



File No: AAI/ RHQ/ NER/ Comm/ Lilabari/368

Date: 13/07/2022.

**By Speed Post/E mail**

To

**M/s Lovelin Enterprises,**  
**L-73/ 285, Mahipalpur Extension,**  
**New Delhi, India – 110037**  
**Mail: lovelin.enterprises@gmail.com**

**Subject: - Letter of Intent to Award (LOIA)/ Award for the license “Basic Commercial Facilities” inside & outside of the Airport Terminal Building at Lilabari Airport, Lilabari. (Facilities included: One Snack Bar/ F&B (SHA), One Snack Bar/ F&B City Side, One Convenience Retail Shop (SHA), Baggage Trolley Retrieval & Car Parking Contract.**

Sir,

Please refer to the Tender Id No. 2021\_AAI\_110048\_1 for the above-mentioned subject facility at Lilabari Airport, the technical bid which was opened on dated. 20/04/2022, and the financial bid which was opened on dated. 11/05/2022. The Competent Authority is pleased to grant you the referred License on the following Terms & Conditions: -

**Terms and Conditions:**

- 1. Description of Facility:** - Award for the license of license “Basic Commercial Facilities” inside & outside of the Airport Terminal Building at Lilabari Airport, Lilabari. (Facilities included: One Snack Bar/ F&B (SHA), One Snack Bar/ F&B City Side, One Convenience Retail Shop (SHA), Baggage Trolley Retrieval & Car Parking Contract.
- 2. Location/ Purpose:** Vacant space is available in SHA, city side & outside of the Airport Terminal Building. (As specified in NIET).
- 3. Area/ Space:** Please refer attached Annexure “A”.
- 4. Period of License:** One (01) year, extendable by another One (01) year at the discretion of AAI from the date of actual commencement of operation or completion of the Gestation period whichever is earlier, unless terminated earlier on account of following:
  - (a). By giving 30 days’ notice in writing from either side without assigning any reason.
  - (b). Terminated by AAI on a short notice on account of un-satisfactory performance.
  - (c). Termination of expiry of the specified time period allotted for unresolved internal dispute resolution.
  - (d). Termination for regulatory / legislative or supervisory requirements.
- 5. License Fee:** During the license period, the licensee shall pay to the Authority every month in advance, licence fee and applicable charges and taxes on or before 25th day of English calendar month as under: -

| Period               | Monthly License Fee (INR):                     |
|----------------------|------------------------------------------------|
| 1 <sup>st</sup> Year | Rs. 5,900/- plus applicable taxes and charges. |

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

**6. Annual Escalation:** License fee shall be subject to Annual Escalation of 10%.

**7. Business Incubation Period:** Business Incubation Period of 15 (Fifteen) days is applicable from the date of issue of the Award Letter i.e 13/07/2022 to 27/07/2022. 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:** Gestation Period of 30 (thirty) days is applicable from the date of handing over of sites i.e 28/07/2022 to 26/08/2022 shall be permissible. 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. The billing shall be started w.e.f 27/08/2022 or commencement of operation whichever is earlier.

**9. Space Rent (if applicable):** A/C area space rent is Rs. 1,080/- psqmtr per month and space rent for Non-A/C area (if applicable) is Rs. 720/- psqmtr per month 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.

**10. Other Charges:**

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

**11. Advance License Fee:** You are required to pay one-month Licence Fee in advance (by RTGS/NEFT), of Rs. 8,373/- as per the details below:

| Particulars                                                                               | Amount (Rs.)        |
|-------------------------------------------------------------------------------------------|---------------------|
| Monthly License Fee                                                                       | Rs. 5900.00         |
| Space Rent (if applicable)                                                                | N/A                 |
| CAM/ Utility/ Facilitation Charges (10% Notional SR) (16.59 sqm) i.e(Rs.720X16.59sqm)@10% | Rs. 1195.00         |
| <b>Sub Total</b>                                                                          | <b>Rs. 7,095.00</b> |
| GST @18% on above                                                                         | Rs. 1,278.00        |
| <b>Grand Total</b>                                                                        | <b>Rs.8,373.00</b>  |

(Rupees eight thousand three hundred seventy-three) only.

