICORHQ 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)

APPENDIX 15
Land and Space Rentals



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संशोधित पोस्ट
No. AA/CHQ/LM/CIR/RENT REVISION/2022/166/172
June 04, 2022

Regional Executive Director(s), SR/WR/NR/ER/NER Chennai/Mumbai/Delhi/Kolkata/Guwahati	Airport Director(s) Chennai Airport/NSCB Airport, Chennai/Kolkata
--	--

Land Management Dte. Circular No. 22

Sub: - Revision of License Fee/Lease Rental effective from 01.4.2022 and Related Policies /Norms

This is further to CHQ letter No. AV.21012/58/2016-LM/440-677 dated 04.12.2017 and Land Dte, Circular No. 17 issued vide communication No. AA/CHQ/LM/CIR/2007 dated 20.3.2020 regarding applicability of Licence Fee/Lease Rental in respect of AAI Airports/AAI land.

2. The revision of Land Rental/License Fee was due from 01.04.2022. AAI Board in its 208th meeting held on 13.05.2022 approved the revision of Licence Fee/Lease Rental effective from 01.04.2022 as well as related Policies/Norms, which are given as hereunder: -

A. Land Rentals


- a. The revised land rental rates, as applicable for a period of 03 + 03 years from 01.04.2022 to 31.03.2025 and from 01.04.2025 to 31.03.2028 are enclosed at Annexure-A to E.
- b. The rental rate for land leased in operational area shall continue to be 75% of the normal rates.
- c. Paved land rate shall continue to be 20% higher than the normal rental rate at respective airports.

B. Hangar Rentals: -

The rental rate for the built-up hangar space and Annex buildings etc. for the period of 03+03 years i.e. from 01.04.2022 to 31.03.2025 and from 01.04.2025 to 31.03.2028 are attached at Annexure-F to J.

C. Other terms: -

- I. The discount (50% concession) in space rental for allotment at **closed/abandoned airports** (e.g. Begumpet – Hyderabad, HAL Bangalore, old Terminal Chandigarh Airport or any other such airport in future) earlier granted vide CHQ. Circular dated 26.09.2018 stand discontinued from 01.04.2022 and these cases are to be dealt on merits as per approval of the Competent Authority.



राजीव गान्धी भवन
Rajiv Gandhi Bhawan

सफरजंग हवाई अड्डा नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003

दूरध्वनि : 24632950
Phone : 24632950

- 2 -

- ii. The above rental rates and escalations shall not be applicable on those leases or licenses which are allotted through the tendering process or with specific approval of the Board or Competent Authority. Those contracts shall continue to be governed as per such specific agreement/Umbrella Agreements terms and conditions.
 - iii. The land allotted to Central Govt Departments, State Govt Departments, Regulatory / Statutory Agencies, (i.e. wholly owned by Central Govt /State Govt) for performing their mandatory /Regulatory functions will continue to be charged @50% of AAI's normal license fee /land rental. This concession will not apply in favour of the Public Sector Undertakings of Central /State Govt working on commercial basis and MET Dept. whose terms are being governed as per MoU executed.
 - iv. The Security Deposit of value equal to twelve months license/lease fee in the form of Bank Guarantee/FDR/ Deposits etc. shall be required to be maintained /deposited by the agency on the revised license fee as applicable. BG shall be valid for a period of six months from the expiry of the license /lease.
 - v. **INTEREST RATE** - The penal Interest Rate for delayed payment on renewal / fresh allotment shall be @12% per annum (simple interest) instead of earlier 18% p.a. However, where AAI Board has already approved penal interest lower than 12% p.a. in specific cases, the same shall continue.
 - vi. The revised rates are also applicable on Carved out /AAI land at JV/PPP Airports (i.e. land not being demised to the JV/PPP operators).
 - vii. In the eventuality of AAI formulating any specific policy and decides separate / different rental rates for any specific airports /purposes /services, the same shall be applicable irrespective of the above decision.
 - viii. In case any agency opted /proposed to AAI for surrendering the land /Hangar /Built up space etc. pending settlement of disputes /outstanding dues, the agency may be allowed to surrender subject to the condition that AAI will continue to take actions as appropriate for recovery of dues in order to utilize the said land /hangar /built up space for allotment to other agency for generating revenue. Further, any pipeline or other structure which are surrendered or abandoned, may be removed by AAI and the cost of such removals will be recovered from lessee /licensee.
3. The following other norms/parameters as already conveyed vide CHQ Circular No.17 dated 20.3.2020, stated above, shall continue to be followed: -
- A. The bills for paved/unpaved land are to be raised on annual basis. The practice of raising land bills on monthly basis shall be discontinued.



- 3 -

- B. The bills in respect of built hangar /space shall continue to be raised on monthly basis.
- C. In case the period of allotment / Agreement is less than one year, the land rental charges are to be calculated on pro-rata basis without further rounding off. However, the final amount of the bill is to be rounded off to the nearest Rs. 10/-.
- D. Wherever, the land has been allotted to various agencies, the outer boundaries of the land allotted shall be the criteria for billing. As regards, built up area allotted (per month basis), the inner boundaries of the room or hangar is to be taken into the account for the purposes of the billing.
- E. The Annual Physical Audit of the leased or licensed land /areas shall be carried out on these parameters.

