

Airports Economic Regulatory Authority of India
3rd Floor, Udaan Bhawan, Safdarjung Airport
New Delhi 110003

EOI No. 01/2025-26

Subject: Expression of Interest (EOI) for Empanelment of Consultancy Agencies to assist AERA in the process of determination of tariff for aeronautical services of Major Airports in respect of Airport Operators, and for Strategic and Economic Studies – reg.

The schedule of critical dates, fee and contact person are as follows:

Fees	Critical Date(s) & Time	Contact Person(s)
(1)	(2)	(3)
(a) <u>Registration Charges:</u> Rs. 2,000/- (excl. GST) (Non- refundable) for e-tender portal of AERA to be charged by the IT Service Provider (e-tender). (b) <u>Tender Processing Fee:</u> Rs.3,000/- (excl. GST) (Non-refundable) for e-tender portal of AERA to be charged by the IT Service Provider (e-tender). (c) <u>Validity of the Proposal:</u> 120 days from the proposal due date (d) <u>Earnest Money Deposit (EMD):</u> Rupees Twenty-Five Thousand (including GST)	(a) Uploading of EOI: 30.09.2025 (b) Receipt of Pre-EOI Queries: 09.10.2025 (c) Pre-EOI Meeting (online): 13.10.2025 at 11:30 AM (d) Response to Pre-EOI Meeting: 17.10.2025 (e) Last date of submission of EOI (“Proposal due date”) 27.10.2025 up to 1500 Hrs. (f) Opening of EOI: 27.10.2025 at 1530 Hrs.	1. Inderpal Singh Bid Manager (email: inderpal.s@aera.gov.in) 2. For e-EOI queries: Shri Amrendra Kumar (M/s ITI Limited) Email: eprochelpdesk.18@gmail.com Mobile: 8448288980

Notes:

- (1) Participating Agencies have to download the EOI from the e-tender portal i.e. <https://aera.ewizard.in> after registering themselves on portal and after payment of Tender Processing Fee before last date & time of downloading the e-bids online.
- (2) All Participating Agencies are advised to see Amendments to EOI, on the e-tender portal only, if any, before submission of the EOI. In case the Participating Agency does not submit the amended EOI , it will be presumed that Participating Agency has seen the amendments/ amended EOI and the same will be evaluated accordingly. The decision of AERA shall be final and binding.
- (3) Any Corrigendum/Addendum to this EOI, if any, would appear only on above mentioned e-tender portal.
- (4) This EOI is also available on CPP Portal.

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GLOSSARY

AERA	As defined in clause 1.1 of this EOI
Airport Operator	As defined in AERA's Tariff Guidelines 2011
Participating Agency	The interested parties who, in response to this EOI, apply for the EOI. Participating Agency shall mean any legal entity such as firm (s) or Proprietorship/ Partnership Firm/ Limited Liability Partnership/ Private Limited/ Limited Company/ Society registered under Society's Act/ Statutory Bodies/ Public Sector Enterprises, etc. Consortium/ JV are not allowed to participate in this EOI.
Earnest Money Deposit	Earnest Money Deposit shall mean Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks, safeguarding the purchaser's interest in all respects.
JV	Joint Venture
Major Airport	As defined in AERA Act 2008 (read with subsequent amendments)
EOI	Expression of Interest
TOR/SOW	Terms of Reference/Scope of Work

INSTRUCTIONS TO THE PARTICIPATING AGENCIES

Instructions to the Participating Agencies are given hereunder:

- (a) The complete EOI Document can be viewed/downloaded (for view purpose only and not for bidding) on free view tab of the e-tender portal i.e. <https://aera.ewizard.in> free of cost or link on Tender section of AERA website.
- (b) A Vendor's Manual containing the detailed guidelines for e-tender system is also available on e-tender portal (<https://aera.ewizard.in>) of AERA.
- (c) It is mandatory for all the Participating Agency to have class-III Digital Signature Certificate from any of the licensed Certifying Agency (Participating Agency can see the list of licensed Certifying Agencies from the link www.cca.gov.in) to participate in e-tender process of AERA.
- (d) It is mandatory for the Participating Agency to get their firm/company etc. registered with e-tender portal of AERA, i.e. <https://aera.ewizard.in> to have user ID and password by submitting a non-refundable annual **Registration charge of Rs. 2000/- (Rupees Two Thousand Only) plus applicable taxes** to be paid online using the e-payment gateway to ITI Limited through the portal address mentioned above.
- (e) Above charges can be paid online using the e-payment gateway to ITI Limited. The registration so obtained by the Participating Agency shall be valid for one year from the date of its issue and shall be subsequently renewed on payment of charges applicable at that time. Participating Agencies which are already registered on this e-tender portal and validity has already expired, will have to pay requisite registration fee.
 - (i) Participant shall safely keep their User ID and password, which will be issued by the service provider i.e. ITI Limited upon registration, and which is necessary for e-bidding.
 - (ii) Participating Agency are advised to change the password immediately on receipt of activation mail in their own interest.
 - (iii) Participating Agency shall not disclose their User ID as well as password and other material information relating to the e-bidding to any one and safeguard its secrecy.
- (f) EOI documents shall be available online on website <https://aera.ewizard.in> and can be downloaded till the due date & time of downloading of EOI as per schedule mentioned on the first page of this EOI.
- (g) For downloading of EOI documents, Participating Agency shall submit a non-refundable **"Tender Processing Fee Rs. 3000/-"** exclusive of all taxes towards EOI processing fee to be paid online using the e-payment gateway to ITI Limited through the portal address mentioned above.
- (h) **Validity of Participating Agency Registration on the e-tender portal of AERA:** Participating Agency may note the following-
 - (i) It shall be the sole responsibility of the Participating Agency to keep the Registration valid up to the original/extended date of submission of EOIs.
 - (ii) EOIs can be submitted only during the validity of their registration.
- (i) AERA may issue addendum(s)/corrigendum(s) related to the EOI documents. In such cases, the addendum(s)/corrigendum(s) shall be issued and placed on website <https://aera.ewizard.in> at any time before the closing time of EOI. The Participating Agency who have downloaded the EOI documents from e-tender portal must visit the AERA's e-tender portal and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered Participating Agency to check the web site for any such corrigendum/addendum till the time of closing of Participating Agency and ensure that

Participating Agency submitted by them is in accordance with all the corrigendum(s)/addendums.

