

AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA
3RD FLOOR, UDAAN BHAWAN, SAFDARJUNG AIRPORT
NEW DELHI 110003

Dated: 03.12.2025

REQUEST FOR PROPOSAL NO. 09/2025-26

Subject: Request For Proposal (RFP) for entering into Rate Contracts for a period of two years with Consultancy Agencies to assist AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling, and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Provider (ISPs) – 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>Estimated Bid Value (Per Assignment):</u> (i) Services relating to Cargo Facilities (per assignment): Rs. Eight Lakhs & Ninety Thousand (including GST) (ii) Services relating to Supply of Fuel to the Aircraft (per assignment): Rs. Eight Lakhs & Ninety Thousand (including GST) (iii) Services relating to Ground Handling(per assignment): Rs. Three Lakhs and Twenty Five Thousand (including GST) (e) <u>Earnest Money Deposit (EMD):</u> Rupees Fifty Thousand (including GST)	(a) Uploading of Bid 03.12.2025 (b) Receipt of Pre-Bid Queries: by 10.12.2025 (c) Response to Pre-Bid Queries: by 17.12.2025 (d) Last date of submission of Bid (“Proposal due date”) 29.12.2025 up to 1500 Hrs. (f) Opening of Bid: 29.12.2025 at 1530 Hrs.	1. Inderpal Singh Bid Manager (email: inderpal.s@aera.gov.in) 2. For e-RFP queries: Shri Amrendra Kumar (M/s ITI Limited) Email: eprochelpdesk.18@gmail.com Mobile: 8448288980

Notes:

(1) Bidders have to download the RFP 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 Bidders are advised to see Amendments to RFP, on the e-tender portal only, if any, before submission of the RFP. In case the Bidder does not submit the amended RFP, it will be presumed that Bidder has seen the amendments/ amended RFP and the same will be evaluated accordingly. The decision of AERA shall be final and binding.

(3) Any Corrigendum/Addendum to this RFP, if any, would appear only on above mentioned e-tender portal.

(4) This RFP is also available on CPP Portal.

TABLE OF CONTENTS

<u>DETAILS</u>	Pg. No.
SECTION 1: INTRODUCTION 1.1 Background 1.2 Request for Proposals 1.3 Estimated Bid Value 1.4 Validity of Proposal 1.5 Two Packets Bid 1.6 Evaluation Process 1.7 Least Cost System Approach 1.8 Framework Agreement for this RFP 1.9 Annual Escalation 1.10 Time Period for completion (per assignment) 1.11 Pre-bid queries and Response 1.12 Corrigenda/ Addenda to RFP 1.13 EMD 1.14 Forfeiture of EMD 1.15 Release of EMD 1.16 Number of Proposals 1.17 Communications 1.18 Governing Law	8-14
SECTION 2: TERMS OF REFERENCE/SCOPE OF WORK AND OTHER ASPECTS 2.1 Objective 2.2 Scope of Work 2.3 Sequence of Activities post selection of consultant 2.4 Payment for Milestones/ Activities 2.5 Expenses related to stakeholders' consultation meeting	15-17
Section 3: ELIGIBILITY CRITERIA AND RELATED ASPECTS 3.1 Eligibility Criteria 3.2 Experience of Bidder 3.3 Average Annual Financial Turnover of Bidder 3.4 Qualified and Experienced Professionals 3.5 Deployment of Personnel 3.6 Language of the Proposal 3.7 Acquaintance with Local Conditions and Factors 3.8 Cost of preparation and submission of Proposals 3.9 Conflict of Interest 3.10 Instructions regarding submission of proposals 3.11 Proposal Due Date 3.12 Clarification and Shortfall documents 3.13 Disqualification/ Termination	18-24

SECTION 4: EVALUATION PROCESS AND SUBSEQUENT AWARD RELATED ASPECTS 4.1 Technical Evaluation 4.2 Financial Evaluation 4.3 Issuance of LOI and Submission of Performance Security 4.4 Execution of Rate Contract (Agreement) 4.5 Substitution of Personnel	25-28
SECTION 5: TIMELINE AND PAYMENT SCHEDULE 5.1 Deliverables and Payment Schedule	29
SECTION 6: FRAUD AND CORRUPT PRACTICES	30
SECTION 7: APPENDICES 7.1 APPENDIX-I Form-1: Technical Bid (Including Unconditional Acceptance) Form-2: Particulars of Bidder Form-3: Experience of Bidder Form-4: Annual Financial Turnover Details of Bidder Form-5: Qualified and Professional Manpower on Payrolls (or Partners) of Bidder 7.2 APPENDIX-II: Instructions regarding financial quote/bid 7.3 APPENDIX-III: Rate Contract (Agreement) 7.4 APPENDIX-IV: Format of Performance Bank Guarantee	31-52

GLOSSARY

AERA	As defined in clause 1.1 of this RFP
Airport Operator	As defined in AERA's Tariff Guidelines 2011
Bidder	The interested parties who, in response to this RFP, apply for the RFP. Bidder shall mean any legal entity registered under an applicable Act in India, such as any 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 RFP.
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)
MYTP	Multi Year Tariff Proposal
RFP	Request for Proposal
TOR/SOW	Terms of Reference/Scope of Work

INSTRUCTIONS TO THE BIDDERS

Instructions to the bidders are given hereunder:

- (a) The complete, Bid 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 Bidder to have class-III Digital Signature Certificate from any of the licensed Certifying Agency (Bidder 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 Bidder 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 prospective Bidder 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. Bidders 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) Bidder are advised to change the password immediately on receipt of activation mail in their own interest.
 - (iii) Bidder 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) Bid documents shall be available online on website <https://aera.ewizard.in> and can be downloaded till the due date & time of downloading of e-bidding as per schedule mentioned on the first page of this RFP.
- (g) For downloading of bid documents, Bidder shall submit a non-refundable "**Tender Processing Fee Rs. 3000/-**" exclusive of all taxes towards e-bid tender processing fee to be paid online using the e-payment gateway to ITI Limited through the portal address mentioned above.
- (h) **Validity of Bidder Registration on the e-tender portal of AERA:** Bidder may note the following-
 - (i) It shall be the sole responsibility of the Bidder to keep the Registration valid up to the original/extended date of submission of bids.
 - (ii) Bids can be submitted only during the validity of their registration.
- (i) AERA may issue addendum(s)/corrigendum(s) related to the Bid 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 Bid. The Bidder who have downloaded the Bid 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 Bidder to check the web site for any such corrigendum/addendum till the time of closing of Bid and ensure that bid 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. Bidder may please note that downloading from free view section shall not tantamount to purchase of Bid Document. The purchase of Bid 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 Bidder is hereby invited to the e-bidding schedule which clearly mentions the date and time of sale/downloading of e-Bid Document. So, the Bidder in their own interest are advised to pay the respective fees accordingly well before the closing time of downloading of Bid Documents.

(k) Bidder cannot download & submit the bid after the due date and time of e-bid downloading/submission. Time being displayed on e-tender portal of AERA (“Standard Time”) shall be final and binding on the Bidder. E-Bids are required to be submitted by Bidder, only as per the Indian Standard Time (IST) and not the time as per their location/country.

(l) **MODIFICATION/SUBSTITUTION/WITHDRAWAL OF APPLICATION/BID:** In the event of modification/substitution/withdrawal of the Application/Bid, the Bidder/Applicant may modify, substitute or withdraw the Application/Bid, prior to the Bid Submission due date and time (Refer first page).

- a. For withdrawal of the documents of the Application/Bid, the Bidder will have to click on withdrawal icon at <https://aera.ewizard.in> (e-tender portal) and can withdraw its Application/Bid. However, it may be noted that once the bid has been withdrawn, Bidder cannot participate again for the same e-bid.
- b. The Bidder may modify or substitute the Bid documents after submission, provided that the Bidder 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 bid in case of any modification/substitution of application/bid. Withdrawal shall not allow further participation/modification/substitution of application/bid.

(m) The Bidder are advised to submit their e-bids online well before the e-bid due date & time. AERA/ ITI Limited shall not be responsible for any delay in submission of e-bids for any reason whatsoever. No other mode of Bid submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all Bid papers are to be submitted online.

(n) The complete application shall be ink/digitally signed by the Authorized Signatory of the Bidder & submitted in the “e-tender portal” and Bid 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). Bidder can upload a single file of size 20 MB only but they can upload multiple files.

(o) This RFP is also available on CPP Portal.

(p) **SUBMISSION OF E-BIDS:**

The e-bids shall be submitted in two covers viz.-Technical Document – forms and other requisite documents to be submitted in Cover-I and Financial Proposal to be submitted in Cover-II on the e- tender portal. All the documents of Cover-I and Cover-II shall be digitally/ink signed by the Bidder / Authorized Signatory.

(q) **TECHNICAL PROPOSAL/ BIDS:** (Cover-I)

- (i) The Bid documents shall be submitted in the “e-tender portal” on or before due date/ time as per Schedule of bidding process with Bid 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) **FINANCIAL PROPOSALS/Bids (Cover-II):** All financial proposals/ documents to be uploaded in the e-tender portal with digital signature on <https://aera.ewizard.in>.

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

<i>e-Tendering</i>	<i>Registration Help Desk</i>	<i>011-49606060</i>	eprochelpdesk.18@gmail.com eprochelpdesk.19@gmail.com
<i>Registration Queries</i>			
<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 /</i>	

		9355030617	
--	--	------------	--

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 (hereinafter referred to as the “AERA”) was established as per “The Airports Economic Regulatory Authority of India Act, 2008” (hereinafter to be referred as the “Act”), to regulate tariff and other charges for the aeronautical services rendered at major airports and to monitor the performance standards of such airports. The provisions of the said Act came into force w.e.f. 1st September, 2009.