Please acknowledge the receipt and ensure the compliance thereof.

Encl : Annexure-A to J (11 pages)



(Anil Gupta)
Executive Director
(Land Management)

Copy to:

1. ED(Finance)-Rev
2. ED(Finance)-Internal Audit.
3. ED (Commercial)
4. ED(Engg)-NR/WR/SR/ER/NER
5. ED(OPS)
6. OSD to Chairman
7. PS to Member (Ops)
8. PS to Member (Plg.)
9. PS to Member (Finance)
10. PS to Member (ANS)
11. PS to CVO
12. GM(IT)- with a request to upload the same on AAI website.
13. AAI/LM/Lease-Admin Team: For n.a. please
14. Copy to file no AV.21012/58/2016-LM/440-677

LAND RENTAL CHARTS (in Rs. PSM/PA with PSI=One)
PSI Floor Index

Annexure A

Southern Region/Chennai

S.No.	Airport	01.04.22 to 31.03.25						01.04.25 to 31.03.28					
		Non-operational Area		Operational Area		Non-operational Area		Operational Area		Non-operational Area		Operational Area	
		Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid
1	Agartta	1,060.00	1,125.00	800.00	875.00	375.00	400.00	1,420.00	1,495.00	500.00	525.00	1,100.00	1,175.00
2	Bangalore	760.00	810.00	570.00	600.00	680.00	710.00	1,040.00	1,090.00	650.00	680.00	780.00	830.00
3	Bhubai	500.00	530.00	360.00	380.00	430.00	460.00	580.00	610.00	390.00	420.00	530.00	560.00
4	Calcutta	760.00	810.00	570.00	600.00	680.00	710.00	1,040.00	1,090.00	650.00	680.00	780.00	830.00
5	Chennai	8,010.00	8,490.00	6,010.00	6,290.00	7,230.00	7,510.00	11,850.00	12,330.00	8,510.00	8,790.00	10,230.00	10,710.00
6	Coimbatore	1,050.00	1,100.00	750.00	780.00	850.00	880.00	1,110.00	1,160.00	790.00	840.00	1,080.00	1,130.00
7	Cuddalore	540.00	570.00	380.00	400.00	450.00	480.00	580.00	610.00	440.00	470.00	570.00	600.00
8	Damanjandla	300.00	320.00	210.00	230.00	260.00	280.00	340.00	360.00	270.00	290.00	350.00	370.00
9	Gadgaon	540.00	570.00	380.00	400.00	450.00	480.00	580.00	610.00	440.00	470.00	570.00	600.00
10	Hassan	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
11	Huzar	745.00	790.00	520.00	550.00	630.00	660.00	810.00	840.00	590.00	620.00	760.00	790.00
12	Hydrabad	8,010.00	8,490.00	6,010.00	6,290.00	7,230.00	7,510.00	11,850.00	12,330.00	8,510.00	8,790.00	10,230.00	10,710.00
13	Indhapuram	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
14	Chennai	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
15	Mangalore	300.00	320.00	210.00	230.00	260.00	280.00	340.00	360.00	270.00	290.00	350.00	370.00
16	Madurai	2,140.00	2,250.00	1,490.00	1,580.00	1,800.00	1,900.00	2,300.00	2,410.00	1,700.00	1,810.00	2,150.00	2,260.00
17	Mysore	1,470.00	1,560.00	1,050.00	1,120.00	1,270.00	1,340.00	1,650.00	1,740.00	1,230.00	1,320.00	1,570.00	1,660.00
18	Palachery	1,470.00	1,560.00	1,050.00	1,120.00	1,270.00	1,340.00	1,650.00	1,740.00	1,230.00	1,320.00	1,570.00	1,660.00
19	Rajmundry	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
20	Salem	900.00	950.00	630.00	670.00	770.00	810.00	1,040.00	1,090.00	730.00	780.00	940.00	990.00
21	Tiruchendur	1,720.00	1,820.00	1,230.00	1,330.00	1,500.00	1,600.00	1,960.00	2,060.00	1,470.00	1,570.00	1,930.00	2,030.00
22	Tirupattur	760.00	810.00	570.00	600.00	680.00	710.00	1,040.00	1,090.00	650.00	680.00	780.00	830.00
23	Tuticorin	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
24	Tiruch	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
25	Vijayawada	760.00	810.00	570.00	600.00	680.00	710.00	1,040.00	1,090.00	650.00	680.00	780.00	830.00
26	Vishakhapatnam	3,460.00	3,630.00	2,460.00	2,630.00	3,000.00	3,170.00	3,900.00	4,070.00	2,900.00	3,070.00	3,700.00	3,870.00
27	Vellore	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
28	Venkatadri	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00
29	Warangal	500.00	530.00	360.00	380.00	430.00	460.00	560.00	590.00	420.00	450.00	550.00	580.00

