



भारतीय विमानपत्तन प्राधिकरण

एम.बी. बि. हवाईअड्डा , अगरतला



AIRPORTS AUTHORITY OF INDIA
M.B.B. AIRPORT , AGARTALA.

संदर्भ सं.

दिनांक

Ref. No. **AAI/ AT/ COMML/MC-116 (MEET & GREET)/2021/26-30**

Date . **01/04/2022**

To,
M/s HINDUSTAN TOUR & TRAVELS
7, LAXMINARAYAN BARI ROAD,
NEAR UJJAYANTA PALACE MAIN GATE,
PS – EAST AGARTALA, AGARTALA – 799001,
TRIPURA (WEST).

Subject: Letter of Intent of Award (LOIA) for Comprehensive License for Meet and Greet Services and Paid Portage services at NITB of MBB Airport, Agartala.

Dear Sir,

Reference is made to the proposal submitted by M/s. HINDUSTAN TOUR & TRAVELS in response to vide Tender ID No. 2021_AAI_95319_1 for Comprehensive License for Meet and Greet Services and Paid Portage services at NITB of MBB Airport, Agartala, for which the Technical Bid was opened on 04/01/2022 and Financial Bid was opened on 12/01/2022.

The Competent Authority is pleased to grant you the referred License on the following Terms & Conditions: -

Terms and Conditions:

1. **Description of Facility:** Comprehensive License for Meet and Greet Services and Paid Portage services at NITB of MBB Airport, Agartala.
2. **Location:** NITB, MBB Airport, Agartala.
3. **Space/Area (in Sqm):** 7.5 Sqmtr.(6.5 Sqr.mtr.in Departure city + 01 sqr.mtr. in Arrival area)
4. **Concession Terms:**
The period of concession shall be for 03(three) years, unless terminated earlier mentioned in the NIT/ Tender Documents.

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

व. प्रबंधक (वाणिज्य)
Sr. Manager (Commercial)

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA
एम.बी. बि. हवाईअड्डा / M.B.B. AIRPORT
अगरतला / AGARTALA

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विमानपत्तन निर्देशक कार्यालय एम. बि. बि. हवाईअड्डा, अगरतला - 799009
O/o Airport Director M.B.B. Airport, Agartala - 799009

दूरभाष : 0381 - 2342224 फ़ैक्स : 0381 - 2342085 ईमेल : apdagartala@aai.aero
Phone : 0381 - 2342224 Fax : 0381 - 2342085 email : apdagartala@aai.aero

5. **Concession Fee/ Space rent:** During the license period, the licensee shall pay to the Authority every month in advance, by way of concession fee, Space rent and applicable charges and taxes on or before 10th day of English calendar month as under:

Period	Quoted Minimum Monthly Guarantee (QMG)/ Monthly License Fee (INR)
1 st year	Rs. 16,501/- (Rupees Sixteen Thousand Five Hundred and one only) + Space rent and applicable charges and taxes .

6. The Quoted Monthly Guarantee is subject to annual escalation at the end of each concession year as described below:

S. No.	Passenger growth (in the preceding 12 months from the last month for which data is available)	Annual Escalation
1	Up to 5% (including negative growth)	5%
2	Greater than 5% and up to 18%	10%
3	Greater than 18% and less than or equal to 30%	15%

7. **Business Incubation Period:**

Business Incubation Period of 15 (fifteen) 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.

8. **Gestation Period:**

The Gestation Period of sixty 45(forty five) days is a Concession Fee Holiday Period. However, it is expected that the Concessionaire within this period completely installs outlets as per approved Concessionaire Managed Locations Layout Plan.

9. **Other Charges:**

The Concessionaire shall pay to the Authority, the following additional charges in relation to the Concessioned Premises comprising a part of the Concessionaire Managed Locations in accordance with the draft Concession Agreement.

- (a) Utility Charges, as per metered actual consumption.
(b) Space Rent at rates as notified by the Authority from time to time

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10. **Space Rent:**

At present A/C area space rent is Rs.1,075/- psqm p.m. and non-A/C area is Rs.720/-psqm p.m. for the F.Y. 2022-23, which is subject to annual compound escalation @7.5% effective 1st April every year or as may be decided by AAI from time to time. The rates derive after annual escalation shall be rounded off nearest multiple of 10(ten).