1.1.2 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).
- 2. 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.*
- 3. 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, Airports Economic Regulatory Authority of India (Terms and Conditions for Determination of Tariff for Services provided for Cargo Facility, Ground Handling and Supply of Fuel to the Aircraft) Guidelines, 2011 were issued vide Direction No. 04/2010-11 dated 10.01.2011 (available at AERA's website: <https://aera.gov.in>). Further to supplement these Guidelines, a number of orders have been issued by AERA, details of which are available at AERA's website (<https://aera.gov.in>).

1.1.8 In pursuance of AERA's Orders and Guidelines, as brought out above, the Independent Service Providers file Multi Year Tariff Proposals with AERA for determination of tariff in respect of the services provided for Cargo Facility, Ground Handling and Supply of Fuel to the Aircraft at the Major Airports. Indicative number (can vary) of MYTPs likely to be received in the next two years are given hereunder:

- (i) Services provided for Cargo Facilities: 12 (in numbers)
- (ii) Services provided for Ground Handling: 32 (in numbers)
- (iii) Services provided for Supply of Fuel to the Aircraft: 10 (in numbers)

1.2 **Request for Proposals (RFP):**

1.2.1 In the above background, AERA invites proposals for selection of Consultancy Agencies to assist itself for determination of tariff for the following services provided by Independent Service Provider (ISPs) at the Major Airports, for the Scope of Work given in this RFP:

- (i) Services provided for Cargo Facility;

- (ii) Services provided for Ground Handling; and
- (iii) Services provided for Supply of Fuel to the Aircraft (This has two verticals viz., Fuel Farm Facility and Into-Plane Services).

Notes:

- (a) Bidders can apply for either one or more of the above services.
- (b) Regardless of the number of services a bidder has applied for, only one set of technical documents is to be submitted.

1.2.2 **Periodicity of Contract:** Consultants will be selected for assisting AERA in determination of tariff for above services for a period of Two years from entering into Rate Contract. Separate Rate Contracts will be signed with all the selected consultants.

1.3 **Estimated Bid Value:** Estimated Bid value of each of three services is given at page no. 1 of this RFP. Estimated Bid Value indicated above is being declared solely for the purpose of guidance. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also, this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by AERA based on its own assessment of reasonableness and based on competitive prices received in Bid.

1.4 **Validity of the Proposal:**

The Proposal shall be valid for a period as mentioned in table given at page 1 of this RFP. Validity of the proposal can be extended by mutual consent and in case of such extension, the Bidder shall not be allowed to modify the Proposal.

1.5 **Two Packets Bid:**

- (i) This is a Two Packets bid wherein bidders are to submit technical documents and financial quote, separately. In case it is found that the technical documents also include financial quote of the bidder, the proposal/ bid shall be summarily rejected without any further correspondence.
- (ii) In case applying for more than one service, Bidders are required to fill separate financial quotes for each of the service applied for (i.e., separate financial quotes for Cargo Facility, for Ground Handling, and for Supply of Fuel to the Aircraft).

1.6 **Evaluation Process:**

The Evaluation process is divided into two stages i.e., Technical Evaluation and Financial Evaluation. During the technical evaluation, bids will be assessed to check the technical eligibility as per the criteria prescribed in this RFP. Technically qualified bids will be considered for next stage of financial evaluation. Complete Evaluation Process has been explained in Section 4 of this RFP.

1.7 **Least Cost System (LCS) Approach:** Least Cost System (LCS) approach will be followed where there is no weightage for technical score in the final evaluation and the responsive technically qualified proposal with the lowest cost (L1) will be selected.

1.8 **Framework Agreement for this RFP:**

1.8.1 This framework includes three sequential activities namely, Issuance of separate Letter of Intent to the selected consultants, signing of separate Rate Contracts with the selected consultants, and Issuance of

separate Letters of Award for each assignment (Refer clause 2.4 of this RFP for details).

1.8.2 Selection of Consultants for signing of Rate Contracts: AERA intends to select upto three Consultants (for each of the three services) for a period of two years and execute separate Rate Contracts with each of the selected consultant. For this, following procedure will be adopted:

Initially, the price of L-1 (in each of the three services) shall be counter-offered to the next two higher quoting responsive Bidders in the respective services, asking them to match the price of L-1. The Bidders who accept the counter-offered rate would be awarded parallel rate contracts. In case one or both the next higher quoting responsive bidders do not match the price of L-1, next sequentially higher quoting responsive bidder (s) would be asked to match the price of L-1. This process would be continued with the responsive bidders for that service till AERA selects upto three consultants for each service. All such rate contracts would be released transparently and simultaneously.

Notes:

(i) In case for any service, none of the bidder agrees to match the financial quote of L1, AERA reserves the right to finalize the rate contract with only the L1 bidder. In this situation, AERA also reserves the right to restrict the number of assignments, at its discretion, to be subsequently allocated to L1 bidder. Allotment of such assignments shall be subject to the satisfactory performance of the selected consultant in the previous assignment allotted under this Rate Contract.

(ii) AERA at its sole discretion also reserves the right to cancel the Rate Contract (s) and/ or invite fresh tender for engagement of consultancy agencies for any or all of the service (s) at any point of time.

1.8.3 Allotment of Assignments subsequent to signing of Rate Contracts: During the contract period of two years, allotment of assignments (tariff determination exercises) in respect of each of the three services will be made on rotation basis (starting from original L1 bidder for the respective category), as far as possible on equitable basis, subject to the following:

- (i) the satisfactory performance of the selected consultant in the previous assignment (s) (if any) allotted under this Rate Contract.
- (ii) In case any bidder becomes original L1 in all the three services, the assignments related to each of the three services will be allotted in the following manner:
 - (a) The first assignments (among the lot) related to any of the two services (e.g. 'services provided for Cargo Facility' and 'services provided for Ground Handling', or any other combination of any two services at the discretion of AERA) will be allotted to original L1 bidder. Subsequent assignments related to said two services will be allotted to respective next higher quoting responsive bidders (who have matched the price of original L1). This cycle shall be followed for allotment of subsequent assignments for the said two services during the entire period of contract.
 - (b) In respect of the leftover third service, the first assignment will not be allotted to the original L1 bidder, but will be allotted to next higher quoting responsive bidder (who has matched the price of original L1). Second assignment of the said third service will be allotted to the next sequentially higher quoting responsive bidder (who has matched

the price of original L1) and third assignment of the said third service will be allotted to original L1 bidder. This cycle shall be followed for allotment of subsequent assignments of the said third service during the entire period of contract.

For allotment of assignments, illustrative table is given hereunder:

Assignment No.	Any of the two services (e.g. ‘services provided for Cargo Facility’ and ‘services provided for Ground Handling’, or any other combination of any two services) at the sole discretion of AERA		Leftover third service
First Assignment will be allotted to	L1 Bidder (Original)	L1 Bidder (Original)	Next Higher Responsive Bidder who has matched the price of original L1
Second Assignment will be allotted to	Next Higher Responsive Bidder who has matched the price of original L1	Next Higher Responsive Bidder who has matched the price of original L1	Next Sequentially Higher Responsive Bidder who has matched the price of original L1
Third Assignment will be allotted to	Next Sequentially Higher Responsive Bidder who has matched the price of original L1	Next Sequentially Higher Responsive Bidder who has matched the price of original L1	L1 Bidder (Original)
Fourth Assignment will be allotted to	L1 Bidder (Original)	L1 Bidder (Original)	Next Higher Responsive Bidder who has matched the price of original L1
Fifth Assignment will be allotted to	Next Higher Responsive Bidder who has matched the price of original L1	Next Higher Responsive Bidder who has matched the price of original L1	Sequentially Next Higher Responsive Bidder who has matched the price of original L1
Sixth Assignment will be allotted to	Next Sequentially Higher Responsive Bidder who has matched the price of original L1	Next Sequentially Higher Responsive Bidder who has matched the price of original L1	L1 Bidder (Original)
And so on and so forth			

(iii) Separate Letter of Award will be issued for each of the assignments.

1.9 **Annual Escalation:**

During the first year of contract, assignments will be allotted on the basis of respective quoted/ matched financial bid (price of original L-1 bidder). For the second year of contract, Assignments will be allotted by effecting 5% escalation on the respective quoted/matched financial bid (price of original L-1 bidder).

1.10 **Time Period for completion (per assignment):**

The Selected Consultant will be given 03 Months for completing each assignment. The period of 03 months would commence from the date of issuance of Letter of Award and handing over of the MYTP to the Selected Consultant by AERA. AERA reserves the right to extend the time period, beyond three months, at its sole discretion, without any financial implication to AERA and without imposition of liquidated damages to the selected consultant.

1.11 **Pre-Bid Queries and Response:**

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

RFP No. 09/2025-26			
S. No.	RFP Clause No.	RFP Text requiring clarification	Bidder's Query

Response to pre-bid queries will be uploaded on AERA's e-tender portal.

1.12 **Corrigenda/ Addenda to RFP:**

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

1.13 **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 bidder along with the RFP 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 RFP, failing which the RFP may be treated as incomplete and may lead to rejection of the RFP by AERA without making any reference to the bidder.
- (ii) EMD shall be released/returned as per the relevant clause of this RFP.
- (iii) AERA shall not be liable to pay any interest on the EMD and the same shall be interest free.
- (iv) The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy. Following categories of sellers shall however, be exempted from furnishing EMD:
 - (a) Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service - in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer. Eligible MSEs of all states are exempted.
 - (b) Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT.
 - (c) Sellers / Service Provider having annual turnover of ₹ 500 Crore or more, at least in one of the past three completed financial year(s).
 - (d) Central / State PSUs.

1.14 **Forfeiture of EMD**: EMD submitted by the bidder shall be forfeited, if the bidder:

- (i) withdraws or modify or impairs or derogates from the RFP in any respect within the period of validity of its RFP; or
- (ii) if it comes to notice that the information / documents furnished in its RFP is false, misleading or forged; or
- (iii) has submitted more than one RFP.