Chennai
15.03.2025
From 10:00 AM

LAND RENTAL CHARTS (in Rs. PSM/PA with FSI=One)
FSI Floor Index

S.NO.	Airport	01.04.22 to 31.03.23				01.04.25 to 31.03.26				Annexure B
		Non-operational Area		Operational Area		Non-operational Area		Operational Area		
		Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	
1	Ahmedabad	2,900.00	3,520.00	2,800.00	2,800.00	3,970.00	4,040.00	2,350.00	3,030.00	
2	Aurangabad	2,500.00	3,050.00	2,910.00	2,910.00	2,990.00	3,370.00	2,100.00	2,640.00	
3	Bhopal	700.00	910.00	570.00	600.00	870.00	1,440.00	650.00	780.00	
4	Bhopal	7,500.00	1,520.00	2,200.00	2,640.00	3,370.00	4,640.00	2,530.00	1,980.00	
5	Bhub	810.00	970.00	810.00	730.00	930.00	1,320.00	700.00	840.00	
6	Bhu	500.00	600.00	380.00	470.00	580.00	700.00	440.00	530.00	
7	Gandia	500.00	600.00	380.00	470.00	580.00	700.00	440.00	530.00	
8	Goa	2,180.00	2,510.00	1,880.00	1,880.00	2,430.00	2,970.00	1,820.00	2,190.00	
9	Indore	2,500.00	3,520.00	2,000.00	2,640.00	3,370.00	4,010.00	2,300.00	3,030.00	
10	Jaipur	1,520.00	1,810.00	1,130.00	1,340.00	1,480.00	2,090.00	1,310.00	1,570.00	
11	Jamshedpur	2,660.00	3,290.00	2,090.00	2,390.00	3,060.00	3,670.00	2,100.00	2,750.00	
12	Jodhpur	500.00	600.00	380.00	460.00	580.00	700.00	440.00	530.00	
13	Katwa	11,990.00	16,790.00	10,490.00	12,540.00	16,090.00	19,310.00	11,070.00	14,480.00	
14	Kandla	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00	
15	Kohlapur	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00	
16	Korwad	760.00	910.00	570.00	680.00	870.00	1,090.00	650.00	780.00	
17	Mumbai	8,010.00	9,610.00	6,010.00	7,210.00	9,210.00	11,050.00	6,910.00	8,290.00	
18	Mumbai	2,650.00	3,470.00	2,170.00	2,600.00	3,320.00	3,960.00	2,490.00	2,970.00	
19	Porbander	1,910.00	2,290.00	1,430.00	1,720.00	2,100.00	2,640.00	1,650.00	1,980.00	
20	Pune	5,880.00	7,010.00	4,380.00	5,260.00	6,720.00	8,060.00	5,090.00	6,050.00	
21	Rajkot	1,910.00	2,290.00	1,430.00	1,720.00	2,100.00	2,640.00	1,650.00	1,980.00	
22	Sekhar	500.00	600.00	380.00	460.00	580.00	700.00	440.00	530.00	
23	Surat	1,990.00	2,390.00	1,490.00	1,780.00	2,250.00	2,750.00	1,720.00	2,060.00	
24	Vadodra	2,930.00	3,570.00	2,700.00	2,640.00	3,370.00	4,040.00	2,530.00	3,030.00	

Handwritten signature and text:
 01/04/25 to 31/03/26
 From 01/04/25

LAND RENTAL CHARTS (in Rs. PSMIPA with FSI=One)
FSI Floor Index

Annexure C

S.No.	Airport	01.04.22 to 31.03.25				01.04.25 to 31.03.28			
		Non-operational Area		Operational Area		Non-operational Area		Operational Area	
		Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	Unpaved	Paved
1	Aurangpur	560.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
2	Agra	1,920.00	2,300.00	1,440.00	1,730.00	2,210.00	2,650.00	1,660.00	1,990.00
3	Alibabad	1,920.00	1,220.00	770.00	900.00	1,170.00	1,400.00	880.00	1,050.00
4	Amritsar	1,220.00	1,850.00	920.00	1,100.00	1,400.00	1,680.00	1,050.00	1,260.00
5	Bhojpur	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
6	Bareilly	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
7	Batinda	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
8	Chandigarh	3,560.00	4,270.00	2,670.00	3,200.00	4,090.00	4,910.00	3,070.00	3,680.00
9	Dehradun	570.00	880.00	430.00	510.00	660.00	790.00	500.00	600.00
10	Dehli (IGI)	8,020.00	9,610.00	6,010.00	7,210.00	9,210.00	11,060.00	6,910.00	8,290.00
11	Fazalabad	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
12	Meerut	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
13	Gwalior	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
14	Gurgaon	870.00	1,040.00	650.00	780.00	1,000.00	1,200.00	750.00	900.00
15	Hydrabad	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
16	Jodhpur	2,230.00	2,680.00	1,670.00	2,020.00	2,560.00	3,070.00	1,920.00	2,300.00
17	Jaisalmer	3,330.00	4,000.00	2,500.00	3,080.00	3,820.00	4,600.00	2,870.00	3,450.00
18	Jaisalmer	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
19	Jammu	760.00	910.00	570.00	680.00	870.00	1,040.00	650.00	780.00
20	Kanpur	1,920.00	2,300.00	1,440.00	1,730.00	2,210.00	2,650.00	1,660.00	1,990.00
21	Kanpur/Gaighat	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
22	Varanasi	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
23	Bhubaneswar	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
24	Kota	1,050.00	1,260.00	790.00	950.00	1,210.00	1,450.00	910.00	1,090.00
25	Kulu-Manali	760.00	910.00	570.00	680.00	870.00	1,040.00	650.00	780.00
26	Bhopal	1,850.00	2,220.00	1,390.00	1,670.00	2,130.00	2,560.00	1,600.00	1,920.00
27	Lakshadweep	500.00	600.00	880.00	450.00	580.00	700.00	440.00	530.00
28	Leh	760.00	910.00	570.00	680.00	870.00	1,040.00	650.00	780.00
29	Lucknow	2,910.00	3,520.00	2,100.00	2,540.00	3,370.00	4,040.00	2,530.00	3,030.00
30	Ludhiana	1,070.00	1,280.00	800.00	960.00	1,270.00	1,480.00	920.00	1,110.00

