



# भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA  
SRINAGAR AIRPORT SRINAGAR  
TEL: 0194-2303000 - 03 (FAX) 2303313

No. AAI/SXR/Comm1/359/Meet & Greet/868

Date: 20/10/2021

To,

M/s Neha Aviation Management Pvt. Ltd.,  
RZA -83, Road no - 4 Street No - 6  
Mahipalpur Extension New Delhi.-110037

By Speed Post/E mail

Subject: Letter of Award (LOA) for the License for Meet and Greet Services at Srinagar International Airport

Sir,

Please refer to the E-tender submitted by you (for the E-bid No. 2021\_AAI\_80809\_1) through the NIC CPP portal for the subject facility at Srinagar International Airport, the technical bid for which was opened on 13/08/2021 and the subsequently the financial bid was opened for the technically qualified bidders. The Competent Authority is pleased to grant you the referred License on the following Terms & Conditions: -

## Terms and Conditions:

### 1. Description of Facility:

License for Meet and Greet Services at Srinagar International Airport

### 2. Location and Space/Area (in Sqm/Sqft):

**AREA ALLOTTED:** 04 sqm in Porch area (Departure side) outside Terminal Building and 02 sqm in Arrival Hall inside Terminal Building i.e. total 06 sqm Area or as decided by AAI.

**LOCATION:** Porch area (Departure side) outside Terminal Building and Arrival Hall inside Terminal Building at Srinagar International Airport, or at the discretion of AAI.

### 3. Period of License: The period of licence shall be for 03 (years), unless terminated earlier on account of following:

- By giving 60 days' notice in writing from either side without assigning any reason.
- Terminated by AAI on a short notice on account of un-satisfactory performance.
- Termination of expiry of the specified time period allotted for unresolved internal dispute resolution.
- Termination for regulatory / legislative or supervisory requirements.

### 4. License Fee: During the license period, the licensee shall pay to the Authority every month in advance, by way of licence fee and applicable charges and taxes on or before 25<sup>th</sup> day of English calendar month as under: -

| Period               | Monthly License Fee (INR) excluding CAM/utility/GST                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> year | Rs 1,70,200 (Rupees One lakh Seventy thousand Two hundred only)/- plus applicable charges and taxes |

The license fee is subject to escalation as per the provisions given in the tender.

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20/10/21



5. **Business Incubation Period:** Business Incubation Period of 15 days is applicable from the date of issue of the Award Letter. You are requested to complete all the formalities/ conditions of award including payment of Advance License Fee, remittance of Security Deposit and execution of License Agreement within this period.

6. **Gestation Period:**

a. Gestation period of 45 Days, reckoned from the date of handing over of sites shall be permissible.

b. No gestation period is to be permitted in case of renewal/award of the concession/ license in favor of the existing licensee in the same place (i.e. same area as well as location). However,

i. where there is change in location or due to suspension of the business to carry-out modification at the existing area etc. in the concession/ license premises, normal gestation period, as defined above, may be permitted.

ii. If there is increase in the area in the new license at the same location awarded to existing licensee, the gestation period would be applicable for the incremental area only (if he continues with the business from the existing area and needs development period for the incremental area). In this scenario, licensee shall continue to be billed on the basis of quoted license fee on pro-rata basis for existing area. Billing for the newly developed/ incremental area shall be started after expiry of gestation period.

You are required to procure all Applicable Permits/Licenses under applicable Laws including BCAS security clearance, which are required to perform the License and submit copies thereof to Authority, within this period. No extension of gestation period on any reason whatsoever will be granted.

7. **Space Rent (if applicable):** A/C area space rent is Rs1250/- psqm p.m. and space rent for non-A/C area (if applicable) is Rs 830 /- psqm p.m., which is subject to annual compound escalation as mentioned in NIT.

8. **Other Charges:**

- CAM (Common Area Maintenance) charges: As per the tender provisions.
- Utility /Facilitation charges: As per the tender provisions.
- Electricity and Water: As per the tender provisions.
- GST or any other tax levied by State / Central Govt. as applicable from time to time will be extra.

9. **Advance License Fee:** You are required to pay one-month Licence Fee in advance (by RTGS/NEFT), of Rs. 2,01,721/-, as per the details below:

| Particulars                      | Amount (Rs.)  |
|----------------------------------|---------------|
| Monthly License Fee              | Rs 1,70,200/- |
| CAM/Utility/Facilitation Charges | Rs. 750/-     |
| Sub Total                        | Rs. 1,70,950  |
| GST @18% on above                | Rs. 30,771    |
| Total                            | Rs. 2,01,721  |

10. **Security Deposit:** The performance security deposit amounting to Rs 9,77,000/- (Rupees Eight Lakh Seven thousand only) equivalent to 04 (Four) months quoted licence fee shall be deposited in the form Demand Draft /Bank Guarantee from any Nationalized/Scheduled Bank (Bank Guarantee from Co-operative Banks, even scheduled co-operative banks, shall