- (j) The documents available under Free View Section on the website may be downloaded for the purpose of viewing only. Participating Agency may please note that downloading from free view section shall not tantamount to purchase of EOI Document. The purchase of EOI Documents for submission/ uploading shall be available only after payment of respective fees under the appropriate section on the e-tender portal after logging in. Kind attention of the Participating Agency is hereby invited to EOI schedule which clearly mentions the date and time of sale/downloading of EOI Document. So, the Participating Agency in their own interest are advised to pay the respective fees accordingly well before the closing time of downloading of EOI Documents.
- (k) Participating Agency cannot download & submit the EOI after the due date and time of EOI downloading/submission. Time being displayed on e-tender portal of AERA (“Standard Time”) shall be final and binding on the Participating Agency. EOIs are required to be submitted by Participating Agency, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- (l) **MODIFICATION/SUBSTITUTION/ WITHDRAWAL OF EOI:** In the event of modification/substitution/withdrawal of the EOI, the Participating Agency may modify, substitute or withdraw the EOI, prior to the EOI Submission due date and time (Refer first page).
 - a. For withdrawal of the documents of the EOI, the Participating Agency will have to click on withdrawal icon at <https://aera.ewizard.in> (e-tender portal) and can withdraw its Participating Agency. However, it may be noted that once the EOI has been withdrawn, Participating Agency cannot participate again for the same EOI.
 - b. The Participating Agency may modify or substitute the EOI documents after submission, provided that the Participating Agency update the old documents submitted in the electronic form from the <https://aera.ewizard.in> (e-tender portal) and also upload the modified or substituted documents.

NOTE: Do not withdraw your EOI in case of any modification/substitution of application/EOI. Withdrawal shall not allow further participation/modification/substitution of application/EOI.

- (m) The Participating Agency are advised to submit their e-EOIs online well before the e-EOI due date & time. AERA/ ITI Limited shall not be responsible for any delay in submission of e-EOIs for any reason whatsoever. No other mode of EOI submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all EOI papers are to be submitted online.
- (n) The complete application shall be ink/digitally signed by the Authorized Signatory of the Participating Agency & submitted in the “e-tender portal” and EOI Sheets should be filled and submitted in the “e-tender portal” only. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Participating Agency can upload a single file of size 20 MB only but they can upload multiple files.
- (o) This EOI is also available on CPP Portal.
- (p) **SUBMISSION OF EOI:**

The EOI shall be submitted in one cover viz.-EOI Documents – forms and other requisite documents to be submitted in Cover-I on the e- tender portal. All the documents of Cover-I shall be digitally/ink signed by the Participating Agency / Authorized Signatory.
- (q) **EOIs:** (Cover-I)

- (i) The EOI documents shall be submitted in the “e-tender portal” on or before due date/ time as per Schedule of bidding process with EOI processing fee to be paid online using the e-payment gateway to ITI Limited through the e-tender portal. Detailed credentials as per the requirement of eligibility criteria and all forms and required documents are to be uploaded with digital signature on <https://aera.ewizard.in>.

- (r) For the purpose of registration on e-tender portal and associated formalities, help desk details are given hereunder:

<i>e-Tendering Registration Queries</i>	<i>Registration Help Desk</i>	<i>011-49606060</i>	eprochelpdesk.18@gmail.com eprochelpdesk.19@gmail.com
<i>DSC Queries</i>	<i>Help Desk</i>	<i>011-49606060</i>	
<i>For e-Tendering Queries</i>	<i>Shri Amrendra Kumar / Shri Abhishek Kumar</i>	<i>011-49606060 Mob: 8448288980 / 9355030617</i>	

Days & Timings for help desk: Monday to Saturday: 9.00 AM to 9.00 PM

SECTION 1: INTRODUCTION

1.1 Background:

1.1.1 Airports Economic Regulatory Authority of India (AERA) was established under the Act “*Airports Economic Regulatory Authority of India Act, 2008*” to regulate tariff and other charges for the aeronautical services rendered at major airports and to monitor the performance standards of such airports.

1.1.2 Further, vide ‘Airports Economic Regulatory Authority of India (Amendment) Act, 2019’, some amendments in the original Act had been made which are extracted below:

“1. i) This Act may be called the Airports Economic Regulatory Authority of India (Amendment) Act, 2019.

ii) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint. (appointed date by Central Government is 26.09.2019).

1. In Section 2 of the Airports Economic Regulatory Authority of India Act, 2008 (hereinafter referred to as the principal Act.) in clause (i), for the words “one and a half million” the words “three and half million” shall be substituted.

2. In section 13 of the principal Act, after sub-section (i), the following sub-section shall be inserted, namely: - “(1A) Notwithstanding anything contained in sub-sections (1) and (2), the Authority shall not determine the tariff or tariff structures or the amount of development fees in respect of an airport or part thereof, if such tariff or tariff structures or the amount of development fees has been incorporated in the bidding document, which is the basis for award of operatorship of that airport:

Provided that the Authority shall be consulted in advance regarding the tariff, tariff structures or the amount of development fees which is proposed to be incorporated in the said bidding document and such tariff, tariff structures or the amount of development fees shall be notified in the Official Gazette.”

1.1.3 Vide, the Airports Economic Regulatory Authority of India (Amendment) Act, 2021, scope of major airport has been expanded, which is extracted below:

“1.(1) This Act may be called the Airports Economic Regulatory of India (Amendment) Act, 2021.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In Section 2 of the Airports Economic Regulatory Authority of India Act, 2008, in clause (i), after the words, “any other airport”, the words “or a group of airports” shall be inserted.”

1.1.4 **Functions of Authority:** Section 13 of the AERA Act 2008 defines the functions of the Authority, as extracted hereunder:

- (a) To determine the tariff for aeronautical services taking into consideration –
 - (i) the capital expenditure incurred and timely investment in the improvement of airport facilities;
 - (ii) the service provided, its quality and other relevant factors;
 - (iii) the cost for improving efficiency;
 - (iv) economic and viable operation of major airports;

- (v) revenue received from services other than the aeronautical services;
 - (vi) the concession offered by the Central Government in any agreement or memorandum of understanding or otherwise; and
 - (vii) any other factor which may be relevant for the purpose of the Act
- (b) Determine the amount of the development fees;
 - (c) Determine the amount of the passengers' service fee levied under Rule 88 of the Aircraft Rules, 1937 made under the Aircraft Act, 1934;
 - (d) monitor the set performance standards relating to quality, continuity and reliability of service as may be specified by the Central Government or any authority authorized by it in this behalf;
 - (e) call for any such information as may be necessary to determine the tariff for aeronautical services; and
 - (f) Perform such other functions relating to tariff, as may be entrusted to it by the Central Government or as may be necessary to carry out the provisions of the Act.