Om
21/5/22
Sanjiv

LAND RENTAL CHARTS (In Rs. POMPAs with FSI-One)
By Region

Northern Region

S.NO	Airport	01.04.12 to 31.03.13				01.04.13 to 31.03.14			
		Non-operational Area		Operational Area		Non-operational Area		Operational Area	
		Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid
1.	Meerut	500.00	650.00	380.00	450.00	580.00	700.00	140.00	510.00
2.	Patna	500.00	650.00	480.00	450.00	580.00	700.00	440.00	510.00
3.	Patna	300.00	600.00	280.00	450.00	380.00	700.00	400.00	510.00
4.	Pat Naagar	500.00	1,100.00	700.00	600.00	1,100.00	1,200.00	800.00	960.00
5.	Agartala	500.00	600.00	380.00	450.00	580.00	700.00	440.00	510.00
6.	Dumka	500.00	600.00	380.00	450.00	580.00	700.00	440.00	510.00
7.	Sara	500.00	600.00	380.00	450.00	580.00	700.00	440.00	510.00
8.	Deogarh	700.00	810.00	370.00	400.00	470.00	1,540.00	1,910.00	260.00
9.	Bahadurgarh	8,120.00	13,910.00	6,680.00	8,200.00	11,400.00	17,300.00	7,000.00	9,440.00
10.	Delhi	900.00	1,000.00	680.00	800.00	1,000.00	1,250.00	780.00	940.00
11.	Varanasi	1,100.00	1,400.00	810.00	1,100.00	1,400.00	1,600.00	1,000.00	1,270.00

Om
2013/2014
6/10/2013/14

LAND RENTAL CHARTS (in Rs. PSMIPA with FSI=One)
FSI Floor Index

Annexure D

S.No.	Airport	01.04.21 to 31.03.25				01.04.25 to 31.03.28			
		Non - operational Area		Operational Area		Non - operational Area		Operational Area	
		Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	Unpaved	Paved
1	Aurangabad	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00
2	Bengaluru	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00
3	Bhubaneswar	1,540.00	1,900.00	1,150.00	1,430.00	1,810.00	2,180.00	1,370.00	1,640.00
4	Chennai	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00
5	Gurgaon	1,360.00	1,660.00	1,040.00	1,250.00	1,560.00	1,910.00	1,190.00	1,430.00
6	Jaipur	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00
7	Kolkata (NSCBI)	8,070.00	9,630.00	6,210.00	7,210.00	9,210.00	11,000.00	6,910.00	8,290.00
8	Lucknow	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00
9	Patna	2,920.00	3,520.00	2,200.00	2,640.00	3,320.00	4,040.00	2,530.00	3,030.00
10	Ranchi	1,480.00	1,780.00	1,110.00	1,340.00	1,700.00	2,040.00	1,280.00	1,530.00
11	Varanasi	960.00	1,150.00	720.00	860.00	1,100.00	1,320.00	830.00	980.00

Am
10/1/2025
Sanjay

LAND RENTAL CHARTER (in Rs. PSMPA with FS-I-One)
FSI Floor Index

North East Region

S.No.	Airport	01.04.22 to 31.03.23		01.04.23 to 31.03.24		01.04.25 to 31.03.26		Appendix E
		Max. Operational Area Ungrazed	Operational Area Ungrazed	Max. Operational Area Ungrazed	Operational Area Ungrazed	Max. Operational Area Ungrazed	Operational Area Ungrazed	
1	Agartala	416.00	180.00	700.00	700.00	700.00	440.00	530.00
2	Almora	500.00	600.00	850.00	850.00	700.00	440.00	530.00
3	Bamanguri	500.00	600.00	850.00	850.00	700.00	440.00	530.00
4	Bongaigaon	500.00	600.00	850.00	850.00	700.00	440.00	530.00
5	Deogarh	500.00	600.00	850.00	850.00	700.00	440.00	530.00
6	Dibrugarh	500.00	600.00	850.00	850.00	700.00	440.00	530.00
7	Guwahati	1,290.00	1,670.00	1,250.00	1,600.00	1,600.00	1,200.00	2,680.00
8	Imphal	500.00	600.00	850.00	850.00	700.00	440.00	530.00
9	Jorhat	1,230.00	1,440.00	920.00	1,110.00	1,400.00	1,000.00	1,900.00
10	Kolkata	500.00	600.00	850.00	850.00	700.00	440.00	530.00
11	Kolkata	500.00	600.00	850.00	850.00	700.00	440.00	530.00
12	Kohima	500.00	600.00	850.00	850.00	700.00	440.00	530.00
13	Lucknow	500.00	600.00	850.00	850.00	700.00	440.00	530.00
14	Patna	500.00	600.00	850.00	850.00	700.00	440.00	530.00
15	Patna	500.00	600.00	850.00	850.00	700.00	440.00	530.00
16	Shillong	500.00	600.00	850.00	850.00	700.00	440.00	530.00
17	Tezpur	500.00	600.00	850.00	850.00	700.00	440.00	530.00
18	Tezpur	500.00	600.00	850.00	850.00	700.00	440.00	530.00
19	Tezpur	500.00	600.00	850.00	850.00	700.00	440.00	530.00
20	Tezpur	500.00	600.00	850.00	850.00	700.00	440.00	530.00