1.15 **Release of EMD**: Without prejudice to Clause 1.14 above, the EMD shall be released in the following manner:

- (i) The EMD of all the unsuccessful bidders shall be returned as promptly as possible, but not later than 1 (one) month after expiration of RFP Validity (i.e., 120 days).
- (ii) The EMD of the selected consultants will be returned within one month of receipt of Performance Security.

1.16 **Number of Proposals**:

A Bidder who submits more than one RFP shall be summarily rejected (all such RFPs of that bidder will be rejected).

1.17 **Communications**: All communications pertaining to this RFP (unless specified otherwise in this RFP) will be made through AERA's e-tender portal.

1.18 **Governing Law**: This RFP process shall be subject to the laws of the Union of India and the exclusive jurisdiction of courts in Delhi.

SECTION 2: TERMS OF REFERENCE/SCOPE OF WORK AND OTHER ASPECTS

2.1 Objective:

Objective of this RFP is to select Consultancy Agencies to assist AERA in the process of determination of tariff for services provided for Cargo Facility, for Ground Handling, and for Supply of Fuel to the Aircraft by the Independent Service Provider (ISPs) at Major Airports.

The Tariff Determination for each of the Independent Service Providers is based on the AERA's Tariff Guidelines for ISP issued in 2011 and subsequent Orders issued in this regard. This Tariff Determination is done under two regulatory approaches viz. Light Touch Approach, or Cost-Plus Approach, depending upon the aspect of Materiality, Competition, and Reasonableness of existing user agreements w.r.t. regulated services (Cargo, Ground Handling, and Supply of Fuel to the Aircraft). Details of tariff determination for ISPs are contained in the aforesaid Tariff Guidelines.

Even in the case of Light touch approach, especially in the case of services related to Cargo facility and supply of fuel to the aircraft, considering the aspects such as services provided in monopolistic conditions / absence of sufficient competition, or services provided by ISP which is a related party of the Airport Operator (subsidiary company/ holding company), AERA generally undertakes in-depth analysis and scrutiny of regulatory building blocks as part of tariff determination exercise (similar to cost plus approach), in the interest of users. Accordingly, Consultants in such cases are required to determine tariffs for the service providers after detailed review/ examination of regulatory building blocks, as done in cost plus approach.

2.2 Scope of Work:

Scope of work includes an indicative list of jobs which the selected consultants would be expected to perform. Detailed description of the scope of services and other requirements to be undertaken by the selected consultants is given herein after, however, the same is merely illustrative and not exhaustive. The selected consultants 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 RFP. The indicative list of jobs/activities required to be performed for the completion of each of the Assignment by the selected consultants is as under:

- (i) Examination of Multi Year Tariff Proposal (MYTP) submitted by the ISP under consideration with reference to extant AERA's Tariff Guidelines and verify the MYTP data with reference to Financial Statements viz. Balance Sheet, P&L account, Trial Balance, Fixed Asset Register, auditor certificates, etc.
- (ii) To liaise with the concerned ISP (Service Provider) and obtain necessary information, clarification, additional inputs etc. on behalf of AERA.
- (iii) Review the various projections (including CAPEX, OPEX, Traffic Volume*) in the MYTP in the backdrop of ISP's Concession Agreement with Airport Operators/ Concessioning Authorities.
- (iv) Examine the reasonability and essentiality of the projected CAPEX, OPEX & other regulatory building blocks for a given Control Period, considering the existing & projected traffic volume*, Regulatory Asset Base, to ensure that the Tariff proposed for users and net profit projected for the control period for ISP are reasonable.
- (v) In case of tariff determination under cost plus regulatory approach, truing up of regulatory building blocks for the previous control periods is to be done, considering actual financials & traffic volume* etc., for working out under recovery/ over recovery of previous control period for appropriate adjustments in the tariff for the current control period.

- (vi) To Prepare Financial Model (detailed Excel worksheets) linking regulatory building blocks (such as CAPEX, OPEX, Depreciation, Taxation, etc.) in tariff determination process, for computation of Aggregate Revenue Requirement (Revenue Entitlement) / Profitability statement for inclusion in Consultation Paper/ Tariff Order.
- (vii) Prepare Consultation Paper, as per AERA's Tariff Determination methodology incorporating AERA's analysis on various regulatory building blocks including projected Revenue Entitlement and Proposed Tariff for the ISP, for Stakeholders' Consultation. Also if required, to assist AERA in conducting the Stakeholders Consultation Meeting.
- (viii) To review & analyze the comments/ views/ suggestions received from the stakeholders & counter comments of the ISP (if any) on the Consultation Paper issued by AERA.
- (ix) To prepare draft Tariff Order in consultation with AERA and considering other relevant factors.

Notes:

- (a) Although the scope of work to be followed in respect of above services (referred at clause 2.1 above) are broadly similar, however, the extent of scrutiny and analysis required in different services vary. The extent of scrutiny and detailing required in tariff determination of Cargo Handling Services and Supply of Fuel to the Aircraft are broadly similar, but are more than the scrutiny and detailing required for Ground Handling Services.
- (b) The Tariff Determination in respect of Airport Operators is carried out separately and is not part of this RFP. Further, the level of complexities, scrutiny and time required for completion of tariff determination exercise in respect of ISPs is significantly lower as compared to tariff determination exercise for Airport Operators.
- (c) Services provided for supply of fuel to the aircraft have two broad verticals i.e. Fuel Farm (FF) Services and Into Plane Services (ITP). Assignments for determination of tariff for services provided for supply of fuel to aircrafts may involve either or both of these verticals.
- (d) The consultants shall ensure that the treatment given to regulatory building blocks in the tariff determination is in line and consistent with the Authority's regulatory approach & methodology, Concession Agreement, Land Lease agreement, etc.
- (e) *Traffic Volume (referred above) in case of Cargo Handling Services is Cargo Volume in Metric Tonnes, in case of Ground Handling Services is International Aircraft Movements, and in case of Supply of Fuel to the Aircraft is Fuel throughput in Kiloliters.

2.3 Sequence of Activities post selection of consultant:

- (i) Issuance of Letter of Intent: Subsequent to completing the exercise of selection of consultants [as detailed in clause 1.8.2 of this RFP], separate Letters of Intent will be issued to all the selected consultants. The selected consultants are required to acknowledge and accept the Letter of Intent issued by AERA within seven days from the date of issuance and return a copy of the Letter of Intent (through email or post), duly signed, as acknowledgement and acceptance of the terms and conditions of the contract.
- (ii) Separate Rate Contracts: Separate Rate Contracts need to be signed with all the selected consultants. The Selected Consultants shall sign the Rate Contract (Agreement) in thirty (30) days on non-judicial stamp paper of Rs. 100/- (the cost of same is to be borne by the Selected Consultants). Format of Rate Contract (Agreement) is placed at Appendix III of this RFP. The Selected Consultants shall not be entitled to seek any deviation in the terms and conditions of the Rate Contract (Agreement).

- (iii) **Issuance of Separate Letters of Award:** After signing of Rate Contract (Agreement) with all the selected consultants, separate Letter of Award will be issued to the respective selected consultant for each of the assignments. Accordingly, MYTP will be shared with the selected consultant.

2.4 **Payment for Milestones/Activities:** Payment for milestones/ activities will be made as per table given in Para 5.1 of this RFP and taking into consideration the stipulations given hereunder.

- (a) **Milestone/Activity 1:** Preliminary Analysis of MYTP received from the Independent Service Provider.

Deliverable for Milestone / Activity 1 - For processing of payment/ invoice pertaining to Milestone/ Activity 1, the consultant will give a presentation on the preliminary analysis of the MYTP of the concerned Independent Service Provider and a copy of the presentation also to be submitted.

- (b) **Milestone/Activity 2:** Milestone/ Activity 2 means finalization and issuance of Consultation Paper.

Deliverable for Milestone/Activity 2 - For processing of payment/ invoice pertaining to Milestone/ Activity 2, the Consultant will submit five (05) hard copies of the issued Consultation Paper. Further, the evidence of submission of Performance Security is mandatory before processing of payment/ invoice pertaining to Milestone 2, in accordance with the relevant clauses.

- (c) **Milestone/Activity 3:** Milestone/ Activity 3 means finalization and issuance of Tariff Order after analyzing comments & counter comments (if any).

Deliverable for Milestone/ Activity 3 - For processing of payment/ invoice pertaining to Milestone/ Activity 3, the Consultant will submit soft copy of relevant correspondence (if any) with the concerned Independent Service Provider, Financial working model (soft copy), and five (05) hard bound copies of final issued Tariff Order.

2.5 All expenses pertaining to conduct of stakeholders/public consultation meeting, including publicity, venue, arrangements, etc. will be borne by AERA. In case consultant incurs any expenses for attending stakeholders/public consultation meeting, the same will be reimbursed as per clause 3.10.2(iv) of this RFP.

SECTION 3: ELIGIBILITY CRITERIA AND RELATED ASPECTS

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

3.2 Experience of Bidder: Bidder must fulfil the experience criteria given hereunder:

S. No.	Experience of the Bidder	Supporting documents required
(i)	<u>Essential:</u> Bidder must have completed at least five (05) assignments of any consultancy services over the last seven years. [i.e., the current financial year (till last date of submission of RFP) and the last seven financial years (ending month of March prior to RFP opening)].	Form 3 to be submitted.
(ii)	<u>Essential:</u> Out of the above assignments [mentioned at (i) above] at least two (02) completed consultancy assignments must be related to infrastructure sector in respect of any of the following: Involved in/ 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.	

(iii)	Marks will be given for the following as per the marking scheme of this RFP:	
	(a) Experience of Bidder (In years) in providing any consultancy services (as indicated in S. No. 1 of Form 2)	
	(b) number of assignments of any consultancy services completed by the Bidder [as per clause no. 3.2 (i)]	
	(c) number of consultancy assignments completed related to infrastructure sector [as per clause 3.2 (ii) above]	
	(d) Number of consultancy assignments related to Aviation Sector out of those assignments as mentioned in clause 3.2 (ii) above.	