1.1.5 **Aeronautical Service:** As per Section 2(a) of the AERA Act, 2008 'aeronautical service' means any service provided-

- (i) for navigation, surveillance and supportive communication thereto for air traffic management;
- (ii) for the landing, housing or parking of an aircraft or any other ground facility offered in connection with aircraft operations at an airport;
- (iii) for ground safety services at an airport;
- (iv) for ground handling services relating to aircraft, passengers and cargo at an airport;
- (v) for the cargo facility at an airport;
- (vi) for supplying fuel to the aircraft at an airport; and
- (vii) for a stake-holder at an airport, for which the charges, in the opinion of the Central Government for the reasons to be recorded in writing, may be determined by the Authority.

1.1.6 Section 13 (4) of the AERA Act prescribes that "The Authority shall ensure transparency while exercising its powers and discharging its function, inter-alia, -

- (a) by holding due consultations with all stake-holders with the airport;
- (b) by allowing all stake-holders to make their submission to the authority; and
- (c) by making all decisions of the authority fully documented and explained."

1.1.7 Based on the provisions of AERA Act 2008, and after extensive stakeholder consultation, had finalized its approach to the economic regulation of aeronautical services. Detailed Guidelines laying down information requirements, periodicity and procedure for Tariff determination were also issued. The details of Orders and Guidelines issued in this behalf are as under:

S. No.	Order No. and Date	Details
(i)	Order No. 13 dated 12.01.2011	In the matter of Regulatory Philosophy and Approach in Economic Regulation of Airport Operators
(ii)	Direction No. 05/2010-11 dated 28.02.2011	Terms and conditions for Determination of Tariff for Airport Operators

(iii)	Order No. 05 dated 02.08.2010	In the matter of Regulatory Philosophy and Approach in Economic Regulation of the services provided for Cargo Facility, Ground Handling and Supply of Fuel to the aircraft at Major Airports
(iv)	Direction No. 04/2010-11 dated 10.01.2011	Terms and Conditions for Determination of Tariff for Services Provided for Cargo Facility, Ground Handling and Supply of Fuel to the Aircraft
(v)	Order No. 07/2016-17 dated 13.06.2016	In the matter of Normative Approach to Building Blocks in Economic Regulation of Major Airports-Capital Costs
(vi)	Order No. 14/2016-17 dated 23.01.2017	In the matter of aligning certain aspects of AERA's Regulatory Approach (Adoption of Regulatory Till) with the provisions of the National Civil Aviation Policy – 2016 (NCAP-2016) approved by the Government of India
(vii)	Order No. 20/2016-17 dated 31.03.2017	In the matter of allowing Concession to Regional Connectivity Scheme (RCS) Flights under RCS – Ude Desh ka Aam Naagrik (UDAN) at Major Airports.
(viii)	Order No. 35/2017-18 dated 12.01.2018	Amendment No. 01 to Order No. 35/2017-18 dated 09.04.2018 in the matter of Determination of Useful life of Airport Assets
(ix)	Order No. 42/2018-19 dated 05.03.201	In the matter of Determination of Fair Rate of Return (FRoR) to be provided on Cost of Land incurred by various Airport Operators in India
<i>The above details can be downloaded from www.aera.gov.in.</i>		

1.2 **Expression of Interest for Empanelment of Consultancy Agencies:**

For assisting the AERA in carrying out the exercise of determination of tariff for aeronautical services of Major Airports in respect of Airport Operators, and for Strategic and Economic Studies, AERA intends to empanel the consultancy agencies, for the following categories:

Categories of Empanelment:

Category 'A'	Shall be empanelled to assist AERA in determination of tariff for aeronautical services related to Major Airports having annual passenger throughput of 6 MPPA and above.
Category 'B'	Shall be empanelled to assist AERA in determination of tariff for aeronautical services related to Major Airports having annual passenger throughput less than 6 MPPA.

Notes: -

1. Agencies empanelled in Category A will also be eligible to participate in assignments pertaining to Category B. However, Agencies empanelled in Category B will not be eligible to participate in assignments pertaining to Category A.
2. For carrying out the strategic and economic studies, AERA reserves the right to invite Techno Commercial bids either from Category – 'A' or Category - 'B' or 'Both the Categories' amongst all the empanelled Consultancy agencies and also reserves the right to invite open tenders.

1.3 **Existing Empanelment and its validity:**

AERA empanelled Nine consultancy agencies in June 2020 for the tariff determination and for economic & other studies. Validity of the existing empanelment at present is upto 30.11.2025 (unless extended). Therefore, this EOI has been called for fresh empanelment of consultancy agencies and existing empanelled agencies are also required to apply afresh.

1.4 **Evaluation Process:** Evaluation Process has been explained in Section 4 of this EOI.

1.5 **Declaration of Empanelment List:** Subsequent to evaluation, AERA will issue a list of empanelled agencies on its website and also intimate the empanelled agencies.

1.6 **Single Packet:** This is a single packet EOI wherein participating agencies are to submit the documents, as prescribed in this EOI.

1.7 **Pre-EOI Queries:**

The pre-EOI queries are to be submitted by the participating agencies as per timeline given in Table at page 1 of this EOI. The mode of submission of pre-EOI queries will be either through email-ids at (a) inderpal.s@aera.gov.in; and/or (b) sonia.sahni@aera.gov.in, or on the e-tender portal of AERA, preferably in the format given below:

EOI No. 01/2025-26			
S. No.	EOI Clause No.	EOI Text requiring clarification	Participating Agency's Query

1.8 **Pre-EOI Meeting:**

The pre-EOI meeting will be held as per date and time mentioned in the table given at page no. 1 of this EOI in the virtual mode only and link for the same is given hereunder:

<https://aeraind.webex.com/aeraind/j.php?MTID=madea58445ab468d9e038901ad073327d>

or join meeting by the following:

- Meeting number (access code): 2514 836 7518
- Meeting password: 123456

If there are any supplementary queries after pre-EOI meeting, the participating agencies have the option to raise the same (in writing) till one day after the pre-EOI meeting. Clarifications/ corrigendum/ addendums etc. (if any) will be posted on e-tender portal of AERA only, which will form an integral part of this EOI and supersede the relevant clauses for future reference.

1.9 **Corrigenda/ Addenda to EOI:**

Before the deadline for submitting EOI, AERA may update, amend, modify or supplement the information, assessment or assumptions contained in this EOI document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original EOI document. The Participating Agencies must check the e-tender portal for any corrigenda/ addenda. Any corrigendum or addendum thus issued will be considered a part of this EOI.