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Com. Authority

HANGAR AND ANNEXE BUILDING LICENCE FEE CHARTS (in Rs. P5MPPM)

Southern Region/Chennai

Annexure F

S.NO.	Airport	Hangar & Annexe Bldg. License Fee	
		(Per Sqm Per Month)	
		01.04.22 to 31.03.25	01.04.25 to 31.03.28
1	Agart	540	620
2	Banglore	540	620
3	Belgaum	670	770
4	Calcut	1190	1370
5	Chennai	1610	1850
6	Coimbatore	1190	1370
7	Dorakonda	430	490
8	Gulbarga	430	490
9	Hubli	540	620
10	Hyderabad	1190	1370
11	Kadapa	540	620
12	Madurai	670	770
13	Manglore	670	770
14	Mysore	670	770
15	Nadegul	430	490
16	Puduchery	500	580
17	Rajamundry	340	620
18	Salem	540	620
19	Thanjavur	430	490
20	Tirupati	620	710
21	Trichy	670	770
22	Triandrum	1190	1370
23	Tuticorin	540	620
24	Vellore	430	490
25	Vijaywada	670	770
26	Vishakhapatnam	670	770
27	Warangal	430	490

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HANGAR AND ANNEXE BUILDING LICENCE FEE CHARTS (in Rs. PSMPM)

Western Region

Annexure G

S.NO.	Airport	Hangar & Annex Bldg. License Fee	
		[Per Sqm Per Month]	
		01.04.22 to 31.03.25	01.04.25 to 31.03.28
1	Ahmedabad	1190	1370
2	Akola	430	490
3	Aurangabad	670	770
4	Bhavnagar	670	770
5	Bhopal	1190	1370
6	Bijij	670	770
7	Deesa	430	490
8	Diu	340	620
9	Goa	1190	1370
10	Gondia	430	490
11	Hisar	430	490
12	Indore	1190	1370
13	Jabalpur	540	620
14	Jalgaon	430	490
15	Jamnagar	540	620
16	Juhu	1190	1370
17	Kandla	540	620
18	Keshod	430	490
19	Kohapur	540	620
20	Porbander	540	620
21	Pune	1190	1370
22	Rajkot	670	770
23	Solapur	430	490
24	Surat	670	770
25	Vadodra	670	770

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15/1/2022
Am/am/1/22

HANGAR AND ANNEXE BUILDING LICENCE FEE CHARTS (In Rs. PSMPM)

Northern Region

Annexure H

S.NO.	Airport	Hangar & Annexe Bldg. License Fee	Hangar & Annexe Bldg. License Fee
		(Per Sqm Per Month) 01.04.22 to 31.03.25	(Per Sqm Per Month) 01.04.25 to 31.03.28
1	Adampur	540	620
2	Agra	670	770
3	Alibabad	540	620
4	Amritsar	1190	1370
5	Bhatinda	620	710
6	Bikaner	500	580
7	Chandigarh	670	770
8	Dehradun	500	580
9	Gorakhpur	540	620
10	Gwalior	540	620
11	Hindon	540	620
12	Jaipur	1190	1370
13	Jaisalmer	540	620
14	Jammu	670	770
15	Jodhpur	540	620
16	Kangra/Gaggal	540	620
17	Katpur	540	620
18	Khajuraho	540	620
19	Khandwa	430	490
20	Kishanganj	500	580
21	Kota	430	490
22	Kullu Manali	540	620
23	Lalitpur	430	490
24	Leh	670	770
25	Lucknow	1190	1370
26	Ludhiana	500	580
27	Panna	430	490
28	Pant Nagar	540	620
29	Parthankot	540	620
30	Safdarjung	670	770
31	Satna	430	490
32	Shimla	540	620
33	Srinagar	670	770
34	Udaipur	670	770
35	Varanasi	1190	1370

Am
11/5/2022
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HANGAR AND ANNEXE BUILDING LICENCE FEE CHARTS (In Rs. PSMPM)

