



भारतीय विमानपत्तन प्राधिकरण Airports Authority of India

BY SPEED POST & E-mail

संदर्भसंख्या/No: AAI/BGM/COMML/Staff Canteen/2024-25/881
1021-24

दिनांक/Date: 18.12.2024

सेवामें/To,
M/s. Lakshmi Developers,
653/1, Airport Road,
Sambra, Belagavi - 591124

विषय/Sub : Award letter for License for Staff Canteen facility at Belagavi Airport.

महोदय/Sir,

Reference may please be made to the E-Bid No. 2024_AAI_205545_1 dated 21.08.2024 for License for Staff Canteen Facility at Belagavi Airport.

In this connection, the approval of the Competent Authority is hereby conveyed for the award the License for Staff Canteen Facility at Belagavi Airport, subject to the following terms and conditions: -

1.	License	License for Staff Canteen Facility at Belagavi Airport. (Area: 17sqM, Non-AC)
2.	Space Rent	Rs.10,786/- (Rupees Ten Thousand Seven Hundred Eighty Sixonly) per month plus GST and other Govt. levies as applicable.
3.	Advance License Fee	The advance Space rental of Rs. 14,794/- (Rupees Fourteen Thousand Seven Hundred Ninety Fouronly) including 18% GST and 10% Conservancy charges is to be paid in advance within 15 days from the date of receipt of this letter.
4.	Period of License	03 (Three) years from the date of taking over of site.
5.	GST	Payable as applicable from time to time. The present rate of GST is @18%.
6.	Security Deposit	An Amount of Rs.59176/- (Rupees Fifty Nine Thousand One Hundred and Seventy Six only) towards Security Deposit for License Fee i.e. an amount equivalent to Four months of first year license fee including Utility charges & GST in the form of NEFT/RTGS/Bank Guarantee from Nationalized/ Scheduled Banks. In case of Bank Guarantee, it should be valid for entire period of license plus 06 months. In Addition to above, an amount of Rs.10,000/- (Rupees Ten Thousand only) shall be paid through NEFT/RTGS towards Security Deposit for Electricity & Water charges. The security deposits shall not bear any interest.
7.	Electricity Charges	As per actual consumption, this is subject to revision from time to time, as per discretion of AAI. Electrical wiring within your premises and provision of Energy Meter shall be your responsibility.

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Incharge



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8.	Agreement	An agreement in Original is required to be submitted by the Licensee as per the format enclosed herewith along with all its enclosures as prescribed on a Non-Judicial Stamp paper of Rs.100/- within 15 days of receipt of Award Letter along with photograph of the authorized signatory.
9.	Utility Charges/Common Area Maintenance Charges (CAM)	Utility/Conservancy Charges @10% on Non-AC Space Rent will be charged as per discretion of AAI. Note: a) The current notified Non-AC Space Rental is Rs. 1030/PMPSM b) The Space Rental is subject to 7.5% compounded annual escalation on 1st April of every year or as may be decided by AAI from time to time.
10.	Business Incubation Period	Business incubation period is 15 days. Business Incubation period is the time after issuance of LOIA and before handing over of site is the period in which the concessionaire shall fulfil the contract formalities (like acceptance of the LOIA, submission of security deposit, signing of agreement etc.) as mentioned in LOIA. The site shall only be handed-over after fulfilment of these formalities which shall not be later than 30 days (unless otherwise specified) from the date of issuance of LOIA.
11.	Gestation Period	Maximum Gestation period will be 30 days or actual date of commercial commencement, whichever is earlier. The agency is bound to pay the license fee from the 31 st day even if the facility has been taken over or not. The gestation period will be calculated after the 31 st day or after handing over of site whichever is earlier from date of issue of award letter.
12.	Annual Escalation	License fee is subjected to annual escalation of 10%. The first annual escalation will be applicable after completion of 12 months of license period. Thereafter the same will be applicable after completion of subsequent one-year period there from. In case extension in gestation period is given due to whatsoever reason, the date of first escalation period shall be reckoned from the original date of commence of contract (i.e. commencement date had there been no extension in gestation period).