1.10 **Earnest Money Deposit (EMD):**

(i) EMD to be submitted as per Table given on the page 1 and as per details given in glossary. Scanned copy of the same shall be uploaded by participating agency along with the EOI on the e-tender portal of AERA and original hard copy of the same will have to be submitted directly to the AERA within 5 working days of last date of submission of EOI, failing which the EOI may be treated as incomplete and may lead to rejection of the EOI by AERA without making any reference to the participating agency.

(ii) EMD shall be released/returned as per the relevant clause of EOI.

(iii) AERA shall not be liable to pay any interest on the EMD and the same shall be interest free.

1.11 **Forfeiture of EMD:** EMD submitted by the participating agency shall be forfeited, if the participating agency:

(i) withdraws or modify or impairs or derogates from the EOI in any respect within the period of validity of its EOI; or

(ii) if it comes to notice that the information / documents furnished in its EOI is false, misleading or forged; or

(iii) has submitted more than one EOI.

1.12 **Release of EMD:** Without prejudice to Clause 1.11 above, the EMD shall be released in the following manner:

(i) The EMD of all the unsuccessful participating agencies shall be returned as promptly as possible, but not later than 1 (one) month after expiration of EOI Validity i.e. 120 days.

(ii) The EMD of the Successful participating agency, i.e., which is empanelled post completion of this process, will be returned within one month after issuance of empanelment list by AERA.

1.13 **Number of Proposals:**

A Participating Agency who submits more than one EOI shall be summarily rejected (all such EOIs of that participating agency will be rejected).

1.14 **Validity of the Empanelment:** Panel shall be valid for Three Years. The validity of the empanelment can be extended by upto two years subject to AERA's satisfaction. However, AERA reserves the sole right to update/ review/ cancel the empanelment during the currency of the empanelment. During this period, AERA may also remove consultancy agency (ies)

from the empanelment list if it concludes that they have not demonstrated adequate capability of providing the required services in a professional manner or the quality of service is found to be inadequate after the award of contract.

- 1.15 **Communications:** All communications pertaining to finalization of this EOI (unless specified otherwise in this EOI) will be made through e-tender portal of AERA only.

SECTION 2: TERMS OF REFERENCE/SCOPE OF WORK

2.1 Objective:

Objective of empanelment is to accelerate the process of finalization of Consulting Agency for a specific assignment. Present EOI is for empanelment of Consulting Agencies capable of taking up tariff determination exercises, and studies related to various aspects of AERA functioning in discharging its regulatory functioning, and nature of assignments which may generally be required by AERA is given in subsequent clause.

2.2 Scope of Work:

Scope of work includes an indicative list of jobs which the selected consultant would be expected to perform. Detailed description of the scope of services and other requirements to be undertaken by the Selected consultant is given herein after, however, the same is merely illustrative and not exhaustive. The Selected consultant shall thus have to consider the required output and include all further incidental activities that may be necessary for efficient and successful implementation and for achieving the ultimate purpose of the assignment awarded pursuant to this EOI. The indicative list of jobs/assignments required to be completed by the selected consultant is as under:

2.2.1 Tariff Determination Exercise of Airport Operator:

- (i) Examine the MYTP/ATPs of the Major Airport Operator and verify the data with reference to the Balance Sheet, P&L account and auditor certificates in compliance with the Regulatory Framework.
- (ii) Independent Studies related to the tariff determination.
- (iii) Ensure that the financial model employed is in line with the methodology prescribed by the Authority.
- (iv) Determination of efficiency and reasonableness of O&M costs including segregation into aero vs. non-aero costs.
- (v) Determination of the allocation of Assets between Aeronautical and Non-Aeronautical activities.
- (vi) Examine each building block in tariff determination and ensure that the treatment given to it is in line with the AERA Act, AERA guidelines, SSA, OMDA, Land Lease agreement, previous Tariff Order issued by AERA, etc.
- (vii) Prepare a Consultation Paper and assist the Authority in holding consultations with the stakeholders, minutes of the stakeholder meeting and analyze the various comments/suggestions made by the stakeholders.
- (viii) Preparation of tabular statement compiling comments, counter comments and draft view of the Authority on the same.
- (ix) Draw the final version of the Tariff Order.
- (x) Assist the Authority by preparing response on legal appeals against the tariff order (s) of the Authority (excluding legal advice/legal service).
- (xi) Any other assignment.

While the above-mentioned activities are indicative in nature, the scope of work in respect of tariff determination exerciser of Major Airports may vary. There could be additional activities of relevant to the assignment which are not listed above, or some of the listed activities may not be required in the assignments to be performed by the selected consultant.

2.2.2 **For Strategic and Economic Studies:**

- (i) Develop knowledge map(s) including knowledge/ databases in identified areas;
- (ii) Studies related to cost of equity/debt and its reasonableness in relation to industry and returns to the airport/ service provider.
- (iii) Undertake Traffic projection Studies including carrying out market surveys through collection and analysis of data.
- (iv) Undertake research studies including carrying out market surveys through collection and analysis of data.
- (v) Review of project funding guidelines and recommend modifications/improvements within the overall framework of the rules and regulations of the statutory provisions and its impact analysis with optimum utilization of available resources, process improvement etc.
- (vi) Any other study.

SECTION 3: ELIGIBILITY CRITERIA AND RELATED ASPECTS

3.1 Eligibility Criteria: Participating Agency can be a legal entity as defined under Glossary Section of this EOI. Consortium/JV are not allowed to participate in this EOI. Subject to other provisions in this EOI document, participation in this empanelment process is open to all consultants who fulfil the criteria given in the subsequent clauses.

3.2 Experience of Participating Agency: Participating Agency must fulfil the experience criteria given hereunder:

S. No.	Experience of the Participating Agency	Supporting documents required
(i)	<u>Essential:</u> Participating Agency Must have completed at least 05 (five) assignments of any consultancy services over the last seven years. [i.e., the current financial year (till last date of submission of EOI) and the last seven financial years (ending month of March prior to EOI opening)].	Declaration as per Form 3 along with relevant documentary evidence mentioned therein.
(ii)	Marks will be given for the following as per the marking scheme of this EOI:	
	(a) Experience of Participating Agency (In years) in providing consultancy services (as indicated in S. No. 1 g) of Form 2)	
	(b) number of assignments of any consultancy services completed by the participating agency [reference clause no. 3.2 (i)]	
	(c) number of consultancy assignments completed related to infrastructure sector in respect of any of the following: Involved/ Assisted/ performed activities related to Conceptualization/ Designing/ Preparation/ Implementation/ Analysis/ Assessment/ Audit/ Estimation/ Evaluation/ Drafting/ Formulation/ Finalization/ Scrutiny/ Examination / Review/ Execution/ Adoption, etc. in/ of proposals/matters/issues /documents/ policy (including matters incidental or consequential thereto) related to any one or more of the following:- • regulation/ determination of tariff/ fees/ toll/ pricing/ fare, etc., AND/OR • modernization or upgradation / capacity creation/ capacity expansion/ capacity augmentation, etc.; AND/OR • Detailed Project Report (DPR)/ Detailed Feasibility Report (DFR)/ Techno Economic Feasibility Report (TEFR)/ Project Management Consultancy (PMC)/ Capex Estimation/ Capex Analysis/ Capex Evaluation, etc.	
	(d) Number of above assignments [mentioned in (c) above] related to aviation sector.	

