

**APPLICATION FOR PURCHASE OF REQUEST FOR PROPOSAL (RFP) DOCUMENT(S)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
Assistant Vice President – Finance,  
Mumbai International Airport Limited,  
Chhatrapati Shivaji Maharaj International Airport,  
Terminal 1, Santacruz (East), Mumbai – 400 099, India.

Dear Sir,

Subject: Confirmation for participating in the competitive bidding process for Passenger Services Concession at CSMIA  
by \_\_\_\_\_ ***[insert name of the Applicant]*** (“Applicant”)

1. This is to confirm that we, \_\_\_\_\_ ***[insert name of the Applicant]*** are interested in participating in the Passenger Services Concession bidding process for the following outlet(s) specified hereunder:

S No.	Type	Location of the Outlet	Approx. Area (sqm)	Category of the Outlet	Format	Term	Brief description of the concession	Minimum Qualification to apply.	Please mark ✓ if RFP for the Category is requested
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
1.	Passenger Services	Terminal 2 – Check-in	12 sqm	Excess Baggage	Outlet	3	The concessionaire shall be taking up outlets which are designated to operate excess baggage out of these space/s at the Mumbai International Airport	Participant must operate at least 1 outlet of excess baggage at any of the airports in India	
2.	Passenger Services	Terminal 2 – Check-in	8 sqm	Hotel Reservations and Ticketing	Counter	3	The concessionaire shall be taking up counters which are designated to operate hotel reservations	Participant must operate at least 1 outlet of hotel reservation and ticketing at	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
3.	Passenger Services	Terminal 2 – Arrival (I2D)	12 sqm	Hotel Reservations and Ticketing	Counter	3	and ticketing out of these space/s at the Mumbai International Airport	any of the airports in India	
4.	Passenger Services	Terminal 2 – Arrival Hall (West)	5 sqm	Car Rental	Counter	3	The concessionaire shall be taking up outlets which are designated to operate car rental services out of these space/s at the Mumbai International Airport	Participant must operate at least 1 outlet of car rental at any of the airports / city side in India	
5.	Passenger Services	Terminal 2 – Landside Arrival Forecourt (West)	10 sqm	Car Rental	Counter	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
6.	Passenger Services	Terminal 1 – Arrival Ramp	3 sqm	Car Rental	Counter	3			
7.	Passenger Services	Terminal 1 – Arrival Ramp	4 sqm	Car Rental	Counter	3			
8.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
9.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			
10.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			
11.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
12.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			
13.	Passenger Services	Terminal 1 – Arrival Forecourt	3 sqm	Car Rental	Counter	3			
14.	Passenger Services	Terminal 2 – Landside Arrival Forecourt (East)	5 sqm	Bus Rental Services	Counter	1			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
15.	Passenger Services	Terminal 2 – Landside Level 1 (West)	550 Sqm	Bus Rental Services	Parking and Pickup Lounge	3	out of these space/s at the Mumbai International Airport	India	
16.	Passenger Services	Terminal 1 – T1C SHA	58 sqm	Spa	Outlet	2	The concessionaire shall be taking up outlets which are designated to operate spa services out of these space/s at the Mumbai International Airport	Participant must operate at least 5 spas in City side / Airport in India	
17.	Passenger Services	Terminal 2 – International SHA	81 (34+47) sqm	Spa	Outlet	4			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
18.	Passenger Services	Terminal 1 – T1B SHA	60 sqm	Spa	Outlet	2			
19.	Passenger Services	Terminal 2 – Domestic SHA	77 sqm	Spa	Outlet	4			
20.	Passenger Services	Terminal 2 – Domestic SHA	25 sqm	Spa	Outlet	4			