11. **Electricity and Water:**

The Concessionaire shall pay to the Authority or any other agency appointed by Authority in this regard, the Utility Charges ("Utility Charges") including Electricity Charges for utilities such as electricity, water, etc. in relation to Concessionaire Managed Locations etc. comprised in the Concession in accordance with this Clause. Such Utility Charges shall be paid by the Concessionaire to the Authority or any other agency appointed by the Authority in this regard, promptly and expeditiously. Such Utility Charges shall be payable at the rate prescribed by the Authority from time to time for actual usage to be metered. After raising of invoice(s) by Authority in respect of Utility Charges, the Concessionaire would be under obligation to make payments within 14 days of invoice date. It is clarified that provision of any Utility shall not be deemed to be sale of such Utility by Authority to the Concessionaire. GST or any other tax levied by State / Central Govt. as applicable from time to time will be extra.

12. **Advance License Fee:**

You are required to pay one-month Licence Fee and space rent in advance (by RTGS/NEFT), of Rs.29,936/- as per the details below:

Particulars	Amount (Rs.)
Monthly License Fee	16,501.00
Space rent	8,062.50
Utility/ Facilitation Charges	806.25
Total	25,370.00
GST @18% on above	4567.00
Sub Total	29,936.00

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13. **Security Deposit:**

Payment of Security Deposit within 15 days from the date of issuance of award letter, amounting to 4(four) months equivalent License fee of the 1st year i.e. Rs. 1,19,800/- (Rupees one lakh nineteen thousand eight hundred only) to AAI as an interest free security deposit. The SD amount equivalent to 3 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)

(While submitting the documents to BG issuing bank, the concessionaire will also submit letter to the issuing bank as per the format attached)

14. **Electricity Deposit:**

The electricity security deposit amounting to **Rs.12,000/-** (Rupees Twelve thousand only) equivalent to 5% of annual concession fee of the last year, for electricity charges shall be deposited to AAI in addition to the above security deposit in absolute favour of Airports Authority of India, Agartala in the form of Bank Guarantee/ DD/ Pay Order/ NEFT/ RTGS. No interest is payable on security deposit by AAI.

15. **License Agreement:**

Execution of the Agreement within 15 (fifteen) days from the date of issuance of award letter/ LOIA (on Stamp Paper of Tripura Govt. appropriate value i.e. Rs.100/- to be borne by the licensee).

16. **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.

17. **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.

18. **Layout Plan:**

You have to submit the layout plan of the counters with detailed drawings and get them approved by the concerned Departments of AAI, before execution of work.

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19. **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.

20. **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.

21. **Acceptance of LoA:**

You are required to submit a duplicate copy of this LoA, duly signed by the Bidder/Authorised Signatory within 07 (Seven) days towards acceptance of this Award.

22. In addition, all terms and conditions enumerated in the Tender Documents (Tender ID No. 2021_AAI_95319_1 and this award letter (LoA), its acceptance, the NIT documents and its corrigendum (as applicable) shall be part and parcel of the License Agreement.

This is issued with the approval of the Competent Authority.

Yours sincerely

Encl:- BG Verification letter

[Signature]
01/14/22
(L.Baruah)

Sr. Manager (Commercial)
For Airport Director

N.O.O

Copy to:

1. The ED (Commercial), AAI, R.G. Bhawan, Safdarjung Airport, New Delhi – 110003.
2. The GM (Commercial), AAI, R.G. Bhawan, Safdarjung Airport, New Delhi – 110003.
3. The RED (North Eastern Region), AAI, LGBI Airport, Guwahati – 781015.
4. The Dy. General Manager (Comml.), NER AAI, LGBI Airport, Guwahati – 781015.

Internal :

DGM (Engg.- Elect.), DGM (Engg. – Civil), AGM (Fin.), SM (ATC/ OPS), Chief Security Officer.

[Signature]
01/14/22
(L.Baruah)

Sr. Manager (Commercial)
For Airport Director

व. प्रबंधक (वाणिज्य)
Sr. Manager (Commercial)

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म.बी.बि. हवाई अड्डा / M.B.B. AIRPORT
अगस्तला / AGARTALA

[Signature]

**Request letter Transmission of Bank Guarantee Cover Message to be submitted
by applicant to BG issuing banks**

Date: _____

The Manager,
(Bank),
(Branch)

Sub:- **Inclusion of unique identifier code of AAI while transmitting BG cover
messages where beneficiary bank is ICICI Bank (IFSC – ICIC00000007)**

Dear Sir/ Ma'am,

I/ We, _____, request you to include unique identifier AAIAGARTALA in field 7037 of the SFMS cover message IFN 760COV (for BG issuance) and IFN 767COV (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICIC00000007).

Thanking You,

(Vendor/ Customer/ Concessionaire)