Notes:

- (a) Infrastructure means sectors including but not limited to Transport and Logistics (Roads and Bridges, Urban Public Transport, Railways, Airport, Ports, Shipping, Shipyards, Inland Waterways, Logistics Infrastructure, Bulk Material Transportation Pipelines, etc.), Energy (Electricity Generation/ Transmission/ Distribution, Oil/ Gas/ LNG Storage facility, Energy Storage System, etc.), Communication [Telecommunication(Fixed Networks), Telecommunication Towers, Telecommunications & Telecom Services, Data Centres, etc.], Water supply and Sanitation (Solid Waste Management, Water Treatment plants, Sewage, Irrigation, Dams, Channels, embankments, Storm Water Drainage System, etc.), Social and Commercial Infrastructure (Education Institutions, Hospitals, Sports Infrastructures, Tourism Infrastructure, Storage for Agriculture and Horticulture Produce, Cold Chasin, Terminal Markets, Soil Testing laboratories, Affordable Housing, Affordable Rental Housing Complex, Exhibition cum Convention Centre, etc.), etc. Further, backward and forward linkages of these sectors (e.g., Manufacturing, Maintenance, Mines, Oil Wells, Steel Plant, Gas Pipelines, Refinery, supply chain, etc.) will also be considered under the definition of infrastructure.
- (b) For the purposes of this EOI, Consultancy Service means any subject matter of procurement (which involves primarily non-physical project specific, intellectual and procedural processes where outcomes/ deliverables would vary from one consultant to another), other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training, research, and advisory services, etc.
Note: These Services typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, Advisory and project related Consultancy Services which include, feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development etc.
- (c) For the above purpose, it is clarified that one assignment means one contract, even if the contract contains multiple assignments/ multiple components/ multiple agreements, etc.
- (d) No Exemption from criteria for Experience/Past Experience will be allowed to any participating agencies or category of participating agencies.
- (e) The Participating Agency can claim the experience of its associate/ affiliate/ subsidiary/ parent/ holding/ joint venture member (s)/ multi firm engagement/ sub-consultant/ sub-licensee, or any other role, as that of himself. Details and relevant supporting documents for claiming such experience are to be furnished with the EOI.
- (f) AERA reserves the right, but is not obligated, to waive minor deviations in the eligibility criteria if they do not materially affect the capability of the participating agencies to be empanelled in this EOI.

3.3 **Average Annual Financial Turnover of the Participating Agency:** Participating Agency must fulfil the Average Annual Financial Turnover criteria given hereunder:

S. No.	Average Annual Financial Turnover	Supporting Documents required
(i)	<u>Essential:</u> Must have Minimum Average Annual Financial Turnover of at least Rupees Two	A certificate from the Chartered Accountant indicating the average annual financial turnover, average annual financial

	crores during the last three financial years (i.e., till 31.03.2025).	turnover from consultancy contracts during the relevant periods as per Form 4.
(ii)	Essential: Out of Minimum Average Annual Financial Turnover of at least Rupees Two Crores during the last financial years (i.e., till 31.03.2025), mentioned at (i) above, Participating Agency must have average annual financial turnover of at least Rupees One crore during the last three financial years from consultancy contracts.	

Notes:

- (i) No exemption from criteria for Average Annual financial Turnover will be allowed to any participating agency or category of participating agencies.
- (ii) Financial Year: A financial year is a period of twelve months used by participating agency to prepare annual accounts etc. Depending upon the accounting practice of participating agency, this period of financial year may begin from any month of the year and end after twelve months with the month preceding the beginning month.
- (iii) For this purpose, consultancy contracts will mean contracts for services as explained in Note (b) to clause 3.2 above.
- (iv) Marks for the Average Annual Financial Turnover and Average Annual Financial Turnover from consultancy assignments will be given as per the marking scheme of this EOI.

3.4 Qualified & Experienced Professionals on payrolls:

Qualified & Experienced Professionals on Payrolls:	Supporting Documents required
(i) Participating Agency must have sufficient number of Qualified and experienced Professionals on its payrolls. (ii) Educational qualification of the professionals must be any one or more of the following: a. MBA/ Post Graduate Diploma in Management/ Post Graduate Program in Management b. Post Graduate Diploma/ Post Graduate (Master) Degree in any of the following areas/ fields/ programs in/of Management: Business Administration/ Business Management/ Business Studies/ Business/ Management Studies/ Management, etc. c. CA / CMA/ CWA d. Engineering Graduate in any Branch e. Masters' Degree in Statistics / Mathematical Statistics /Mathematics and Statistics/ Economics/ Statistics with Economics/ Economics and statistics, etc.	Declaration as per Form 5.

Note: Marks for the qualified & experienced professionals on the payrolls of the participating

agency will be given as per the marking scheme of this EOI.

3.5 Language of the Proposal:

Unless otherwise stipulated, the Proposal submitted by the Participating Agency and all subsequent correspondence and documents relating to the Proposal exchanged between the Participating Agency and AERA shall be written in the English language. However, the language of any printed literature furnished by the Participating Agency in connection with its Proposal may be written in any other language provided a certified translation accompanies it in the English language. For purposes of interpretation of the Proposal, translation in the English language of the Proposal shall prevail.

3.6 Acquaintance with Local Conditions and Factors:

The Participating Agency is encouraged to visit, examine, and familiarise himself with the local conditions and factors, at his own cost, responsibility, and risk. The Participating Agency acknowledges that before the submission of the Proposal, he has, after a complete and careful examination, made an independent evaluation of the local conditions, infrastructure, logistics, communications, legal, environmental, financial, and any other conditions or factors which would have any effect on the performance of the contract. Participating Agency shall be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time at relevant places. On such matters, AERA shall have no responsibility and not entertain any request from the Participating Agency.