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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
21.	Passenger Services	Terminal 2 – MLCP	10 sqm	Car Wash	Kiosk	3	The concessionaire shall be taking up kiosk which is designated to operate car wash services out of these space/s at the Mumbai International Airport	Participant must operate car wash services on at any of the airports / city side in India	
22.	Passenger Services	Terminal 2 – International Arrival	5	Visa on Arrival	Kiosk	3	The concessionaire shall be taking up kiosk which is designated to operate visa on arrival services out of these space at the Mumbai International Airport	Participant must have at least 1 year of experience of operating visa on arrival counter at at least 1 of the airports / city side in India	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
23.	Passenger Services	Terminal 2 – International Arrival	4	Tourism Information	Counter	3	The concessionaire shall be taking up kiosk which is designated to operate tourism information services out of these space at the Mumbai International Airport	Participant must have at least 1 year of experience of operating tourism services counter at at least 1 of the airports / city side in India	

**Notes:**

***(a) The Applicant may rely on the credentials of one or more of its Affiliates to fulfil the Eligibility requirements.***

***(b) "Affiliate" shall, with respect to an Applicant, mean any entity who directly or indirectly: (a) controls the Applicant; (b) is controlled by the Applicant; or (c) under direct or indirect control of an entity which also directly or indirectly controls the Applicant. As used in this definition, the expression "control" means, with respect to a person which is a company, corporation or limited liability partnership, the ownership, directly or indirectly, of at least 26% (twenty six percent) of equity share capital, partnership interest or equivalent of such person, and with respect to a person which is not a company, corporation or limited liability partnership, the power to direct the management and policies of such person, whether by operation of law or by contract or otherwise.***

2. Accordingly, we submit herewith the Application Cost of **Rs. 1,00,000/- (Rupees One Lakh Only) per service category for the RFP documents** as indicated above for the purchase of RFP documents by way of direct transfer to MIAL account from \_\_\_\_\_ (Bank name) on \_\_\_\_\_ (date) vide transfer advice no. \_\_\_\_\_. ***[proof to be attached]***.

3. Our other details are as follows:

<b>Heading</b>	<b>Details</b>
Address	
Nature of Applicant (Company / Partnership Firm / LLP etc.)	
PAN (PI enclose copy)	
GST Registration No. (PI enclose copy)	
Name and Email ID of the Contact Person	

Heading	Details
Mobile No. of the Contract Person	

4. We understand that this Application Cost will be adjusted against the bid security amount, to be furnished along with the fully compliant bid, which is refundable (as provided in the RFP document) in the event such bid is unsuccessful. Further, if we choose not to submit a bid or a submit a non-compliant bid, we acknowledge that only 70% of the Application Cost shall be refunded by MIAL and 30% of the Application Cost shall not be refunded by MIAL.
5. We further acknowledge and confirm that MIAL at its sole discretion reserves the right to reject our application. In case of rejection, the Application Cost submitted by us shall be refunded by MIAL.
6. We confirm that we meet the minimum qualifying turnover, and are submitting the following documents along with this Application as applicable:
  - (a) a certificate from an independent practicing-chartered accountant / statutory auditor certifying that the entity is fulfilling the Eligibility requirements.
  - (b) if Eligibility requirement(s) is met through Affiliate(s), a certificate from an independent practicing-chartered accountant certifying that the entity fulfilling the Eligibility requirements is or are Affiliate of Applicant as per terms herein.
  - (c) certificate from the airport considered for the eligibility criteria.
7. We hereby confirm that all the information furnished in this Application is true and correct.
8. We request you to send us the Request for Proposal (RFP) document(s) by email to the address specified in (3) above, upon realization of the Application Cost and upon evaluation of our criteria as specified in (1) above.
9. We further acknowledge and confirm that MIAL, in its sole discretion, may amend / reconfigure / re-align any of the above-mentioned proposed outlets prior to the issue of the RFP to us. Further, we also acknowledge and confirm that MIAL may, at its sole discretion, decide to cancel the bidding process for any or all the categories stated above, without assigning any reasons therefor.