Eastern Region/ Kolkata

Annexure I

S.NO.	Airport	Hangar & Annexe Bldg. License Fee	Hangar & Annexe Bldg. License Fee
		(Per Sqm Per Month) 01.04.22 to 31.03.25	(Per Sqm Per Month) 01.04.25 to 31.03.28
1	Bagdogra	670	770
2	Balurghat	430	490
3	Behala	430	490
4	Bhubaneswar	520	730
5	Bilaspur	430	490
6	Cooch Behar	430	490
7	Gaya	670	770
8	Jhansuguda	540	620
9	Jogabani	430	490
10	Kolkata (NSCB)	1610	1850
11	Malda	430	490
12	Muzafarpur	430	490
13	Pakong	500	580
14	Patna	670	770
15	Port Blair	620	730
16	Raipur	500	580
17	Ranchi	620	730
18	Raxaul	430	490

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11/2/22
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HANGAR AND ANNEXE BUILDING LICENCE FEE CHARTS (in Rs. PSMPM)

North East Region

Annexure J

S.NO.	Airport	Hangar & Annexe Bldg. License Fee	
		(Per Sqm Per Month) 01.04.22 to 31.03.25	(Per Sqm Per Month) 01.04.25 to 31.03.28
1	Agartala	540	620
2	Aizawl	430	490
3	Along	430	490
4	Barapani	540	620
5	Debari	430	490
6	Dibrugarh	540	620
7	Dimapur	540	620
8	Guwahati	670	770
9	Imphal	540	620
10	Jorhat	540	620
11	Kailashahar	430	490
12	Kamolpur	430	490
13	Khowai	430	490
14	Lilabari	540	620
15	Passighat	430	490
16	Ruani	430	490
17	Sikhar	540	620
18	Tejpur	540	620
19	Tezu	540	620
20	Zero	430	490

*Am
11/12/22
Gm Wajung*



SPEED Post

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/CHQ/LM/CIR/RENT REVISION/2022/259-260 August 12, 2022

The Regional Executive Director(s),
Eastern Region/ Western Region
Kolkata/Mumbai.

Sub:- Revision of License Fee/Lease Rental effective from 01.4.2022 of left out airports as requested by concerned Regions.

Sir,

This is further to CHQ Circular No. 22 dated 04th June, 2022 on the above subject wherein inter-alia the revised Lease Rental/License Fee applicable at AAI Airports /AAI land effective from 01.04.2022 were circulated.

2. However, due to non- receipt of the Circle/RR rates, revision of Lease Rental /license fee in respect of some of the airports were left out. Now, based on the Circle /RR rates provided to CHQ by the concerned Regions /Airports, the Licence Fee/Lease Rental effective from 01.04.2022 in respect of following 04 Airports has been determined as per the norms approved by AAI Board in its 209th meeting held on 13.05.2022:-

LAND RENTAL CHARTS (in Rs. PSMPA with FSI=One)

Western Region & Eastern Region

S.NO.	Airport	01.04.22 to 31.03.25				01.04.25 to 31.03.28			
		Non - operational Area		Operational Area		Non - operational Area		Operational Area	
		Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	Unpaved	Paved
1	Akola	910.00	1,090.00	980.00	820.00	1,050.00	1,280.00	790.00	950.00
2	Hinwar	500.00	620.00	380.00	450.00	580.00	700.00	440.00	530.00
3	Rajkotga	1,170.00	1,400.00	880.00	1,050.00	1,350.00	1,620.00	1,010.00	1,220.00
4	Port Blair	1,000.00	1,200.00	750.00	900.00	1,150.00	1,380.00	860.00	1,040.00

3. The other terms and conditions of Circular No. 22 dated 04th June, 2022 shall remain the same.

4. Please acknowledge the receipt and ensure compliance thereof.

Yours faithfully,

(V. Ramanathan)
General Manager (LM)

Copy to:

1. ED(Finance)-Rev. /ED(Finance)-Internal Audit. /ED (Commercial) /ED(Engg)-WR/ER /ED(OPS)
2. OSD to Chairman
3. PS to Member (Ops) / (Pig.) / (Finance) / (ANS) / CVO
4. GM(IT)- with a request to upload the same on AAI website
5. AAI/LM/Lease-Admin Team: For n.a. please.

राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफ़रजंग हवाई अड्डा नई दिल्ली- 110003
Safdarjung Airport, New Delhi-110003

दूरभाष : 011-24632950
Phone : 011-24632950



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. AAI/CHQ/LM/CIR/RENT REVISION/2022/383-385 October 17, 2022

The Regional Executive Director(s),
Eastern Region/ Southern Region/ North East Region
Kolkata/Chennai/ Guwahati

Sub: - Revision of License Fee/Lease Rental effective from 01.04.2022 – Bengaluru, Behala & Hollongi Airports

Sir,

This is further to CHQ Circular No. 22 dated 04th June, 2022, wherein inter-alia the revised Lease Rental/License Fee applicable at AAI Airports/ AAI land effective from 01.04.2022 were circulated.