3.7 Cost of Preparation and Submission of EOI:

The Participating Agencies shall bear all direct or consequential costs, losses and expenditures associated with or relating to the preparation, submission, and subsequent processing of their Proposals, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations, or presentations which AERA may require, or any other costs incurred in connection with or relating to their Proposals. All such costs, losses and expenses shall remain with the Participating Agency, and AERA shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Participating Agency for participation in this EOI Process, regardless of the conduct or outcome of this EOI process.

3.8 Conflict of Interest:

- (i) Participating Agency should not have a conflict of interest that substantially affects fair competition. A Participating Agency in this EOI process shall be considered to have a conflict of interest if the Participating Agency:
- (a) directly or indirectly controls, or is controlled by or is under common control with another Participating Agency; or
 - (b) receives or has received any direct or indirect subsidy/ financial stake from another participating Agency; or
 - (c) has the same correspondence address or same legal representative (meaning authorized representative for the purpose of this EOI)/ agent as another participating Agency for purposes of this EOI; or
 - (d) has a relationship with another participating Agency, directly or through common third parties, which puts it in a position to have access to information about or

- influence the EOI of another participating Agency; or
- (e) has a close business or family relationship with staff of AERA who are directly or indirectly involved in this EOI process or implementation/ supervision of its resulting contract.

3.9 Proposal Due Date:

To be submitted on or before as indicated in the table given at page 1 of this EOI. AERA may, at its sole discretion, extend the Proposal due date by intimating/ publishing the same on e-tender portal of AERA.

3.10 CLARIFICATION AND SHORTFALL DOCUMENTS:

- (i) During the evaluation of EOIs, AERA may, at its discretion, but without any obligation to do so, ask Participating Agency (s) to clarify its proposal by a specified date. Participating Agency (s) should answer the clarification within that specified date. The clarification request and response shall be submitted on the e-tender portal of AERA and/or through email. No change in the substance of the Proposal shall be sought, offered, or permitted that may grant any undue advantage to such a Participating Agency . Any clarification submitted by a Participating Agency regarding its EOI that is not in response to a request by AERA shall not be considered.
 - (ii) AERA reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change since then and do not grant any undue advantage to any Participating Agency.
 - (iii) If the Participating Agency fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.
- 3.11 In case it is found during the evaluation or at any time before issuance of list of empanelment agencies or after issuance of list empanelment agencies and during the time period of empanelment, that one or more of the eligibility conditions have not been met by any Participating Agency (s) or if the Participating Agency (s) has made material misrepresentation or has given any materially incorrect or false information, the same agency shall be disqualified forthwith and EMD shall be forfeited. If empanelled agency has been selected as consultant and already been issued Letter of Award or has entered into the Agreement, subsequent to the process of RFP, as the case may be, the same shall, notwithstanding anything to the contrary contained in the EOI/RFP, be liable to be terminated, by a communication in writing by AERA along with forfeiture of Bid Security/EMD/Performance Security without AERA being liable in any manner whatsoever to the Participating Agency or Consultant, as the case may be.

SECTION 4: EVALUATION CRITERIA

4.1 Eligibility / Responsiveness:

4.1.1 The EOIs of participating agencies will be assessed to ascertain the eligibility/ responsiveness on the following parameters:

- (i) Participating Agencies have submitted all the requisite forms as per Appendix I (**Form 1 to Form 5**) broadly in the prescribed format along with other prescribed documents with the EOI. All forms are digitally/ ink signed by the Authorized signatory.
- (ii) The EMD is provided as per clause 1.10 of this EOI.
- (iii) Participating Agencies fulfil the essential criterial of experience and turnover, as per clauses 3.2 (i) and 3.3 (i) and (ii) of this EOI.

4.1.2 Participating agencies which do not fulfil criteria given in 4.1.1, will be intimated through email by AERA, with three days' representation time. Such agencies can submit the representation on the same email id within three days from receipt of email from AERA. Representation (s), if any, so received, will be considered on merit in line with the provisions of this EOI.

4.1.3 Subsequent to 4.1.2 above, Participating Agencies found eligible/responsive, EOIs will be further processed as per clause 4.2 of this RFP. EOIs not found eligible/responsive will not be processed further.

4.2 Evaluation Criteria of eligible/ responsive participating agencies:

4.2.1 Participating Agencies found eligible/responsive will be considered for further evaluation. Further evaluation will be carried out in accordance with the methodology given in the subsequent clauses.

4.2.2 The EOIs of the eligible/ responsive agencies shall be evaluated on the basis of details given below:

Evaluation: Total Marks = 100 [A (15) + B (20) + C (15) + D (15) + E (15) + F(20)]

S. No.	Criteria and Marks	Max Marks
A.	Experience of Participating Agency (In years) in providing consultancy services [As per clause 3.2 (ii)(a) of this EOI]	15 Marks
	(i) 0 – 5 Years: 0 (zero) Marks (ii) > 5 – 10 Years: 10 Marks (iii) > 10 Years : 15 Marks	
B.	Number of completed Assignments of any Consultancy services [As per clause 3.2 (i) of this EOI]	20 Marks
	(i) 0 – 4 Assignments: NOT QUALIFIED (ii) 5 – 10 Assignments : 10 Marks	

	(iii) 11 – 13 Assignments : 15 Marks (iv) > 13 Assignments: 20 Marks	
C.	Number of Consultancy assignments completed related to infrastructure sector [As per clause 3.2 (ii) (c) of EOI]	15 Marks
	(i) < 2 Assignments: 0 (zero) Mark (ii) 2 – 5 Assignments: 10 Marks (iii) > 5 Assignments: 15 Marks	
D.	Number of Assignments related to Aviation Sector [As per clause 3.2 (ii) (d) of this EOI]	15 Marks
	(i) 1 – 3 Assignments: 10 Marks (ii) > 3 Assignments: 15 Marks	
E.	Number of Qualified & Experienced Professionals on payrolls (As per clause 3.4 of this EOI)	15 Marks
	(i) 0 – 15 Professionals: 0 (zero) Mark (ii) > 15 – 25 Professionals : 05 Marks (iii) > 25 – 40 Professionals: 10 Marks (iv) > 40 Professionals: 15 Marks	
F.	Average Annual Financial Turnover [As per clause 3.3 (i) of this EOI]	10 Marks
	(i) Less than Rupees Two Crores: NOT QUALIFIED (ii) Rupees Two crores and upto Rupees Ten Crores: 5 Marks (iii) More than Rupees Ten Crores: 10 Marks	
G	Average Annual Financial Turnover from consultancy services [As per clause 3.3 (ii) of this EOI]	10 Marks
	(i) Less than Rupees One Crore: NOT QUALIFIED (ii) Rupees One Crore and upto Five Crores: 5 Marks (iii) more than Rupees Five crores: 10 Marks	

4.3 The EOIs of the eligible/responsive agencies will be given absolute marks based on the evaluation criteria prescribed in 4.2.2 above. A minimum of 60 marks (minimum prescribed marks) is necessary to qualify for empanelment. EOIs which have not obtained minimum prescribed marks in this evaluation will not be considered qualified for empanelment.