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, goods and equipment, etc.) will also be considered under the definition of infrastructure.
- (b) For the purposes of this RFP, 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 bidder or category of bidders.
- (e) The Bidder 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 RFP.

- (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 bidders in this RFP.
- (g) The number of completed consultancy assignments referred in clause 3.2 (iii) (b), 3.2 (iii) (c), 3.2 (iii) (d) will be considered over the last seven years [i.e., the current financial year (till last date of submission of RFP) and the last seven financial years (ending month of March prior to RFP opening)].

3.3 Average Annual Financial Turnover of Bidder: Bidder 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 One Crore during the last three financial years (i.e., till 31.03.2025).	A certificate from the Chartered Accountant indicating the average annual financial turnover, average annual financial turnover from consultancy contracts during the relevant periods as per Form 4.
(ii)	<u>Essential:</u> Out of Minimum Average Annual Financial Turnover of at least Rupees One Crore during the last financial years (i.e., till 31.03.2025), mentioned at (i) above, Bidder must have average annual financial turnover of at least Rupees Fifty Lakhs during the last three financial years from consultancy contracts.	

Notes:

- (i) No exemption from criteria for Average Annual financial Turnover (total and from consultancy contracts) will be allowed to any Bidder or category of bidders.
- (ii) Financial Year: A financial year is a period of twelve months used by Bidder to prepare annual accounts etc. Depending upon the accounting practice of Bidder, 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 RFP.

3.4 Out of the total manpower, the Bidders, inter alia, must have sufficient number of the following qualified and experienced professionals on its payrolls (or Partners):

S. No.	Qualification	Minimum Post Qualification Experience	Supporting Documents Required
(i)	(i) MBA/ Post Graduate Diploma in Management/ Post Graduate Program in Management; or (ii) Post Graduate Diploma/ Post Graduate (Master) Degree in any of the following areas/ fields/ programs in/of Management:	Five Years post qualification experience	Declaration as per Form 5.

	Business Administration/ Business Management/ Business Studies/ Business Management Studies/ Management, etc.; or (iii) CA / CMA/ CWA; or (iv) Graduate/Post graduate in any Branch of Engineering		
--	--	--	--

Notes:

1. Marks for the number of qualified & experienced professionals on the payrolls (or partners) of the Bidder will be given as per the marking scheme of this RFP.

2. Above qualifications obtained through any mode viz., full-time/ part-time/ correspondence etc. (single/ joint/ dual/ combined/ composite/ executive, etc. qualification) and through any recognized university/ institute (India or anywhere in the world) will be acceptable.

3.5 Deployment of Personnel:

- (i) For completion of each assignment, the Selected Consultant shall deploy at least Two Personnel (having any one or more of educational qualifications mentioned in 3.4 above with requisite minimum post qualification experience). The Selected Consultant will have to submit the CVs of these personnel as and when LOA is issued by AERA. In case of requirement, the Selected Consultant at his discretion may utilize more manpower for completion of the assignment within stipulated timeframe, without additional financial implication to AERA.
- (ii) These Personnel to be deployed for completion of each assignment may either be employee (on payrolls)/ partner of the Selected Consultant or may be engaged on contractual basis or any other arrangement, provided his/ her engagement shall be till the completion of assignment. It is clarified that subcontracting to another company/ third party for engagement of the Personnel is not permitted.
- (iii) During the currency of the subject assignment, full time Deployment of any Personnel (s) at AERA office is not required. However, as and when need arises, Personnel (s) will be called at AERA office for necessary iterative discussions and such Personnel (s) should be available at AERA office without fail. Also, after completion of the assignment, there is no requirement of any deployment of any personnel at AERA office.

3.6 Language of the Proposal

Unless otherwise stipulated, the Proposal submitted by the Consultant and all subsequent correspondence and documents relating to the Proposal exchanged between the Bidder and AERA shall be written in the English language. However, the language of any printed literature furnished by the Bidder 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.

3.7 Acquaintance with Local Conditions and Factors:

- (i) The Bidder is encouraged to visit, examine, and familiarise himself with the local conditions and factors, at his own cost, responsibility, and risk. The Bidder 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. Bidder 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 Bidder.

- (ii) Bidders are also advised to go through the Consultation Papers & Tariff Orders issued by AERA for ISPs, which are available at AERA's website <https://aera.gov.in>, to make themselves fully aware about the depth and detailing required in tariff determination for ISPs under the Light Touch Approach and Cost-Plus Regulatory Approach (wherever applicable).

3.8 Cost of preparation and submission of Proposals

The Bidder 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 Bidder, and AERA shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Consultant(s) for participation in the Procurement Process, regardless of the conduct or outcome of the Procurement Process.

3.9 Conflict of Interest:

- (i) Bidder should not have a conflict of interest that substantially affects fair competition. A Bidder in this bidding process shall be considered to have a conflict of interest if the Bidder:
 - (a) directly or indirectly controls, or is controlled by or is under common control with another bidder; or
 - (b) receives or has received any direct or indirect subsidy/ financial stake from another bidder; or
 - (c) has the same correspondence address or same legal representative (meaning authorized signatory for the purpose of this RFP)/ agent as another bidder for purposes of this bid; or
 - (d) has a relationship with another bidder, directly or through common third parties, which puts it in a position to have access to information about or influence the bid of another bidder; or
 - (e) has a close business or family relationship with staff of AERA who are directly or indirectly involved in this bidding process or implementation/supervision of its resulting contract.
- (ii) Bidder shall be required to declare the absence of such conflict of interest as per para (i) above. Such declaration to be provided in Form 1. Absence of such declaration will make the bid non responsive.

3.10 Instructions regarding submission of Proposals:

3.10.1 TECHNICAL PROPOSAL:

- (i) As part of technical proposal, Bidders are required to submit all the forms along with required documents on the e-tender portal of AERA, as explained in subsequent points.
- (ii) Before quoting the rate and uploading the "Financial Bid", bidders are advised to upload scanned copies of all the requisite documents ("*Forms and other required documents*") in the document library of E-Tender Portal. Thereafter, attach all these documents in the particular Tender through e-Tender Portal.
- (iii) Similarly, the bidders are required to download the tender document and Addendum/Corrigendum (*if any*) from the E-Tender Portal (*in PDF Format*) and upload the same through digital signature in the document library of the E-Tender Portal. Thereafter, attach all these documents in the particular Tender through E-Tender Portal.

3.10.2 **FINANCIAL PROPOSAL**

- (i) The Bidders shall mandatorily submit the Financial Proposal for the subject RFP in the BOQ format (**Cover – II**) clearly indicating the cost of the Consultancy assignment, in figures (in Indian Rupees) (inclusive of GST). Also, in case bidder wishes to apply for more than one service, filling of separate financial bid (quote) for each of the service applied for (i.e., separate financial quotes for Cargo Facility, for Ground Handling, and for Supply of Fuel to the Aircraft) is a mandatory requirement.
- (ii) BOQ/Financial Bid (Microsoft Excel file) is to be downloaded from e-portal <https://aera.ewizard.in> and then, filled, saved and uploaded (through digital signature) on the same e-portal. After uploading above documents in the document library and thereafter attaching the same in tender document, bidders should quote their rates in the downloaded “Financial Bid” file and save the file on their computer. After saving, the bidder can upload the duly filled in file at E-Tender Portal. The name of the downloaded “Financial Bid” (“*Financialbid.xls*”) file should not be changed.
- (iii) While submitting the Financial Bid, the Bidder shall ensure the financial quote shall be inclusive of all costs (including GST) associated with the assignment and activities to be performed as per Terms of Reference/Scope of work, and shall cover but not limited to remuneration for all the Personnel, accommodation, air fare, all expenses (including travel) pertaining to attending stakeholders meeting in Delhi, equipment, printing of documents, surveys etc. No additional costs on any of the aforementioned expenditure heads over and above the financial quote shall be reimbursed by AERA. The Financial Bid shall be unconditional and unqualified.
- (iv) In case stakeholders’ consultation meeting is being conducted outside Delhi, following reimbursement will be allowed to the consultant in respect of upto (maximum) two representatives:
 - (a) Air in Economy Class or by Rail in AC Two Tier from Delhi to the station (& back) where stakeholders consultation meeting will be held.
 - (b) Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day. These amounts are per head and excluding GST.
- (v) The Financial bids of only those bidders shall be opened which are technically qualified. The Financial bids of the technically disqualified bidders shall not be opened.

3.11 **PROPOSAL DUE DATE:** The Proposal should be submitted, as per timelines indicated at page 1 of this RFP, on the e-tender portal of AERA. AERA may, at its sole discretion, extend the Proposal due date by issuing an addendum/ corrigendum.

3.12 **CLARIFICATION AND SHORTFALL DOCUMENTS:**

- (i) During the evaluation of bids, AERA may, at its discretion, but without any obligation to do so, ask Consultants to clarify its proposal/bid by a specified date. Consultants should answer the clarification within that specified date. The clarification request and response shall be submitted preferably on e-tender portal of AERA (alternatively 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 consultant. Any clarification submitted by a Bidder regarding its bids 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 bid opening and which have not undergone change since then and do not grant any undue

advantage to any consultant.

- (iii) If the bidder fails to provide satisfactory clarification and/or missing information, its bid shall be evaluated based on available information and documents.

3.13 In case it is found during the evaluation or at any time before signing of the Rate Contract (Agreement), that one or more of the eligibility conditions have not been met by the Bidder or if the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, if he has not yet been appointed as the Consultant either by issuance of the Letter of Intent (LOI) or by entering into the Rate Contract (Agreement). If the Selected Bidder has already been issued LOI or has entered into the Rate Contract (Agreement), as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by AERA along with forfeiture of Performance Security without AERA being liable in any manner whatsoever to the Bidder or Consultant, as the case may be.