2. Based on the Circle/RR/Market rates provided to CHQ by the concerned Regions/Airports, the land rental effective from 01.04.2022 in respect of following 03 Airports have been determined as per the norms approved by AAI Board in its 208th meeting held on 13.05.2022: -

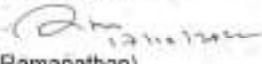
LAND RENTAL CHARTS (in Rs. PSMFA with FSI=One)									
Southern Region, Eastern Region, North East Region									
S.NO.	Airport	01.04.22 to 31.03.25				01.04.25 to 31.03.28			
		Non - operational Area		Operational Area		Non - operational Area		Operational Area	
		Unpaved	Paved	Unpaved	Paved	Unpaved	Paved	Unpaved	Paved
1	Bengaluru	8,010.00	9,610.00	6,010.00	7,210.00	9,210.00	11,050.00	6,910.00	8,290.00
-2	Behala	1,040.00	1,250.00	780.00	940.00	1,200.00	1,440.00	900.00	1,080.00
3	Hollongi (New Airport)	500.00	600.00	380.00	450.00	580.00	700.00	440.00	530.00

3* The other terms and conditions of Circular No. 22 dated 04th June, 2022 shall remain the same.

4. Please acknowledge the receipt and ensure compliance thereof.

This issues with the approval of Competent Authority

Yours faithfully,


(V. Ramanathan)
General Manager (LM)

Copy to:

1. ED(Finance)-Rev./ED(Finance)-Internal Audit /ED(Commercial)/ED(Engg.)-SR/ER/NER/ED(Ops)
2. OSD to Chairman
3. PS to Member. (Ops)/(Plg.)/(Finance) /(ANS)/(CVO)
4. GM(IT)-with a request to upload the same on AAI website
5. AAI/LM/Lease-Admin Team: for necessary action please.

राजिव गांधी भवन
Rajiv Gandhi Bhawan

सफरजंग हवाई अड्डा नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003

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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

File No. CL-11011/7/2020-COMMERCIAL- Part (1)

Date: 20.08.2020

COMMERCAIL INSTRUCTION: 15/2020

Subject: Rationalization of Space License Fee and Annual Escalation thereon - reg.

The rationalization of space license fee was last undertaken in the year 2008 which was implemented after due approval of the Board w.e.f 01.04.2008 for a period of three years. The same continued with application of annual escalation from time to time.

After this exercise a considerable change has been witnessed in the business landscape. Hence, it was thought fit to realign the rates with prevailing market conditions. After a holistic review exercise supplemented by the inputs from the consultant engaged in the matter, the proposal for new space license fee was put up before the Board.

Now, the Board after detailed deliberation in its 194th meeting held on 23.07.2020, has accorded approval as appended below:

- a. The new rates of space license fee for AC spaces and Non-AC spaces at different airports, categorized under five clusters, shall be as per Annexure-A to E.
- b. The new rates of space license fee shall be effective from 01.04.2021.
- c. The annual rate of escalation shall be @ 7.5% per annum compounding. The rates derived after annual escalation shall be rounded off to the nearest multiple of 10.
- d. The first annual escalation shall be applicable from 01.04.2022. (for the airports where rates are not frozen)
- e. For certain airports the new rates shall be frozen as detailed in Annexure-C to E. In such airports, the first annual escalation (@7.5%) shall be applicable from 01/04/2025.
- f. In case of any fresh addition of airport i.e. which are not included in Annexure-A to E, the rates of Cluster-4 shall be applicable.

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- g. The new rates of license fee now being revised w.e.f. 01.04.2021 will be reviewed/revised after 05 years.
- h. For the current year i.e. FY 2020-21 (from 01/04/2020 to 31/03/2021), the existing space license fee as applicable in FY 2019-20 shall be continued with i.e. no annual escalation to be applied.

This is for necessary action at your end for implementation of above and all agencies operating at your respective airports may be informed accordingly.

The Commercial Instruction is available at AAI website under the following path: www.aai.aero/en -> Emp Login -> Circulars & Orders (Double Click) -> check Circulars only -> select Department (Commercial) -> Search.


(K.L. Sharma) 21/03/21
ED (Commercial)

Encl: As stated

Distribution:

1. EA to Chairman, AAI, CHQ.
2. Member (HR), AAI, CHQ
3. Member (Finance), AAI, CHQ
4. Member (Ops.), AAI, CHQ
5. Member (Planning), AAI, CHQ
6. Member (ANS), AAI, CHQ
7. Chief Vigilance Officer, AAI, CHQ
8. Executive Director (Finance) - I/II, AAI, CHQ
9. Regional Executive Director, AAI, Northern Region/Western Region/Eastern Region/Southern Region/North Eastern Region
10. All APDs/AFCs
11. Commercial - In - Charge, RHQ - NR/WR/ER/SR/NER/ and Chennai/Kolkata Airports
12. ED (Vigilance), AAI, CHQ
13. GM (IT), Safdarjung Airport - For uploading the above C.I. 15/2020 on AAI Website

ANNEXURE-A

SPACE LICENSE FEE TABLE- CLUSTER 1 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
1	CHENNAI	3000	2000
2	KOLKATA	3000	2000



ANNEXURE-B

SPACE LICENSE FEE TABLE- CLUSTER 2 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
1	AHMEDABAD	2200	1470
2	AMRITSAR	2200	1470
3	BEGUMPET	2200	1470
4	BHOPAL	2200	1470
5	CALICUT	2200	1470
6	COIMBATORE	2200	1470
7	GOA	2200	1470
8	INDORE	2200	1470
9	JAIPUR	2200	1470
10	JUHU	2200	1470
11	LUCKNOW	2200	1470
12	PUNE	2200	1470
13	TRIVANDRUM	2200	1470
14	VARANASI	2200	1470