  
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not be acceptable) in the absolute favour of Airports Authority of India, Srinagar Airport. The Bank Guarantee should be valid for the entire period of license plus Six (06) months. No interest is payable on performance security deposit by AAI. The amount has been arrived at as follows:

| Particulars                                                                                                                                          | Amount (Rs.)                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| License Fee (during third year of the concession)                                                                                                    | Rs. 2,05,942 x 4 months =<br>Rs. 8,23,768/-       |
| CAM/Utility/Facilitation Charges (based upon third year of concession @ 1440/- escalated @ 7.5 every financial year and rounded off to nearest 10/-) | 10% of (Rs. 1440 x 6 SQM x 4 months) = Rs. 3456/- |
| Sub Total                                                                                                                                            | Rs. 8,27,224/-                                    |
| Add provision for probable taxes @18% on above                                                                                                       | Rs. 1,48,900 /-                                   |
| Total (rounded off to next thousand)                                                                                                                 | Rs. 9,77,000/-                                    |

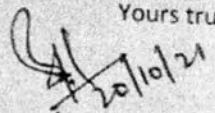
The SD amount equivalent to 02 months concession fee to be submitted in the form of BG from any scheduled commercial bank (Bank Guarantee from co-operative bank, even scheduled, will not be accepted) and balance 02 months equivalent concession fee by way of NEFT/RTGS or DD/PO. (For the purpose of calculation of SD Amount, License Fees in the Third Year may be arrived at by escalating quoted license fees by 10% annually; however, actual escalation as per escalation formula shall be applicable for billing purpose.)

11. **Security Deposit towards utility/electricity Charges:** The utility/electricity security deposit amounting to Rs. 1,52,000/- (Rupees One lakh fifty two thousand only) for electricity charges shall be deposited by you to AAI in addition to the above security deposit in absolute favour of Srinagar Intl. Airport, Srinagar in the form of Bank Guarantee/DD/Pay Order/NEFT/RTGS. No interest is payable on security deposit by AAI. The said security deposit will cover SD towards all types of utilities such as Electricity, Water, Data Port, Telephone etc.
12. **License Agreement:** You shall have to enter into an Agreement on Non-judicial stamp paper (of appropriate value/ Rs.100) within 15 (Fifteen) days from the date of issue of this award letter.
13. **BCAS Clearance:** You have to obtain all necessary Security Clearance from BCAS/any other regulatory agency as required (as applicable), within the Gestation Period. You are required to login and apply in 'e-Sahaj' portal within 05 (Five) days from the date of award letter. The required documents for security clearance are to be submitted to this Office within 10 (Seven) days from the date of award letter. No extension of Gestation Period, on account of non-receipt of BCAS clearance will be given.
14. **Airport Entry Pass:** Work Permits will be issued to your legitimate workers for construction/fabrication of counters/kiosks etc., on submission request along-with valid documents as per BCAS requirement, subject to verification. Airport Entry Pass (AEP) will be issued to your legitimate staff on submission of request along-with valid documents, subject to verification. Mere submission of request will not entail you for the issue of AEP/Worker Permits. The fees for issuance of Airport Entry Permits/Passes payable to BCAS/appropriate authorities shall be borne by the licensee.
15. **Layout Plan:** You have to submit the layout plan of the outlets with detailed drawings and get them approved by the concerned Departments of AAI, before execution of work.
16. **Electric Load:** You have to submit the electrical load requirements and electrical fittings layout of the counters/kiosks and get them approved by the concerned Departments of AAI, before execution of the works.

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17. **Single Point of Contact (SPOC):** The Commercial Department will act as the SPOC for obtaining all internal permits, remittance of SD/License Fee and execution of License Agreement.
18. It may be noted that the Earnest Money Deposit of the successful bidder may be forfeited and the bidder may be debarred for further participation in AAI's tender(s) / e tender(s) for a period of one (01) year, on account on non-completion of the following:
- a) Acceptance of the offer within **seven (07) days** by submitting a duplicate copy of this LoA, duly signed by the Bidder/Authorised Signatory from the date of issuance of the award letter addressed to the party.
  - b. Payment of advance license fee for one month within **07 days** from the date of issuance of the award letter.
  - c) Payment of Security Deposit within 15 days from the date of issuance of award letter.
  - d. Payment towards security deposit in respect of electricity charges within 15 days from the date of issuance of award letter.
  - e) Execution of the Agreement within 15 days from the date of issuance of award letter (on Stamp Paper of appropriate value, related costs to be borne by the licensee).
  - f) Commencement of the facility within gestation period.
19. This Letter of Award (LoA)/revised LoA (if any), its acceptance, the NIT documents and its corrigenda (as applicable) will for part and parcel of the License Agreement. This is issued with the approval of the Competent Authority.

Yours truly,  
  
(Anurag Sharma)  
Sr. Manager (Comm.)  
For Airport Director  
Srinagar International Airport

Encl: Annex.-I: Schedule of Premises

Copy to: **The Executive Director (Comm), CHQ, AAI, New Delhi-** for kind information please.  
**The Regional Executive Director -NR, New Delhi-** for kind information please.

Internal: PS to APD Srinagar  
All concerned.

Annexure-I: Schedule of Premises

**License for Retail Outlet for Apparel at Srinagar International Airport**

1. AREA ALLOTTED: 04 sqm in Porch area (Departure Side) outside Terminal Building and 02 sqm in Arrival Hall inside Terminal Building i.e total area 06sqm area or as decided by AAI.
2. LOCATION: Porch area (Departure side) outside Terminal Building and Arrival Hall inside Terminal Building at Srinagar International Airport, or as the discretion of AAI..
3. PURPOSE: License for Meet and Greet Services at Srinagar International Airport.
4. Location Layout: As below:-

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20/10/21



IX: 3 of Annexure A