SECTION 4: EVALUATION PROCESS AND SUBSEQUENT ASPECTS

4.1 Technical Evaluation:

4.1.1 The bids of the bidders will be technically evaluated on the following parameters:

- (i) Bidders 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 technical bid. All forms are digitally/ ink signed by the Authorized signatory.
- (ii) EMD is provided as per clause 1.13 of this RFP.
- (iii) Bidders fulfil the essential criteria of experience and turnover, as per clauses 3.2 and 3.3 of this RFP.
- (iv) Bidders which do not fulfil criteria given in sub-clauses (i), (ii) and (iii) above, 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 RFP.
- (v) Subsequent to (iv) above, bidders who fulfil the above criteria given in (i), (ii) and (iii) above, will be evaluated further and marks will be awarded to them on the basis of following marking scheme:

Technical Evaluation: Total Marks = 100 [A(15)+B(20)+C(20)+D(05)+E(20)+F(10)+G(10)]

S. No.	Criteria and Marks	Max Marks
A.	Experience of Bidder (In years) in providing any consultancy services [As per clause 3.2 (i) of this RFP]	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 RFP]	20 Marks
	(i) 0 – 4 Assignments: NOT QUALIFIED (ii) 5 – 8 Assignments : 10 Marks (iii) 9 – 12 Assignments : 15 Marks (iv) > 12 Assignments: 20 Marks	
C.	Number of Consultancy assignments completed related to infrastructure sector [As per clause 3.2 (ii) of RFP]	20 Marks
	(i) < 2 Assignments: NOT QUALIFIED (ii) 2 – 5 Assignments: 10 Marks (iii) > 5 Assignments: 20 Marks	
D.	Number of Assignments related to Aviation Sector [As per clause 3.2 (iii) (d) of this RFP]	05 Marks
	(i) upto 2 Assignments: Zero Marks	

	(ii) > 2 Assignments: 05 Marks	
E.	Number of Qualified & Experienced Professionals on payrolls (As per clause 3.4 of this RFP)	20 Marks
	(i) 0 – 10 Professionals: 0 (zero) Mark (ii) 11 - 15 Professionals: 10 Marks (iii) 16 – 20 Professionals: 15 Marks (iv) > 20 Professionals: 20 Marks	
F.	Average Annual Financial Turnover [As per clause 3.3 (i) of this RFP]	10 Marks
	(i) Less than Rupees One Crore: NOT QUALIFIED (ii) Rupees One Crore to Rupees Two Crores: 5 Marks (iii) More than Rupees Two Crores: 10 Marks	
G	Average Annual Financial Turnover from consultancy services [As per clause 3.3 (ii) of this RFP]	10 Marks
	(i) Less than Rupees Fifty Lakhs: NOT QUALIFIED (ii) Rupees Fifty Lakhs and upto Rupees One Crore: 5 Marks (iii) more than Rupees One Crore: 10 Marks	

4.1.2 A minimum of 60 marks is necessary for qualifying in the Technical Bid.

4.1.3 The financial bids of only those bidders shall be opened which are technically qualified (i.e., have obtained a minimum of 60 marks in clause 4.1.1 above). The Financial bids of the technically disqualified bidders shall not be opened.

4.1.4 Financial Bids of the Bidders, which do not technically qualify (i.e., who have not obtained a minimum of 60 marks in clause 4.1.1 above), shall not be opened.

4.2 FINANCIAL EVALUATION

4.2.1 In the second stage, the financial evaluation will be carried out as per the provisions of this clause.

4.2.2 The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the bidder.

4.2.3 The lowest financial quote (L-1) in each of the three services shall be considered for entering into respective rate contracts.

4.2.4 There may be a scenario where more than one bidders have emerged as L-1 bidder. In such a scenario, following will be adopted:

(i) Bidder having completed greater number of assignments completed related to infrastructure sector [As per clause 3.2 (ii) of RFP] shall be considered as original L-1.

(ii) In case, there is a tie between the number of assignments completed related to infrastructure sector, bidder having completed greater number of assignments related to Aviation Sector shall be considered as original L-1.

AERA also reserves the sole right to decide L-1, in case a tie situation emerges in (ii) above.

4.2.5 In case applying for more than one service, Bidders are required to fill separate financial quotes for

each of the service applied for (i.e., separate financial quotes for Cargo Facility, for Ground Handling, and for Supply of Fuel to the Aircraft) at the requisite place on the e-tender portal of AERA is mandatory.

4.2.6 Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given. Any information contained in the Proposal shall not in any way be construed as binding on the AERA, its agents, successors or assigns, but shall be binding against the Bidder if the Consultancy is subsequently awarded to it.

4.3 ISSUANCE OF LETTER OF INTENT (LOI) AND SUBMISSION OF PERFORMANCE SECURITY

4.3.1 Subsequent to the framework agreement explained in clause 1.8 of this RFP, separate Letters of Intent will be issued to all the selected consultants (i.e., original L-1 bidders and those bidders who match the price of L-1) in respect of the each assignment.

4.3.2 The Selected Consultant is required to acknowledge and accept Letter of Intent (LOI) within 07 (seven) days from the date of issuance and return a copy of LOI, duly signed, as acknowledgement and acceptance of the Terms & Conditions of the contract.

4.3.3 Performance Security equivalent to three (03) percent of the 'sum total of contract value of the services' for which the consultant has been selected, will have to be submitted in the form of Bank Guarantee issued by a Nationalized/ Scheduled Bank in India in favour of the "**Airports Economic Regulatory Authority of India**" within 30 days from the issuance of LOI. The Performance Security will be valid till a period of three months beyond the validity of rate contract, as per clause 1.2.2 of this RFP.

4.3.4 AERA shall invoke the Performance Security, to be appropriated against breach of terms and conditions of the contract in completing the task or towards any amounts as may be payable by the Consultant to AERA.

4.3.5 For the avoidance of doubt, the parties hereto expressly agree that in addition to appropriation of the amounts withheld hereunder, in the event of any default requiring the appropriation of further amounts over and above the Performance Security, AERA, without prejudice to its rights and remedies as may be available under applicable laws, may make deductions from any subsequent payments due and payable to the Consultant, hereunder, either in this agreement or any other live agreement with AERA as if it is appropriating the Performance Security in accordance with the provisions of this RFP.

4.3.6 The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security without notice to the Consultant in the event of breach terms of RFP/Agreement.

4.3.7 The Performance Security shall be released to the consultant after completion of the contract period of two years or after completion of the last assignment, whichever is later. AERA shall not be liable to pay any interest on the Performance Security and the same shall be interest free.

4.4 EXECUTION OF RATE CONTRACT (AGREEMENT)

4.4.1 The Selected Consultant shall sign the Rate Contract (Agreement) within thirty (30) days from the issuance of Letter of Intent on non-judicial stamp paper of Rs. 100/- (the cost of same is to be borne by the Selected Consultant). The Selected Consultant shall not be entitled to seek any deviation in the terms and conditions of the Agreement.

4.4.2 Issuance of Letter of Award: After signing of Rate Contract, AERA will issue Letter of Award for allotment of assignments to the selected consultant. MYTP will also be shared with the selected consultant. The Selected consultant will be required to submit CVs (in line with the prescribed qualification and requisite minimum post qualification experience) of the Personnel to be deployed for completion of the assignment,

within one week to AERA.

4.5 Substitution of Personnel (during currency of the Assignment):

4.5.1 Unless the AERA may otherwise agree in writing, no changes shall be made in the Personnel(s).

4.5.2 Notwithstanding the above, the substitution of Personnel(s) during assignment execution may be considered only based on the Consultant's written request and due to compelling or unavoidable situations outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. The substitute shall be of equivalent or higher credentials.

4.5.3 If the Consultant hereafter proposes to engage any person as professional Personnel, it shall submit to the Authority its proposal along with a CV of such person. The Authority may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Consultant may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 14 (fourteen) days of the date of receipt thereof, it shall be deemed to have been approved by the Authority. In no event shall this affect the total time period allowed for any activity/ milestone.

SECTION 5: TIMELINES AND PAYMENT SCHEDULE

5.1 Deliverables and Payment Schedule for Every Tariff Determination Exercise: The Selected consultant shall be paid professional fees for the services rendered as per following schedule:

S. No. (A)	Milestone/Activity (B)	Time allowed (C)	Deliverable (D)	% of the professional fee payable (E)
1	Milestone/Activity 1 (Preliminary Analysis of MYTP)	15 Days	As per para 2.4 (a)	20%
2	Milestone/Activity 2 (Finalization and issuance of Consultation Paper)	1 Months 15 days	As per para 2.4 (b)	40%
3	Milestone/Activity 3 (Finalization and issuance of Tariff Order)	1 Month	As per para 2.4 (c)	40%
4	Total Time	03 months	-----	

Note:

1. Details given in the above table are in respect of each assignment.
2. Selected Consultant is required to submit separate invoice for each milestone.
3. Payment for each milestone will be made after completion of the deliverable mentioned against each milestone.
4. AERA will be entitled to deduct/ recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions and/or for any reasons not attributable to the consultant, @0.5% of the contract value (of the respective assignment) of delayed quantity per week or part thereof of delayed period, until actual delivery or performance, as pre-estimated damages not exceeding 10% of the contract value (of the respective assignment) of delayed quantity without any controversy/ dispute of any sort whatsoever.

Explanation to Point 4 above: The timeline of each milestone/activity mentioned in the table above are for guidance purposes only. Liquidated damage will not be applicable for breach of allowed time for any individual milestone/activity (given in column C of above table) for any airport, if the assignment is completed within the total time period (as given in Sr. 4 of above table).

Delayed quantity means the milestone(s)/activity (ies) which remains incomplete beyond the total time (as given in sl. No. 4 of above table). Contract value of the delayed quality means the payable professional fee of the respective milestone as per above table. Accordingly, the period of delay, if any, will be calculated beyond the total time period (as given in sl. No. 4 of above table) for the respective milestone/ activity.

5. Notwithstanding the above, AERA reserves the right to extend the contract period for completion of assignment beyond the original period, without any financial implication to AERA and without imposition of liquidated damages to consultant.