Terms and Conditions: -

- The License fee shall be payable in advance on or before 10th of each English Calendar month, failing which simple interest @ 12% shall be payable on all delayed payments without prejudice to the other rights and remedies of the AAI. However, Electricity/ Water Charges based on actual consumption at the rates as fixed by AAI from time to time shall be paid extra. You are required to submit the payment details along with bill no. for reconciliation to the Airport Director, AAI, Belagavi.

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- II The Charges of issuance of Airport Entry pass (AEP's) etc. shall be borne by the licensee.
- III No Soliciting or canvassing of the business shall be done by the licensee and the party cannot claim any damage, if the agreement in the prescribed format is not executed within time frame.
- IV The following penalties will be imposed, against the irregularities, to the licensee or staff of licensee; However, the Airport Director has the power to decide the quantum of penalty or any change thereof;

Sl.No.	Description of irregularities	Maximum Penalty
1	Staff not in Uniform/without ID card	Rs.100/-per instance
2	Misbehavior by the Staff	Rs.500/-per instance
3	Violation of MRP	Rs.300/-per instance
4	Using AAI's properties like trolleys, Chairs etc.	Rs.200/-per instance
5	Closing the facility without intimation during Pax movement	Rs.500/-per instance
6	Selling items/services other than specified	Rs.100/-per instance
7	Overcharging	Rs.100/-per instance
8	For not maintaining Cleanliness of the premises & for spreading the garbage in surrounding areas	Rs.500/-per instance

- V The licensee shall comply with all the rules and regulations under the Contract Labor (Regulation & Abolition) Central Rules, 1971 and any other law prevailing from time to time in respect of the personal employed by him for running the said license.
- VI It is responsibility of Licensee to obtain proper insurance coverage for the properties and goods to be stored or used in the licensed premises.
- VII At any stage, even after the award of License, AAI found that the agency has submitted false/incorrect documents in the tender bid, AAI reserves the right to terminate the license by giving reason thereto.
- VIII Any disputes arising out of this License, the decision of the AAI, in the matter shall be final and binding.
- IX If the licensee does not operate the license up to 50% of the license period, then the agency is liable to be debarred from participation in any tenders of AAI for next one year.

Other Terms & Conditions: -

- I. It may be noted that the Earnest Money Deposit of the successful bidder may be forfeited and the bidder shall be liable to be debarred for further participation in AAI's

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Handwritten signature:
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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 **07 (seven) days** from the date of issuance of the award letter addressed to the party.
- b) Payment of advance license fee for one month within **15 days** from the date of issuance of the award letter.
- c) Payment of Performance Security Deposit within **15 days** from the date of issuance of award letter.

- d) Execution of the Agreement within **15 days** from the date of issuance of award letter

(on stamp paper of appropriate value, related costs to be borne by the Licensee).

- e) Commencement of the facility within the gestation period.

- II The Licensee shall make his own arrangements for installation of Electrical meter and wiring etc. as required.
- III The Licensee shall use the said premises only for the purpose mentioned in the agreement and award letter and for no other purpose whatsoever, unless permission from the Airport Director is obtained in writing.
- IV The Licensee shall not assign or translate or sublet the license or any part thereof.
- V The joint measurement of the area allotted shall be made within 30 days from the award letter. The Joint measurement will form part of the agreement. In case of excess area in occupation as per the actual measurement at site, any time after handing /taking over of the space, the licensee is liable to pay the proportionate license fee for the additional area occupied.
- VI In case space allotted (full or partly) is required by AAI, the licensee has to vacate/shift his establishment to newly identified / allocated location at his own cost at short notice.
- VII The name board and its dimension etc. should have the prior approval of AAI and should be within the space allotted.
- VIII The licensee can be terminated by either side by giving 60days notice in writing. However, AAI reserves the right to terminate the contract on a short notice, on grounds of unsatisfactory performance or passenger /users complaints. In such cases the Licensee shall vacate the premises without claiming any compensation or raising any dispute.
- IX All other Terms and Conditions as per NIT shall remain unchanged and shall form part and Parcel of this award letter. Kindly return a sealed and signed copy of this award letter within 07 days of from the date of issue of this award letter as a token of your acceptance. The acceptance of award letter shall form part and parcel of the license agreement.

