



भारतीयविमानपत्तनप्राधिकरण/AIRPORTS AUTHORITY OF INDIA
विमानपत्तननिदेशककार्यालय/OFFICE OF THE AIRPORT DIRECTOR
बागडोगराकास्टमहवाईअड्डा/BAGDOGRA CUSTOMS AIRPORT
जिला:दार्जिलिंग/Dist-DARJEELING, पिन:734421/PIN-734421
Phone: 0353-2698431, Fax: 0353-2698317

Ref no. AAI/BD/COMML/ STAFF CANTEEN/AWARD/4734-45 Date 10.09.2025

To,
M/s Annapurna Hotel
(Proprietor- Shri. Sagar Prasad Mahato)
Punia Busti, Uttar Bagdogra,
Darjeeling-734014 (West Bengal).

Subject: - **Award of license for Staff Canteen at AAI Administrative Building at Bagdogra Airport.**

Sir,

Please refer to your participation in e-tender for the subject facility (tender ID: 2025_AAI_229548_1 dated 12.03.2025) for which technical bids were opened on 03.04.2025 and financial bid was opened on 01.09.2025. The competent authority is please to award the subject concession on the following terms and conditions:

Sr. No.	Particulars	Details
1.	Facility	Staff Canteen at AAI Administrative Building at Bagdogra Airport.
2.	Location	AAI Administrative building, Ground Floor of Bagdogra Airport.
3.	Area	Total area: - 51.4426 sqm
4.	Periodicity of License	03 (three) years or till the time of operationalization of new terminal building, whichever is earlier
5.	Business Incubation period	30 days from the date of issuance of LOIA to the selected bidder. The selected bidder will be under obligation to complete all the formalities/conditions of award as will be specified in the LOIA.
6.	Gestation period	a) Gestation period of 30 Days, reckoned from the date of handing over of sites shall be permissible. b) Gestation period is the time after handing over the space/site, during which the concessionaire/agency shall construct/ develop the outlets and obtain all the License/permits/approvals required for commencement of the facility.
7.	Handing Over of Sites:	a) Sites will be handed over to the selected bidder upon fulfillment of conditions of award within the stipulated time of business incubation period. b) If the licensee fails to complete the conditions of award which are pre-requisite for handing over of site, then the gestation period will be deemed to have commenced on 31st day of issuance of LOIA. i.e immediately after expiry of business incubation period. However, actual handing over

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		of sites shall only be done after completion of all conditions of award. c) In case tender process has been completed and successful tenderer has been awarded LOIA, but, concession/ license period of incumbent licensee is not over, then, date of hand over of site should not be later than 7th day of expiry of incumbent license or expiry of business incubation period (whichever is later). However, in extreme circumstances, if due to some reason, the vacant site could not be made available, the Airport Director in consultation with concessionaire can identify an alternate location for commencement of concession/ license. Rebate shall not be considered in such a case. The Competent Authority is empowered to extend the Business Incubation period from the date of expiry of original Business Incubation period up to the vacation of site by incumbent licensee and handover of vacant site to new licensee. The concerned Airport/unit should proactively take action for vacation of site by the incumbent licensee within 07 days of expiry of contract.	
8.	License Fee payable for the first month.	Quoted License Fee	Rs.2,07,000/- (Rupees Two Lakh Seven Thousand only) per month.
		Tax/GST @ 18%	Rs.37,260/-
		Gross License Fee	Rs.2,44,260/- per month
9.	Annual Escalation	a) License Fees shall be subject to annual escalation of 10% b) The first annual escalation will be applicable after completion of 18 months of license period which is to be reckoned from the original date of commencement of contract. Thereafter the same will be applicable after completion of subsequent one-year period there from.	
10.	Charges towards consumption of electricity and water	licensee shall pay all charges towards consumption of electricity and water as may be due as determined by the Authority and at the rate(s) fixed by it from time to time. Such charges shall be paid within the date(s) specified in the bill(s). The Licensee shall have to provide his own meter(s) for the purpose, failing which Licensee shall be billed on assessed consumption. In default of payment of said charges, the Authority may without prejudice to its other rights disconnect or cause to be disconnected the water and electricity to the said premises without any notice and the Licensee shall not be entitled to any compensation whatsoever on account of any such disconnection.	

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11.	Interest free Security Deposit (SD) payable to AAI	(i) Security Deposit of Rs.9,77,040/- (Rupees Nine Lakh Seventy-Seven Thousand Forty Only) towards License fee as per clause 5(c) of General Information And Guidelines of NIET within 15 days. (ii) Security Deposit of Rs.1,46,556/- (Rupees One lakh Forty Six Thousand Five Hundred Fifty Six Only) towards Utilities (Electricity, Water, Data port, Telephone etc.) as per clause 5(d) of General Information And Guidelines of NIET within 15 days.
12.	One month advance Gross License fee of Rs.2,44,260/- (Rupees Two Lakh Forty-Four Thousand Two Hundred Sixty Only) , is payable in the form of RTGS/NEFT in favor of Airport Authority of India within 15 days.	
13.	Following are the details of bank for RTGS/NEFT to Bagdogra Airport:- Account Name: Airports Authority of India Account Type: Current Account No: 33656879591 Bank Name : STATE BANK OF INDIA Branch : I.A.F. CAMP., BAGDOGRA IFSC Code; SBIN0007148 PAN and GST of Bagdogra Airport: PAN No- AAACA6412D GST No- 19AAACA6412D1Z5	
14.	Agreement has to be executed on non-judicial stamp paper of Rs.100/-. Within the business incubation period. The cost of Stamp paper(s) and related cost to be borne by the licensee.	
15.	Authority shall raise all bills (including MMG/MAG and any other bills except annual land lease bills) for the current month on 1st day of month in advance except true-up and reimbursement of expenditure bills like electricity, water etc. The invoices for reimbursement of expenditure like electricity, water charges etc. for the completed month shall be raised on 5th of succeeding month. Wherever the billing is dependent on passenger data/ any other data and provisional billing is already done every month on 1st in advance, the invoices for true-up data shall be raised by 10th of succeeding month on the basis of pax data or actual data submitted by the concessionaire/ agency. (This para to be striked out if not applicable viz. in cases of billing on MMG/Fixed License fee). A credit period of 15 days (date of invoice plus 15 days) shall be provided, which is subject to reduction as and when decided by Authority. Authority shall levy penal interest @ 12% per annum from the due date (i.e. date of invoice plus 15 days) till the actual date of payment received in Authority's account in the cases concessionaire/ agencies settled the invoice after due date but within 90 days (date of invoice plus 90 days) and @ 18% per annum from the due date till the actual date of payment received in Authority's account in the case of concessionaire/ agencies settled the invoices after 90 days. In case of part payment	