SECTION 6: FRAUD AND CORRUPT PRACTICES

- 6.1 The Bidders 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 RFP, AERA shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder 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.
- 6.2 Without prejudice to the rights of AERA under Clause 6.3 hereinafter and the rights and remedies which AERA may have under the LOA or the Agreement, if an Bidder or Consultant, as the case may be, 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 issue of the LOA or the execution of the Agreement, such Bidder or Consultant shall not be eligible to participate in any tender or RFP issued by AERA during a period of 2 (two) years from the date such Bidder or Consultant, as the case may be. Further, in such an event, AERA shall, without prejudice to its other rights or remedies, forfeit and appropriate the PERFORMANCE SECURITY, as genuine, pre-estimated compensation and damages payable to AERA for, *inter alia*, time, cost and effort of AERA, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- 6.3 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 LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, 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 LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, 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 Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

SECTION 7: APPENDICES

7.1: Appendix – I

Form – 1

TECHNICAL BID (Including Unconditional Acceptance)

To,

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

Sub: Request For Proposal (RFP) for entering into Rate Contracts for a period of two years with Consultancy Agencies to assist AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling, and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Provider (ISPs) - reg.

Dear Sir,

Applying for	
(i) Services provided for Cargo Facility	YES / NO
(ii) Services provided for Ground Handling	YES / NO
(iii) Services provided for Supply of Fuel to the Aircraft	YES / NO

With reference to your RFP Document No. 09/2025-26 dated.....,I/we, having examined all relevant documents and understood their contents, hereby submit our proposal for selection as Consultant for Assisting AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling, and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Providers (ISPs) and declare as follows:

1. I, [Name], [Designation], of [Name of the Bidder], a Private Limited/ Limited Company incorporated under the Companies Act, 1956/2013, having its CIN [●] and registered office at [●], am a duly authorized representative/signatory of [Name of the Bidder], to submit the Proposal in the subject noted above for and on behalf of the [Name of the Bidder].

Or

I, [Name], [Designation] of [Name of the Entity], a Partnership firm, registered under the Indian Partnership Act, 1932 carrying on its business under the name and style as hereinbefore mentioned and having its principal office at [●] and having Registration No.[●]dated[●], am a duly authorized representative/signatory of [Name of the Bidder] to submit the Proposal in the subject noted above for and on behalf of the [Name of the Bidder].

Or

I, [Name], [Designation] of [Name of the Entity], registered under the Limited Liability Partnership Act, 2008 carrying on its business under the name and style as hereinbefore mentioned and having its principal office at [●]and having Registration No. [●]dated[●], am a duly authorized representative/signatory of [Name of the Bidder] to submit the Proposal in the subject noted above for and on behalf of the [Name of the Bidder].

Or

I, [Name], am acting as the proprietor of the proprietary firm carrying on its business under the name and style as hereinbefore mentioned and having its principal office at [●].

Or

I, [Name], [Designation] of [Name of the Entity], registered under the Society's Act carrying on its business under the name and style as hereinbefore mentioned and having its principal office at [●] and having Registration No. [●] dated [●], am a duly authorized representative/signatory of [Name of the Bidder] to submit the Proposal in the subject noted above for and on behalf of the [Name of the Bidder].

Or

I, [Name], [Designation] of [Name of the Entity], constituted under the Act..... carrying on its business under the name and style as hereinbefore mentioned and having its principal office at [●] and having Registration No. [●] dated [●], am a duly authorized representative/signatory of [Name of the Bidder] to submit the Proposal in the subject noted above for and on behalf of the [Name of the Bidder].

2. I/We acknowledge that the AERA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection 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. This statement is made for the express purpose of appointment as the Consultant for the aforesaid assignment.
4. I/We shall make available to the AERA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. 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.
6. I/We declare that:
 - 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 3.9 of the RFP 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.
 - I/We hereby certify that technical documents and financial quote are submitted separately.
7. I/We understand that AERA may cancel the selection process at any time and that AERA is neither bound to accept any Proposal that AERA may receive nor to select the Consultant, without incurring any liability to the Bidder. I/ We understand that AERA is not bound to accept the lowest or any bid AERA may receive against this RFP document.

8. I/ We understand that the issue of the RFP document does not imply that the AERA is bound to select a bidder. The AERA reserves its right to accept or reject any or all bids, abandon/ bypass/ cancel the RFP/ bidding process and issue another RFP for the same or similar Services before or after opening the bid.

I/ We understand that AERA would have no liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action(s).
9. 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 selection of Consultant or in connection with the selection process itself in respect of the above mentioned assignment.
10. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/we shall have any claim or right of whatsoever nature if the Consultancy for the assignment is not awarded to me/us or our proposal is not opened or rejected.
11. I/We agree to keep this offer valid for 120 (one hundred and twenty) days from the proposal due date of the RFP, as required in the RFP document, or for a subsequently extended period, if any, agreed to by us.
12. In the event of our selection as the Consultant, I/we agree to enter into Rate Contract (Agreement) with AERA for carrying out the assignment as set out in the RFP.
13. The Financial Bid is being submitted in the manner and form as prescribed in this RFP. This Technical Bid read with the Financial Bid(s) shall constitute the Application which shall be binding on us.
14. I/We have studied RFP carefully and understand that except to the extent as expressly set forth in the RFP we shall have no claim, right or title arising out of any documents or information provided to us by AERA or in respect of any matter arising out of or concerning or relating to the selection process including the award of Consultancy.
15. I/We agree and undertake to unconditionally abide by all the terms and conditions of the RFP Document in its entirety.

Yours faithfully,

(Signature, name and designation)
Duly authorized to sign for and on behalf of bidder
Seal of the Bidder

Particulars of the Bidder

1.1	Title of Consultancy: Request For Proposal (RFP) for entering into Rate Contracts for a period of two years with Consultancy Agencies to assist AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling, and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Provider (ISPs)
1.2	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.
1.3	State the following:- Name of the Proprietorship/Partnership Firm/ Limited Liability Partnership/ Private Limited/ Limited Company/ Society Registered under Society's Act/ statutory Bodies/ Public Sector Enterprises etc.: Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Corporate Identify No. (CIN): PAN No.: GSTIN No.: Name, designation, address and phone number of Authorized Signatory of the Bidder: Name: Designation: Company: Address: Phone No.: E-mail address: Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.
	(Signature, name and designation) Duly authorized to sign for and on behalf of bidder Seal of the Bidder

FORM 3: EXPERIENCE OF BIDDER

1. Total Number of years of experience in providing any consultancy services [As per clause 3.2 (iii) (a) and clause 4.2.2 (A)] : (in years)
2. Bidder to give details with regard to clause 3.2 (i), (ii) and (iii) of the RFP 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 RFP (Yes/No)	Fulfil criteria as laid down in Clause 3.2 (ii) of RFP (Yes/No)	Fulfil criteria as laid down in Clause 3.2 (iii) (d) of RFP (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

* 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, name and designation)
Duly authorized to sign for and on behalf of bidder
Seal of the Bidder

Note: Bidder may attach more sheets if required.

FORM 4:
ANNUAL FINANCIAL TURNOVER DETAILS OF BIDDER
[AS PER CLAUSE 3.3 OF RFP]

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

S. No.	Financial Year	Annual Financial Turnover (Figures in INR)
	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 RFP: 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)
	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 RFP: Write YES or NO.....

(Signature, name and designation)
Duly authorized to sign for and on behalf of bidder
Seal of the Bidder

Certificate from the Chartered Accountant

This is to certify that (Name of the Bidder) 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 (or Partners) of the Bidder
(Reference clause 3.4 and 4.1.1 (v) (E) of RFP)

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

A. Details to be given:

S. No.	Qualification	Manpower on payrolls (or Partners) (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.	Graduate degree / Post Graduate degree, in any branch of Engineering	

B. A Bidder may have more than 20 Qualified and Professional manpower on its payrolls (or Partners) with either one or more of the qualifications specified under Clause 3.4 of RFP, and possessing at least five years post qualification experience. In such a scenario, if it is difficult/ not possible/ not practical for that Bidder to give details (Category- wise) of the Manpower in the table given above, then that bidder may instead/ alternatively give the following declaration:

‘We hereby certify that we have more than 20 Qualified and Professional manpower on our payrolls (or Partners) with any one or more of the qualifications specified under Clause 3.4 of RFP, and such manpower possess at least five years post qualification experience’

Note: Bidder to either fill table at A above or give certification at B above.

(Signature, name and designation)
Duly authorized to sign for and on behalf of bidder
Seal of the Bidder

7.2 APPENDIX-II: Instructions regarding financial quote/bid:

THE BIDDER IS REQUIRED TO SUBMIT ITS FINANCIAL QUOTE IN THE FORMAT GIVEN BELOW ON E- TENDER PORTAL SEPARATELY IN (COVER-II).

The prices must be filled after downloading the Financial Bid document (xls sheet) in the prescribed format issued through online e-tendering website (<https://aera.ewizard.in>). The financial bid (xls sheet) should be saved and duly filled up and uploaded on the e-tendering portal/website (<https://aera.ewizard.in>) using Digital Signatures for signing the documents

BOQ FORMAT FOR FINANCIAL QUOTE - ONLY FOR REFERENCE PURPOSES IS GIVEN HEREUNDER:

<u>NAME OF THE BIDDER:</u>		To be filled by the bidder	
Assignment	Applying for (Write Yes/No)	Amount in Rs. (in numbers) (Including GST)	Amount in Rs. (in words) (Including GST)
Services provided for Cargo Facility	YES/NO	To be filled by the bidder	
Services provided for Ground Handling	YES/ NO	To be filled by the bidder	
Services provided for Supply of Fuel to the Aircraft	YES/NO	To be filled by the bidder	

Please ensure that the above format is NOT uploaded along with technical documents in the Cover-I.