*For Bank
18/10/2020
Commercial Envelope*



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SPECIAL TERMS & CONDITIONS:-

- I. The charge towards consumptions of electricity and water shall be borne by the licensee on actual. Electricity per Unit Consumption Rate: Rs.10.62 per unit and Water Charges per month: Rs. 370/- Note: The charges may be varied as may be notified by AAI from time to time.
- II. The agency may be permitted to introduce new items in the menu list during the contract period. The rates of such new items may be decided by the said committee.
- III. A provision for revision in rates of items during the contract period every year may be kept which should be done in consultation with the agency considering the inflation and other market conditions by a duly constituted local level committee.
- IV. A duly constituted committee (comprising of members from HR, Commercial and Operations sections) should regularly check on quality/quantity/price of the food items on a fortnightly basis. In addition, the committee should carry out surprise inspections on random basis to check, verify and confirm the implementation of various clauses of the agreement by the agency.
- V. Maintenance of the premises shall be the sole responsibility of the Licensee.
- VI. It should be clearly indicated the agency should use only standard/ AGMARK/ FSSAI quality ingredients for preparation of items.
- VII. Manpower requirement for managing the canteen should be adequate to serve all the AAI and Other user staff at the airport. Any complaints in this regard, if found correct by AAI, shall lead to penal action of Rs. 1000/- per instance.
- VIII. Applicable undertakings should be obtained from the agency to ensure that the agency abides by all the rules and regulations of Govt. of India departments and AAI like EPFO, Taxes, Labour Laws, PF and ESI etc.
- IX. Token penalty of Rs. 1,000/- to be imposed on the agency on failure to maintain canteen timings, failure to use branded raw materials, sale of expired food stuff, non-display of rate list, non-maintenance of cleanliness, sale of packaged products beyond MRP etc.
- X. The licensee should submit attested copies of all the necessary licenses obtained for operating the catering services like FSSAI etc.
- XI. Display of name and logo of the agency operating Staff Canteen may be permissible on the front elevation. The maximum size of signboard should not exceed the maximum facia of 12 sq. ft.

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- XII. The licensee for Staff Canteen shall not erect or display any advertisement, hoarding, banners at the allotted space or at any place in the airport premises other than indicated in point 11 above.
- XIII. Any other form of advertisement by the agency like advt. on disposal cups, plates, packing boxes, tissue papers etc. may not permitted.
- XIV. The Staff Canteen licensee may ensure the provisions for digital mode of payment are made available at all the time in the facility.
- XV. As an effort to maximise commercial revenue, if at any time during/ post award of canteen contract, the space allotted for operating the Staff Canteen is required by Commercial Dte., the licensee may have to relocate/ vacate the space with immediate effect and with no claims towards AAI.
- XVI. AAI will have the option to avail services from outside agencies for official gatherings and meetings etc. as per the requirement.
- XVII. License shall not use kitchen to supply food outside. Staff canteen facility is not allowed for passengers.

भवदीय/ Yours faithfully,

वाणिज्य प्रभार
Commercial In-charge
भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
बेलगावि हवाई अड्डा, बेलगावि - 591124
Belagavi Airport, Belagavi - 591124
प्रशाकउपाध्याय/Prashank Upadhyay

कनिष्ठकार्यपालक (तकनीकी) /Jr. Executive (Tech.)

तकनीकी/वाणिज्यिकप्रभारी/ Technical/ Commercial In-charge

कृतेविमानपत्तननिदेशक / For Airport Director

भा.वि.प्रा. बेलगावि,हवाईअड्डा/ AAI, Belagavi Airport

बेलगावि/ Belagavi

Copy for Information: -

- 1) The Regional Executive Director, AAI, Chennai (Attn. JGM-COMML-SR) - 27
- 2) The General Manager (F&A), AAI, SR, Chennai (Attn. RAU-SR)- 27
- 3) The DGM (E-C)/DGM (E-E)/ Manager (Ops/E-C)/ AM (HR), AAI, Belagavi Airport.