4.4 Marks Required for Category-wise empanelment:

S. No.	Category	Total Marks Required in Evaluation	Remarks
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1	A	86 or More Marks	Agencies empanelled in Category A will also be eligible to participate in assignments pertaining to Category B.
2	B	60 – 85 Marks	Agencies empanelled in Category B will not be eligible to participate in assignments pertaining to Category A.
Note: Assignments will be given as per para 1.2 of this EOI.			

4.5 **Terms of Empanelment:**

- (i) EOIs of the responsive/eligible agencies which have obtained minimum prescribed marks in the above evaluation will be considered qualified for empanelment.
- (ii) Empanelment List of Consultancy Agencies shall be published on AERA's website.
- (iii) Such Empanelment shall remain valid for a period of three years, extendable by upto two (02) years subject to AERA's satisfaction.
- (iv) Empanelment with AERA does not guarantee that empanelled agencies shall be awarded any work/ assignment as a result of this empanelment.
- (v) Empanelment of Consultancy Agency is an administrative process and does not confer any legal or contractual rights on the empanelment agency.
- (vi) AERA may subsequently invite RFP for award of assignment of tariff determination exercise and/or for conducting studies. AERA can invite RFP on CBS, QCBS or any other evaluation model, as deemed fit, for award of contract or may assign any project or study to any of the empanelled agencies on nomination basis.
- (vii) AERA will be at liberty to select the consultancy agencies through any other process including but not limited to open tender, if desired, for any assignment and empanelled consultancy agencies shall have no objections for this, even if they are empanelled for that category (i.e., Category A, B) for similar type of works.
- (vii) AERA reserves the right to modify the evaluation criteria and take its own decision, if so required. AERA also reserves its right to further elaborate the scope of work, qualification criteria and other terms and conditions in the subsequent RFPs. The eligibility criteria in the respective RFPs may further narrow down the zone of consideration. Empanelled agencies shall have no claim in this regard.

SECTION 5: FRAUD AND CORRUPT PRACTICES

- 5.1 The Participating Agencies and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this EOI, AERA shall reject a Proposal without being liable in any manner whatsoever to the Participating Agency, if it determines that the Participating Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, AERA shall, without prejudice to its other rights or remedies, forfeit and appropriate the EMD, as genuine, pre-estimated compensation and damages payable to AERA for, *inter alia*, time, cost and effort of AERA, in regard to the EOI, including consideration and evaluation of such Participating Agency’s Proposal.
- 5.2 Without prejudice to the rights of AERA under Clause 5.3 hereinafter and the rights and remedies which AERA may have under the LOA or the Agreement, if any Participating Agency, is found by AERA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issuance of Empanelment List, such Participating Agency shall not be eligible to participate in any tender or EOI issued by AERA during a period of 2 (two) years. Further, in such an event, AERA shall, without prejudice to its other rights or remedies, forfeit and appropriate the EMD, if available with AERA, as genuine, pre-estimated compensation and damages payable to AERA for, *inter alia*, time, cost and effort of AERA, in regard to the EOI, including consideration and evaluation of such Participating Agency.
- 5.3 For the purposes, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of AERA who is or has been associated in any manner, directly or indirectly with the Selection Process or the Empanelment List or has dealt with matters concerning the EOI or arising therefrom, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of AERA, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the Empanelment List, as the case may be, any person in respect of any matter relating to the Project or the Empanelment List, who at any time has been or is a legal, financial or technical consultant/ adviser of AERA in relation to any matter concerning the Project;
 - (b) “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - (c) “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by AERA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Participating Agencies with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5.4 **Code of integrity in Public Procurement, Misdemeanours and Penalties:**

Code of Integrity (as detailed in Rule 175 and Rule 151 of the General Financial Rules, 2017 (and its amendments, if any)) and penalties for violating the Govt. of India, Ministry of Finance, Department of Expenditure shall apply to this EOI process.

SECTION 6: FORMS

FORM 1 : EOI FORM

Dated: XX/XX/XXXX

To

**The Secretary,
Airports Economic Regulatory Authority of India,
3rd Floor, Udaan Bhawan,
Safdarjung Airport,
New Delhi – 110003.**

Subject: Expression of Interest (EOI) for Empanelment of Consultancy Agencies to assist AERA in the process of determination of tariff for aeronautical services in respect of Airport Operators, and for Strategic and Economic Studies – reg.

Sir,

Having examined the above-mentioned EOI document, we, the undersigned, hereby submit our Expression of Interest (EOI) for being empanelled for the subject assignment.

- 1) I/We, M/s, hereby certify that we are a firm of proven, established, and reputed consultant having the required experience, past performance, personnel, and financial capability, with office at
- 2) I/We acknowledge that the AERA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for empanelment of the Consultant, and we certify that all information provided in the proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such proposal are true copies of their respective originals. We hereby confirm that the particulars given above are factually correct and nothing is concealed or misrepresented.
- 3) I/We acknowledge the right of the AERA to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 4) I/We declare that:
 - are we comply with all the eligibility criteria stipulated in this EOI document and the relevant declarations are made along with documents in Form 3 of this EOI.
 - we fully meet the eligibility criteria stipulated in this EOI document, and the relevant details submitted along with documents.

- I/We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- I/We do not have any “conflict of interest” in accordance with Clause 3.8 of the EOI Document;
- I/We shall be duty bound to proactively inform AERA of any change in our compliance with conflict of interest stipulations as soon as it occurs.
- I/ We do not stand declared ineligible/ blacklisted/ banned/ debarred by the AERA from participation in its procurement processes; and/ or
- I/ We are not convicted (within three years preceding the last date of RFP submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for following offences in this regard.
 - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this EOI.

5) I/ We understand that the issue of the EOI document does not imply that the AERA is bound to empanel a consultant. The AERA reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the EOI process and issue another EOI for the same or similar Services before or after opening the EOI.

I/ We understand that AERA would have no liability to the affected participating agency or agencies or any obligation to inform the affected participating agency or agencies of the grounds for such action(s).

6) I/We hereby irrevocably waive any right or remedy which we may have at any stage at

law or howsoever otherwise arising to challenge or question any decision taken by AERA in connection with the empanelment of Consultants or in connection with the empanelment process itself.