Note:

1. Name of Bidder is required to fill first in the requisite cell.
2. In case applying for more than one service, Bidders are mandatorily required to fill separate financial bid (quote) for each of the service applied for (i.e., separate financial quotes for Cargo Facility, for Ground Handling, and for Supply of Fuel to the Aircraft). Non compliance of this clause will lead to disqualification of the bidder from the assignment.

AGREEMENT

Entering into Rate Contracts for a period of two years with Consultancy Agencies to assist AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling, and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Provider (ISPs) – reg.

AGREEMENT No. _____

This agreement (hereinafter called the “**Agreement**”) is made on the _____ of _____ the _____ month of _____ 20XX, between, on the one hand, the Secretary, Airports Economic Regulatory Authority of India (hereinafter called the “**Authority**” or “**AERA**”, which expression shall, include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, _____ (hereinafter called the “**Consultant**”, which expression shall, include their respective successors and permitted assigns).

WHEREAS

The Authority vide its Request for Proposal [RFP No. 09/2025-26 (“**RFP**”)] **for entering into Rate Contracts for a period of two years with Consultancy Agencies to assist AERA for determination of tariff relating to services provided for Cargo Facility, Ground Handling and Supply of Fuel to the Aircraft at the Major Airports by the Independent Service Provider (ISPs)** (hereinafter called the “**Consultancy**”) invited proposals from Bidders possessing the requisite experience and capabilities required for undertaking this consultancy.

The Consultant submitted its proposal for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposal the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP read together with the clarifications, corrigendum, addendum, etc. issued by the Authority and this Agreement.

The Authority, on acceptance of the aforesaid proposal of the Consultant, awarded the Consultancy to the Consultant vide Letter of Intent dated.....; and

In pursuance of the Letter of Intent dated, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. GENERAL

1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- a) “**Agreement**” means this Agreement, together with all the Annexures;
- b) “**Agreement Value**” shall have the meaning set forth in Clause 6.1;
- c) “**Applicable Laws**” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
- d) “**Confidential Information**” shall have the meaning set forth in Clause 3.3;
- e) “**Conflict of Interest**” shall have the meaning set forth in Clause 3.2 read with the provisions of RFP;
- f) “**Dispute**” shall have the meaning set forth in Clause 9;
- g) “**Effective Date**” means the date on which this Agreement comes into force and effect pursuant to Clause 2.1;
- h) “**Government**” means the Government of India.

- i) **“INR, Re. or Rs.”** means Indian Rupees;
- j) **“Party” or “Parties”** means the Authority or the Consultant, individual and collectively means Parties;
- k) **“RFP”** means the Request for Proposal (RFP) No.09/2025-26 document in response to which the Consultant’s proposal for providing Services was accepted;
- l) **“Services”** means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
- m) All terms and words not defined herein shall, unless the context otherwise requires, have the meanings assigned to them in the RFP.

1.1.2 The following documents along with clarifications issued thereto shall be deemed to form and be read and construed as integral part of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- a) Agreement;
- b) Annexure of Agreement;
- c) Letter of Award; and
- d) RFP No. 09/2025-26 and clarifications, corrigendum, addendum, etc. issued by the Authority pursuant thereof.

1.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Authority and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Rights and obligations

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- b) the Authority shall make payments to the Consultant in accordance with the provisions of the Agreement.

1.4 Governing law and jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at New Delhi shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

1.5 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

1.6 Table of contents and headings

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.7 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with

the matters contemplated by this Agreement shall be in writing and shall:

- a) in the case of the Consultant, be given by email and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 1.9 or to such other person as the Consultant may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside India specified in Sub clause b) below may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, or by air mail, or by courier, or by email to the address as the Consultant may from time to time specify by notice to the Authority;
- b) in the case of the Authority, be given by email and by letter delivered by hand and be addressed to the Authority with a copy delivered to the Authority Representative set out below in Clause 1.9 or to such other person as the Authority may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in the same city (Delhi) as the Authority's office, it may send such notice by email and by registered acknowledgement due, or by air mail, or by courier, or by email to the address; and
- c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered. It shall be deemed to have been delivered on the actual date and time of the delivery; provided that in the case of facsimile or email, it shall be deemed to have been delivered on the working days following the date of its delivery.

1.8 Location

The Services shall be performed, delivered at the offices of the Authority or any other place of the Authority as required, in accordance with the provisions of RFP No. 09/2025-26 and at such locations as are incidental thereto, including the offices of the Consultant.

1.9 Authorized Representatives

1.9.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the Authority or the Consultant, as the case may be, may be taken or executed by the officials specified in this Clause 1.9.

1.9.2 The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority's Representative shall be:

Secretary,
Airports Economic Regulatory Authority of India
3rd Floor, Udaan Bhawan,
Safdarjung Airport, New Delhi - 110003
Tel: +91 11 24695040

1.9.3 The Consultant may designate one of its employees as Consultant's Representative. Unless otherwise notified, the Consultant's Representative shall be (fill details below):

1.10 Taxes and duties

Unless otherwise specified in the Agreement, the Consultant shall pay statutory taxes as may be applicable as part of the subject contract.

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1 **Validity of Agreement:** This Agreement shall come into force and effect from the date of signing and shall be valid for a period of 02 (two) years from the date of signing.

- 2.2** **Time Period for completion (per assignment):** The Selected Consultant will be given 03 Months for completing each of the assignment. The period of 03 months would commence from the date of sharing the MYTP with the Selected Consultant by AERA.
- 2.3** **Extension of Contract Period:** AERA reserves the right to extend the contract period for completion of assignment beyond the original period, at its own discretion, for excusable delay not attributable to Consultant without any liquidated damages and financial implication to AERA.
- 2.4** **Termination of Agreement for failure to Commence Assignment**
- If the Consultant does not commence the Services within the period specified in Clause 2.3 above, the Authority may, by not less than 1 (one) weeks' notice to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, this Agreement shall stand terminated and the Consultant shall be deemed to have accepted such termination. Further, in such a scenario, the Performance Security of the Selected Consultant shall be invoked.
- 2.5** **Entire Agreement**
- 2.5.1** This Agreement and the Annexures together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn, provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.
- 2.5.2** Without prejudice to the generality of the provisions of Clause 2.5.1 above, on matters not covered by this Agreement, the provisions of RFP No. 09/2025-26 shall apply.
- 2.6** **Modification of Agreement**
- Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.
- 2.7** **Force Majeure**
- If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (but not including negligence or wrongdoing, predictable/seasonal rain) provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Buyer as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days, either party may at its option terminate the contract provided also that the Buyer shall be at liberty to take over from the Seller at a price to be fixed by Buyer, which shall be final, all unused, undamaged and accepted material, bought out components and Goods in course of manufacture in the possession of the Seller at the time of such termination or such portion thereof as the Buyer may deem fit excepting such materials, bought out components and Goods as the Seller may with the concurrence of the Buyer elect to retain.
- 2.8** **Suspension of Agreement**
- Notwithstanding any other clause in this Agreement, the Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this

Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 15 (fifteen) days after receipt by the Consultant of such notice of suspension.

2.9 Termination of Agreement

2.9.1 By the Authority

The Authority may, by not less than 15 (fifteen) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within 15 (fifteen) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- c) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- d) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- f) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 30 (thirty) days;
- g) a situation of conflict of interest as set out in Clause 3.9 of the RFP No. 09/2025-26 and Clause 3.2 of this agreement;
- h) Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

2.9.2 By the Consultant

The Consultant may, by not less than 30 (thirty) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- a) the Authority fails to pay any money due to the Consultant pursuant to this Agreement within 45 (forty-five) days after receiving written notice from the Consultant that such payment is overdue;
- b) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty-five) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach in question, the manner in which such breach has affected the performance of the Services of the Consultant under this Agreement and the action required from the Authority with regard to such breach;
- c) as the result of the Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- d) the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

2.9.3 Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.4 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.1 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survives such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) any right or remedy which a Party may have under this Agreement or the Applicable Laws.

2.9.4 Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner without causing any detrimental effect to the work/ service in question and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and materials furnished by the Authority, the Consultant shall proceed as provided respectively by Clauses 3.7 or 3.8 hereof. Further, the Consultant agrees to render all assistance to the Authority in this regard.

2.9.5 Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Authority shall make the necessary payments to the Consultant after offsetting against these payments any amount that may be due from the Consultant to the Authority having due regard to the completed milestones or deliverable by the Consultant.

2.9.6 Disputes about Events of Termination

If either Party disputes whether an event specified in Clause 2.9.1 or in Clause 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award. However, the provisions of this Clause 2.9.6 will not affect the right of the Authority to initiate the process for fresh award of this Agreement or to award this Agreement to some other Consultant.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standards of Performance

The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests.

3.1.2 Terms of Reference

The scope of Services to be performed by the Consultant is specified in the Terms of Reference (the “TOR”) in the RFP. The Consultant shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

3.1.3 Applicable Laws

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that the Personnel of the Consultant comply with the Applicable Laws.

3.1.4 Indemnity

The Consultant shall at all time indemnify AERA against all suits and claims which may be made in respect of the goods/services for infringement of any right protected by patent, registration of designs or trade mark.

Provided always that in the event of any claim and suit in respect of alleged breach of patent, registered designs or trade-mark being made against the Buyer, the Buyer shall notify the Seller/ Service Provider of the same who shall at its own expense either settle any such dispute or conduct and litigation that may arise therefrom.

3.2 Conflict of Interest

3.2.1 The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement making this Agreement liable to termination at the behest of the Authority.

3.2.2 Clause 3.9 of the RFP No. 09/2025-26 may be referred for further details on conflict of interest.

Note: Decision of Authority on defining any activity as conflict of interest shall be final and binding on the consultant.

3.2.3 Consultant not to benefit from commissions discounts, etc.

The remuneration of the Consultant pursuant to Clause 6 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that the Personnel, similarly shall not receive any such additional remuneration.