ANNEXURE-C

SPACE LICENSE FEE TABLE- CLUSTER 3 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
1	AGRA	1250	830
2	AURANGABAD	1250	830
3	BAGDOGRA	1250	830
4	BELGAUM	1250	830
5	BHATINDA**	1250	830
6	BHAVNAGAR	1250	830
7	BHUBANESWAR**	1250	830
8	BHUJ	1250	830
9	CHANDIGARH	1250	830
10	GAYA	1250	830
11	GUWAHATI	1250	830
12	JAMMU	1250	830
13	LEH	1250	830
14	MADURAI	1250	830
15	MANGALORE	1250	830
16	MYSORE	1250	830
17	PATNA	1250	830
18	PORT BLAIR**	1250	830
19	RAJKOT	1250	830
20	RANCHI**	1250	830
21	SAFDARJUNG	1250	830
22	SRINAGAR	1250	830
23	SURAT	1250	830
24	TIRUPATI**	1250	830
25	TRICHY	1250	830
26	UDAIPUR	1250	830
27	VADODARA	1250	830
28	VIJAYWADA	1250	830
29	VISHAKHAPATNAM	1250	830

Note: ** The new rates shall be frozen and first annual escalation (@7.5%) shall be applicable w.e.f 01/04/2025.



ANNEXURE-D

SPACE LICENSE FEE TABLE- CLUSTER 4 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
1	ADAMPUR (JALANDHAR)	1000	670
2	AGARTALA	1000	670
3	AGATTI	1000	670
4	ALLAHABAD	1000	670
5	BENGLURU	1000	670
6	BHUNTAR	1000	670
7	BIKANER**	1000	670
8	CUDDAPAH	1000	670
9	DEHRADUN**	1000	670
10	DIBRUGARH	1000	670
11	DIMAPUR	1000	670
12	DIU	1000	670
13	GORAKHPUR	1000	670
14	GUGGAL	1000	670
15	GWALIOR	1000	670
16	HINDON	1000	670
17	HUBLI	1000	670
18	IMPHAL	1000	670
19	JABALPUR	1000	670
20	JAISALMER	1000	670
21	JAMNAGAR	1000	670
22	JHARSAGUDA	1000	670
23	JODHPUR	1000	670
24	JORHAT	1000	670
25	KANDLA	1000	670
26	KANPUR	1000	670
27	KHAJURAHO	1000	670
28	KISHANGARH**	1000	670

Contd.



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ANNEXURE-D

SPACE LICENSE FEE TABLE- CLUSTER 4 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
29	KOLHAPUR	1000	670
30	LILABARI	1000	670
31	LUDHIANA**	1000	670
32	PAKYONG**	1000	670
33	PANTNAGAR	1000	670
34	PATHANKOT	1000	670
35	PONDICHERRY**	1000	670
36	PORBANDAR	1000	670
37	RAIPUR**	1000	670
38	RAJAHMUNDRY	1000	670
39	SALEM	1000	670
40	SHILLONG	1000	670
41	SHIMLA	1000	670
42	SILCHAR	1000	670
43	TEZPUR	1000	670
44	TEZU	1000	670
45	TUTICORN	1000	670

Note: ** The new rates shall be frozen and first annual escalation (@7.5%) shall be applicable w.e.f 01/04/2025 except Bikaner, Dehradun, Kishanganrh, Ludhiana, Pakyong, Pondicherry and Raipur.



ANNEXURE-E

SPACE LICENSE FEE TABLE- CLUSTER 5 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
1	AIZWAL	800	530
2	AKOLA	800	530
3	ALONG	800	530
4	BALUGHAT	800	530
5	BEHALA	800	530
6	BILASPUR	800	530
7	COOCH BIHAR	800	530
8	DAPARIZO	800	530
9	DEESA	800	530
10	DONAKONDA	800	530
11	GONDIA	800	530
12	HIRASAR	800	530
13	JALGAON	800	530
14	JHANSI	800	530
15	JOGBANI	800	530
16	KAILASHHAR*	800	530
17	KALABURGI	800	530
18	KAMALPUR	800	530
19	KESHOD	800	530
20	KHANDWA	800	530
21	KHOWAI	800	530
22	KOTA	800	530
23	LALITPUR	800	530
24	MALDA	800	530
25	MUZZAFARPUR	800	530
26	NADIRGUL	800	530
27	PANNA	800	530

Contd.

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ANNEXURE-E

SPACE LICENSE FEE TABLE- CLUSTER 5 AIRPORTS

S.No	AIRPORT NAME	SPACE LICENSE FEE (w.e.f 01.04.2021) [IN INR PER SQM PER MONTH]	
		AC	NON-AC
28	PASSIGHAT	800	530
29	RAXAUL	800	530
30	RUPSI	800	530
31	SATNA	800	530
32	SHOLAPUR	800	530
33	THANJAVUR	800	530
34	VELLORE	800	530
35	WARANGAL	800	530
36	ZERO	800	530

Note: In case of all of the above Cluster- 5 airports, the new rates shall be frozen and first annual escalation (@7.5%) shall be applicable w.e.f 01/04/2025.