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	made by any agency, same rate of interest on the balance amount of invoice as applicable shall be charged.
	The licensee to make all payments through Biller Direct module of AAI or Virtual Account Number (VAN).
16.	Joint measurement of the area offered under license, to be conducted by AAI and Licensee/the authorized representative(s) of the licensee at the time of handing over / taking over of possession of site. This Joint measurement along-with report on handing over / taking over of site shall form part of the agreement to be executed.
17.	A copy of this Award Letter duly signed by Licensee, accepting all Terms and Conditions of NIT and of this Award Letter, must be forwarded to this office within seven (07) days of receipt of this LoA.
18.	Further, the formalities listed at para 11,12 & 14 must be completed within the time lines specified therein.
19.	Non-acceptance of award or on account of non- completion of post-award formalities within the prescribed time, you shall be liable to be debarred by AAI for further participation in the tenders at its airports or at any other place under the control of AAI, for a period of one (01) year.
20.	If the licensee does not operate the license upto 20% of the contract period then the party is liable to be debarred for one year from the date of issuance of orders.
21.	The notice period towards termination of contract will be as per NIT conditions.
22.	NOC/Approval plan: The party is requested to apply to AAI for NOC/Approval with acceptance letter towards layout plan before start of fabrication work/development of shop/outlet at the tendered location(s).
23.	The Licensee shall make arrangement to obtain appropriate Insurance cover in respect of all properties/goods, if any, proposed to be stored or used by the Licensee.
24.	All the terms and conditions of agreement shall be strictly complied with. Any interior renovation work to be carried out at the stall should be approved from Airport Director, Bagdogra Airport.
25.	The licensee shall not assign or transfer the present licence or part thereof unless authorized in writing by the competent authority.
26.	It should be ensured that the personnel engaged by you at the counter should confine within the premises only. No soliciting or canvassing of business shall be done by the licensee.
27.	AAI shall be at liberty to grant licence for similar facility at the Airport in similar/other locations for which the licensee shall have no objection to the same.
28.	Licensee may be required to change the location as and when desired by AAI without any protest/demur and at his own cost.
29.	The licensee has to submit the same with authorized signature and Seal with the agreement.
30.	On expiry of the license period or on termination of the license by the Airport Authority on account of any breach on the part of the licensee, the licensee shall deliver the possession of the premises in good condition and in peaceful manner along with furniture, fittings, equipment and installations, if any, provided by the Authority. Further, licensee shall remove his / their goods and other materials from the premises immediately, failing which Authority reserve its right to

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	remove such goods / materials at the cost & risk of the Licensee and demand payment for such removal. If such payment is not made within 10 days, Authority shall be at liberty to dispose off the goods / materials of the Licensee by public auction to recover the cost. The licensee shall not be entitled to raise any objection in such an eventuality. After the contract expires, the concessionaire shall stop business and shall be given a maximum of 07 days to vacate the premises (after settlement of dues). The onus of clearing all the dues and vacating the premises within 07 days lies on the licensee. If the agency ceases business operation but fails to vacate the premises within 07 days of expiry of contract, double the amount of normal notified space rent of that area shall be charged from date of expiry of license to the date of vacation. If agency ceases business operations but fails to vacate even after 15 days, the agency ceases to claim any ownership of the un-cleared materials. AAI shall make arrangements to remove the leftovers and charge the costs incurred to the agency/adjusted from available SD along with outstanding dues if any. Taking over document has to be signed after clearance of premises by the concessionaire.
31.	The licensee shall not erect, display or use any promotional display in any form for purpose of advertisement or branding for a company upon the said premises without the prior permission in writing from the Authority. Authority reserved the right to charge for such activities.
32.	The licensee shall display the signage as per the approved design. No deviation in the design of the signage shall be allowed.
33.	This award letter is part of the licence Agreement.

Please acknowledge the receipt of the letter.

Yours faithfully,

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10.09.25

SUBHARAJ MAITRA

Manager (Comml)

For Airport Director

Manager (Commercial)

कृते विमानपत्तन निदेशक

For Airport Director

बगदोगरा विमानपत्तन

Bagdogra Airport.

NOO

Copy to:

1. The Regional Executive Director RHQ-ER, AAI, NSCBI Airport, Kolkata-52.
2. Jt.GM (Commercial), RHQ-ER AAI, NSCBI Airport, Kolkata-52.

Internal: DGM (Engg-Civil), DGM(Engg-Elect), DGM(Fin), MGR(Ops), MGR(HR), AM(Fire), Branch Secretary (AAEU), CSO & PA to APD.

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Signature Not Verified

Digitally signed by SAILENDRA NATH THAKUR

Date: 2026.03.03 16:19:36 IST

Location: eProcurement System for Central PSUs