**12. Performance Security Deposit:** The performance Security Deposit amounting to Rs. 25,119/- (Rupees twenty-five thousand one hundred nineteen) only equivalent to 03 (three) months quoted licence fee plus provision for probable taxes 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 not be acceptable) in the absolute favour of **Airports Authority of India Guwahati 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(Rs.5900X3)                                             | Rs. 17,700.00        |
| Space Rent                                                         | N/A                  |
| CAM/Utility/ Facilitation Charges (16.59 sqm)<br>(Rs.720X16.59sqm) | Rs. 3585.00          |
| <b>Sub Total</b>                                                   | <b>Rs. 21,285.00</b> |
| Add provision for probable taxes @18% on above                     | Rs. 3,834.00         |
| <b>Total</b>                                                       | <b>Rs.25,119.00</b>  |
| <b>Round off total</b>                                             | <b>Rs. 25,119.00</b> |

**13. Electricity Deposit:** The electricity security deposit amounting to Rs. 10,000/- (Rupees ten thousand) only for electricity charges shall be deposited by you to AAI in addition to the above security deposit in absolute favour of **Airports Authority of India Guwahati Airport** in the form of Bank Guarantee/ DD/ Pay Order/ NEFT/ RTGS. No interest is payable on security deposit by AAI.

14. The particulars pertaining to AIRPORTS AUTHORITY OF INDIA, GUWAHATI Bank account for Bank Guarantee/ DD/ Pay Order/ NEFT/ RTGS fee are as follows:

|              |                             |
|--------------|-----------------------------|
| Account Name | AIRPORTS AUTHORITY OF INDIA |
| Account Type | CURRENT                     |
| Account No.  | 33901549408                 |
| Bank Name    | STATE BANK OF INDIA         |
| Branch       | North Lakhimpur branch      |
| IFSC Code    | SBIN0000145                 |

**15. License Agreement:** You shall have to enter into an Agreement on Non-judicial stamp paper of Govt. of Assam (of appropriate value/ Rs.100) within 15 (Fifteen) days from the date of issue of this award letter.

**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 (ten) 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 outlets with detailed drawings and get them approved by the concerned Departments of AAI, before execution of work.

**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. Uniform/ dress, identity card of the concerned licensee** should be dully approved by the Airport Director, Lilabari.

**23. Complain/ suggestion book** shall keep in the shop regularly.

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.

Thanking You



(Babu Joseph)

Airport Director, Lilabari Airport  
Lilabari, Assam - 787091

**Copy to:**

- (1). Regional Executive Director, NER, AAI, RHQ, NER Guwahati – 15.
- (2). General Manager (Finance), AAI, RHQ, NER Guwahati – 15.
- (3). Dy. General Manager (Commercial) AAI, RHQ NER Guwahati - 15.
- (4). Internal: Electrical / Civil/ Security / Operations / Finance/ Fire & Safety.

**SCHEDULE OF PREMISES**

**Basic Commercial Facilities at Lilabari Airport**

**(A). Facility Name: Snack Bar/ F&B Outlet (SHA).**

1. Area allotted: 04 sqmtr.
2. Location: Security Hold Area (SHA) Inside Airport Terminal Building)
3. Purpose: Setup, operate, maintain and manage the Snack bar facility.

**(B). Facility Name: Snack Bar/ F&B Outlet (City Side).**

1. Area allotted: 3.6 sqmtr.
2. Location: City Side of the Airport Terminal Building.
3. Purpose: Setup, operate, maintain and manage the Snack bar facility.

**(C). Facility Name: Convenience Retail Shop (SHA).**

1. Area allotted: 8.99 sqmtr.
2. Location: Security Hold Area (SHA) Inside Airport Terminal Building)
3. Purpose: Setup, operate, maintain and manage the Convenience Retail shop

**(D). Facility Name: Trolley Advertisement Rights cum Retrieval License.**

1. No. of Trolleys: 100 Nos. (Additional trolleys may be handed over at a later date in case of operational requirements).
2. Purpose: Retrieval, and Advertisement on Passenger Baggage Trolleys.

**(E). Facility Name: Car Parking**

1. Area allotted: 3452 sqmtr.
2. Purpose: Vehicle Parking Management and Collection of Parking Fees.