7) We agree to keep our EOI valid for acceptance for a period upto 120 days, as required in the EOI document, or for a subsequently extended period, if any, agreed to by us.

8) We confirm that we have not changed/ edited the contents of the downloaded EOI Formats. We realize that any such change noticed at any stage, including after empanelment, shall be liable to punitive action in this regard stipulated in the EOI document.

9) We confirm that we are duly authorized to submit this EOI and make commitments on behalf of the firm. We acknowledge that our ink/ digital/digitized signature is valid and legally binding.

10) We understand that AERA is not bound to accept any EOI that it may receive against the above referred EOI document.

11) We have understood the complete terms and conditions of EOI document. I/We hereby unconditionally accept the EOI No. 01/2025-26 conditions in its entirety for the above Work.

.....

(Signature with date)

.....

(Name and Designation)

Duly authorized to sign EOI for an on behalf of name, address, and seal/stamp of the Participating Agency.

Form 2: Consultant Information

(On Consultant's Letter-head)

Dated: XX/XX/XXX

Consultant's Name:

Address and Contact Details:

EOI No. 01/2025-26

Subject: Expression of Interest (EOI) for Empanelment of Consultancy Agencies to assist AERA in the process of determination of tariff for aeronautical services in respect of Airport Operators, and for Strategic and Economic Studies – reg.

1) Participating Agency's Particulars:

a) Name of the Participating Agency:	
b) State whether applying as a Proprietorship / Partnership Firm / Limited Liability Partnership/ Private Limited / Limited Company/ Society Registered under Society's Act / Statutory Bodies/ Public Sector Enterprises, etc. :	
c) Corporate Identify No. (CIN):	
d) Date of Incorporation/Start of Business:	
e)Place of Registration/ Principal place of business:	
f) Number of Years in Business:	
g) Number of Years in providing consultancy services:	
h) Complete postal address:	
i) Tel & Mob No.:	
j) Contact persons/designation:	
k) email ID:	
l) PAN No.:	
m) GSTIN No.:	

2) Participating Agency's Authorized Representative Information:

a) Full Name.....

b) Designation:.....

c) Address:

d) Telephone/Mobile Numbers:

e) Email Address:

f) Signing as: Proprietorship / Partnership Firm / Limited Liability Partnership/ Private Limited / Limited Company/ Society Registered under Society's Act / Statutory Bodies/ Public Sector Enterprises, etc.

(Signature with date)

.....

(Name and Designation)

[Duly authorized to sign EOI for and on behalf of name, address, and seal/stamp of the Participating Agency]

FORM 3: EXPERIENCE OF PARTICIPATING AGENCY

1. Total Number of years of experience in providing consultancy services (As per clause 3.2 (ii) (a) and clause 4.2.2 (A) : (in years)
2. Participating Agency to give details with regard to clause 3.2 (i) and (ii) of the EOI in the following:

S. No.	Details of consultancy assignments completed over the last seven years (provide the client details, name of work and its scope)	Year of Assignment completed	Fulfil criteria as laid down in Clause 3.2 (i) of EOI (Yes/No)	Fulfil criteria as laid down in Clause 3.2 (ii) (c) of EOI (Yes/No)	Fulfil criteria as laid down in Clause 3.2 (ii) (d) of EOI (Yes/No)
(A)	(B)	(C)	(D)	(E)	(F)
1			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
.			Write YES/NO	Write YES/NO	Write YES/NO
		Total	Please Write here count of Total Numbers of 'Yes' in above rows	Please Write here count of Total Numbers of 'Yes' in above rows	Please Write here count of Total Numbers of 'Yes' in above rows

* Note: Any of the following documents to be attached in respect of each assignment mentioned in the above table:

- (a) Contract Copy / Work Order / Letter of Award etc.
- (b) Execution / completion certificate issued by client
- (c) any other relevant document in support of contract execution / completion

Certification

1. It is certified that all the above assignments have been completed in the corresponding years mentioned against each assignment.
2. I certify that all information is true to my knowledge and belief and nothing has been concealed or misrepresented.

.....

(Signature with date)

.....

(Name and Designation)

Duly authorized to sign EOI for and on behalf of

.....

.....

Name, address, and seal of the Consultant

Note: Participating Agencies may attach more sheets if required.

FORM 4:

ANNUAL FINANCIAL TURNOVER DETAILS OF THE PARTICIPATING AGENCY

[AS PER CLAUSE 3.3 OF EOI]

1. Details of Annual Financial Turnover (figures in INR) in the following table:

S. No.	Financial Year	Annual Financial Turnover (Figures in INR)
(i)		
(ii)		
(iii)		
	Average Annual Financial Turnover	

2. Does the Average Annual Financial turnover given in 1 above fulfil the criteria laid down in clause 3.3(i) of the EOI: Write YES or NO.....

3. Details of Annual Financial Turnover (figures in INR) from consultancy contracts in the following table:

S. No.	Financial Year	Average Annual Financial Turnover from consultancy contracts (Figures in INR)
(i)		
(ii)		
(iii)		
	Average Annual Financial Turnover from Consultancy Contracts	

4. Does the Average Annual Financial turnover from Consultancy contracts given in 3 above fulfil the criteria laid down in clause 3.3(ii) of the EOI: Write YES or NO.....

.....

(Signature with date)

.....

(Name and Designation)

Duly authorized to sign EOI for and on behalf of

.....

.....

Name, address, and seal of the Participating Agency

Certificate from the Chartered Accountant

This is to certify that (Name of the Participating Agency) had turnover, as shown above, against the respective years and also turnover from consultancy services.

Name of the Authorized Signatory:

Designation:

Name of the Chartered Accountant firm:

(Signature of the Authorized Signatory of the Chartered Accountant)

Seal of the Firm

Form – 5

Qualified and Professional Manpower on Payrolls of Participating Agency

(Details to be given only for those manpower possessing at least five years post qualification experience)

S. No.	Qualification	Manpower on payrolls (in numbers)
1.	MBA/ Post Graduate Diploma in Management/ Post Graduate Program in Management	
2.	Post Graduate Diploma/ Post Graduate (Master) Degree in any of the following areas/ fields/ programs in/of Management: Business Administration/ Business Management/ Business Studies/ Business/ Management Studies/ Management, etc.	
3.	CA / CMA/ CWA	
4.	Engineering Graduate in any Branch	
5.	Masters' Degree in Statistics / Mathematical Statistics /Mathematics and Statistics/ Economics/ Statistics with Economics/ Economics and statistics, etc.	

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(Signature with date)

.....

(Name and Designation)

Duly authorized to sign EOI for and on behalf of

.....

.....

Name, address, and seal of the Consultant