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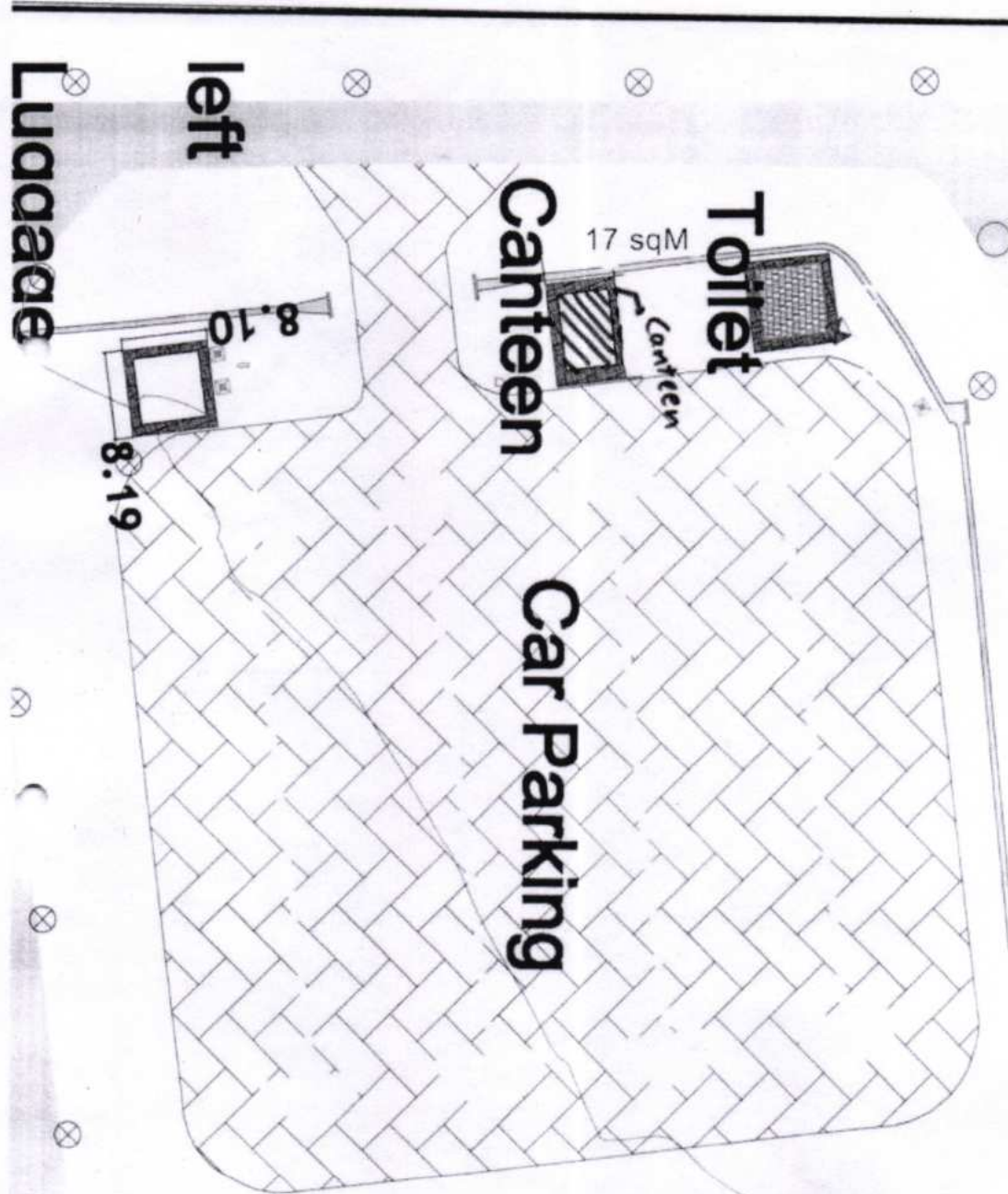


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APPENDIX:3

CONCESSIONAREALAYOUT

The dimension of area is 17sqM



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