3.2.4 The Consultant and its Personnel, employees, officers, agents, and advisors shall observe the highest standards of ethics and not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively "**Prohibited Practices**"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the Performance Security, as genuine pre-estimated compensation and damages payable to the Authority towards, inter alia, time, cost and effort of the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

3.2.5 Without prejudice to the rights of the Authority under Clause 3.2.4 above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.6 For the purposes of Clauses 3.2.4 and 3.2.5, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) "**corrupt practice**" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, 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 the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser the Authority in relation to any matter concerning the Project

- b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression 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 person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;
- d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the Authority 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 Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

3.3 Confidentiality

The Consultant and its Personnel shall not, either during the term or within one year after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority’s employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement (“**Confidential Information**”), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant, its Personnel or either of them may disclose, with prior written approval of the Authority, Confidential Information to the extent that such Confidential Information:

- a) was in the public domain prior to its delivery to the Consultant, its Personnel or becomes a part of the public knowledge from a source other than the Consultant, its Personnel;
- b) was obtained from a third party with no known duty to maintain its confidentiality;
- c) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Personnel shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- d) is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Personnel, as is reasonable under the circumstances; provided, however, that the Consultant or Personnel, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

Subject to the confidentiality obligations above, the Consultant shall be allowed to use this engagement as an experience citation with other clients.

3.4 Limitation of Liability of the Consultant

In any event, the Consultant shall not be liable for any special, incidental, punitive, exemplary or consequential damages arising out of or in connection with the Contract entered between the parties. The aggregate liability of the Consultant, whether under the contract, in tort or otherwise, shall not exceed the total contract value, provided that this limitation shall not apply to:

- (i) Any obligation or claim arising out of or in connection with any third party claim of IPR infringement,
- (ii) In the event of any gross negligence or willful misconduct on part of the Consultant, as finally judicially determined by a court of competent jurisdiction.

3.5 Reporting obligations

3.5.1 The Consultant shall submit to the Authority the reports and documents specified in the Agreement, in the

form, in the numbers, and, within the time periods set forth therein.

3.6 Documents prepared by the Consultant to be property of the Authority

- 3.6.1** All reports and other documents (collectively referred to as “**Consultancy Documents**”) prepared by the Consultant (or any Third Party appointed by the Consultant) in performing the assignment shall become and remain the property of the Authority, and all Intellectual Property Rights in such Consultancy Documents shall vest with the Authority. However, in case any pre-existing document/ information/ data is used by the consultant in preparation of the consultancy documents, then all the rights in such material shall continue to vest with the respective owner with right to use by the Authority.
- 3.6.2** The intellectual property of any document/information/data either owned by third party or by the Consultant, referred by the latter for performing activities/deliverables under this consultancy assignment, will remain with the respective parties.
- 3.6.3** The Consultant (or any Third Party appointed by the Consultant) shall not use these Consultancy Documents for purposes not related to this Agreement without the prior written approval of the Authority.
- 3.6.4** The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as “**Claims**”) which may arise from or due to any unauthorized use of such Consultancy Documents, or due to any breach or failure on part of the Consultant (or any Third Party appointed by the Consultant) to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

3.7 Materials furnished by the Authority

Materials made available to the Consultant by the Authority shall be the property of the Authority and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to the Authority, an inventory of such materials and shall dispose of such materials in accordance with the instructions of the Authority. The Consultant would be allowed to retain a copy of its working papers to maintain a professional record of its involvement in the engagement and to comply with applicable legal and regulatory requirements. Also, it is appreciated that it may not be possible for the Consultant to permanently dispose- off all information so furnished (for instance in terms of information embodied in project related emails). In all cases, the Consultant shall be responsible for not using such information for purposes unrelated to this Agreement without the prior written approval of the Authority.

3.8 Accuracy of Documents

The Consultant shall be responsible for accuracy of the documents drafted and/ or vetted and data collected by it directly or procured from other agencies/authorities, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it shall indemnify the Authority against any inaccuracy in its work which might surface during the currency of the assignment [i.e., till completion of milestone/ activity 3 as given in clause 2.4(c) of the RFP], if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the documents including any re-survey / investigations, during the said period.

3.9 Providing access to the Consultant Office and Personnel

The Consultant shall ensure that the Authority, and, officials of the Authority having authorization from the Authority, are allowed to visit, if required, to the Consultant’s Office and interact with the Personnel during office hours.

4. CONSULTANT’S PERSONNEL

4.1 General

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

4.2 Deployment of Personnel

The selected consultant shall deploy personnel as per clause 3.5 of the RFP.

4.3 Substitution of Personnel: As per clause 4.7 of the RFP No. 09/2025-26.

5. OBLIGATIONS OF THE AUTHORITY

5.1 Assistance in discussions, meetings, clearances etc.

Unless otherwise specified in the Agreement, the Authority will make best efforts to:

- a) provide the Consultant, its Personnel with work permits/access permits as may be necessary to enable the Consultant, its Personnel to perform the Services; and
- b) issue to officials, agents and representatives of the stakeholders all such communications as may be necessary or appropriate for the prompt and effective implementation of the assignment.

5.2 Access to Airports under this Contract

The Authority shall make best efforts to ensure that the Consultant have access to the Airports under this Contract for the performance of contract.

5.3 Payments

In consideration of the Services performed by the Consultant under this Agreement, the Authority shall make to the Consultant such payments and in such manner as is provided in Clause 6 of this Agreement.

5.4 Change in Applicable Law

TDS on consultancy fees shall be deducted and statutory taxes shall be payable by the Authority as per the applicable laws.

6. Deliverables and Payment Schedule:

Agreement Value of the assignment on the basis of financial quote in the tender document and subsequent matching of financial quote, if any:

- (i) Services provided for Cargo Facility (if applicable): Rs./- (including GST)
(Rupees.....only including GST)
- (ii) Services provided for Ground Handling (if applicable): Rs./- (including GST)
(Rupees.....only including GST)
- (iii) Services provided for Supply of Fuel to the Aircraft (if applicable): Rs./- (including GST)
(Rupees.....only including GST)

Payment will be released as per the Section 5 of the RFP No. 09/2025-26.

6.1 Currency of payment

All payments shall be made in Indian Rupees.

6.2 Mode of billing and payment

- (i) The Authority shall make best efforts to release the payment due to the Consultant within 45 (forty five) days after the receipt by the Authority of duly completed bills with necessary particulars and acceptance thereof by the competent authority of AERA.
- (ii) The Consultant shall be paid as per the Payment Schedule at clause 6 above of this Agreement.,
- (iii) The Authority shall pay to the Consultant, only the undisputed amount.

- (iv) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to the Authority within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year after receipt by the Authority of the Deliverables. Any delay by the Consultant in reimbursement by the due date shall attract simple interest @ 10% (ten percent) per annum.
- (v) All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Authority by the Consultant.

7. **LIQUIDATED DAMAGES / COMPENSATION FOR DELAY :** As per clause 5.1 of the RFP No. 09/2025-26.

8. **FAIRNESS AND GOOD FAITH**

8.1 **Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

8.2 **Operation of the Agreement**

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such Unfairness.

9. **Dispute resolution between the buyer and the seller / service provider**

- (i) In the event of any conflict or dispute arising out of or in connection with the Contract the Parties shall endeavor to settle such disputes amicably. If a dispute is not resolved within 30 (thirty) days after a written notice of any dispute by one Party to the other, the same shall then be resolved through the mechanism of a Dispute Resolution Committee. This Dispute Resolution Committee shall comprise of representatives of both the Buyer and the Seller / Service Provider and shall be chaired by the Primary User of the Buyer organization/department or any other person as authorized by the Primary User.
- (ii) If the Dispute Resolution Committee is not able to resolve the matter within 30(thirty) days of its formation, the dispute shall be dealt with in accordance to "Guidelines for Arbitration and Mediation in Contracts of Domestic Public Procurement" issued by Department of Expenditure via OM No. F.1/2/2024-PPD dated 03.06.2024, as amended from time to time.
- (iii) The Contract shall be interpreted and governed in all respects in accordance with the laws of India. All disputes in connection with or arising out of the Contract, shall be subject to the exclusive jurisdiction of the Court within the local limits of whose jurisdiction principal place of business of the Buyer department / organization is located.

10. **Laws Governing the Contract:**

- (i) The contract shall be governed by the laws of India for the time being in force.
- (ii) Irrespective of the place of delivery, the place of performance or the place of payment under the contract, the contract shall be deemed to have been made at the registered address of the Buyer and / or Primary Buyer.
- (iii) Jurisdiction of Courts: The courts of the place from where the contract has been made shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

SIGNED AND DELIVERED

For and on behalf of Consultant

SIGNED AND DELIVERED

For and on behalf of Airport Economic Regulatory Authority of India

In the presence of:

1. _____

2. _____

7.4 APPENDIX: IV: FORMAT OF PERFORMANCE BANK GUARANTEE (TO BE SUBMITTED BY THE SELECTED CONSULTANT AS PER CLAUSE 4.3.3 OF RFP)

1. In consideration of the Airports Economic Regulatory Authority of India (hereinafter called 'the AERA') having agreed to exempt _____ [hereinafter called 'the Consultant'] from the demand, under the terms and conditions of an Agreement dated _____ made between _____ and _____ for _____ (hereinafter called 'the said Agreement'), of security deposit for the due fulfilment by the said Consultant of the terms and conditions contained in the said Agreement, on production of a bank Guarantee for Rs. _____ (Rupees _____ Only) We, _____, (hereinafter referred (indicate the name of the bank) to as 'the Bank') at the request of _____ [Consultant] do hereby undertake to pay to the AERA an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the AERA by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We _____ (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the AERA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the AERA by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the AERA any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, _____ (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the AERA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till AERA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all 24 DBOD – MC on Guarantees & Co-acceptances 2010 liability under this guarantee thereafter.

5. We, _____ (indicate the name of bank) further agree with the AERA that the AERA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the AERA against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the AERA or any indulgence by the AERA to the said

Consultant or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

7. We, _____ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the AERA in writing.

8. Dated the _____ day of _____ for _____ (indicate the name of the Bank).