10. **We hereby confirm that MIAL shall be entitled to reject our Application, if it is received by MIAL after the last date and time for submission.**

11. We represent and warrant that we are not Group Entity(ies), of MIAL or its shareholders (other than AAI). For this purpose, (i) "Group Entity" with respect to a specified Entity, means any other Entity directly or indirectly controlling, controlled by or under common control with such specified Entity; provided however, that, for purposes of this definition, the terms "controlling", "controlled by" or "under common control with" mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of an Entity, whether through the ownership of voting securities, by contract or otherwise, or the power to elect or appoint at least 50% (fifty percent) of the directors, managers, partners or other individuals exercising similar authority with respect to such Entity; and (ii) "Entity" means a company incorporated in India or a partnership firm or a limited liability partnership or an individual/ sole proprietor, a Hindu undivided family, an association of persons, a body of individuals, trusts and any other artificial juridical person based in India or abroad.

12. We represent and warrant that we, our directors, our key managerial personnel, our partner and our shareholders are not Related Party, of MIAL or its directors or its shareholders. For this purpose, Related Party shall have the same meaning as assigned to it under section 2(76) of the Companies Act, 2013 read with the Companies (Specification of definitions details) Rules, 2014.

13. **Confidentiality Undertaking:**

We hereby undertake and agree to keep the Information (as defined below) confidential. We acknowledge that the Information is confidential information of MIAL and is provided solely for the purpose of enabling us to participate in the competitive bidding process for non-aeronautical concession(s) indicated by us in the table above ("**Specified Purpose**"). We hereby undertake and agree that in consideration of receipt of such Information we shall abide and be bound by the following terms:

- (A) "**Information**" means any and all documents and information, provided by or on behalf of MIAL to us or otherwise obtained by us pursuant hereto or negotiations and discussions with MIAL, including without limitation, any clarifications, amendments, tender documents or RFP documents subsequently issued, drafts of definitive agreements, information obtained through interactions with MIAL and site visits (if any), all technical, commercial, financial, operational, legal or statistical information, all agreements, plans, layouts and documents

in relation to CSMIA, in each case whether in writing, electronic form or other tangible form or disclosed by oral or visual presentation or other intangible method.

- (B) We shall use the Information solely for the Specified Purpose. We shall maintain the confidentiality of the Information and shall not disclose the Information to any person, other than:
  - (i) our employees, professional advisors and consultants, who have a need to know in connection with the Specified Purpose; and
  - (ii) a party with the prior written consent of MIAL;

provided in each case that (a) we shall ensure that such party agrees to appropriate confidential treatment of such Information as per the terms hereof; and (b) we shall be solely responsible for any act by such parties which results in the Information not being treated in accordance with the confidentiality provisions hereof.

- (C) Confidentiality obligations hereunder shall not apply to any Information that (i) is or becomes available in the public domain, other than by breach of confidentiality obligations by us or any other party, (ii) is in our possession prior to its disclosure by MIAL and rightfully received without any breach of confidentiality by any party. If we are required to disclose any Information pursuant to any applicable laws or an order of any judicial or statutory authority, we shall give MIAL reasonable prior notice of the circumstances of such requirement prior to disclosing such information and shall co-operate with MIAL to minimize the extent of disclosure, including in any effort by MIAL to contest or obtain a protective order against such requirement.
- (D) We shall return to MIAL all Information including without limitation all originals, copies, extracts and summaries thereof (including information on electronic media), and certify to MIAL that we have returned such Information within two days of such request by MIAL.
- (E) We agree that the use or disclosure of the Information in breach of these confidentiality provisions will cause irreparable harm or injury to MIAL, which is incapable of recompense by way of damages. Accordingly, we agree that MIAL is entitled to seek injunctive or other appropriate relief to restrain any breach or threatened breach of these confidentiality provisions.

- 14. We acknowledge and agree that the payment of Application Cost, receipt of the RFP document(s), participation in the RFP process or submission of any bid(s) under or pursuant to the RFP document(s) does not and would not be deemed to create any rights or expectations whatsoever in our favour. We agree and acknowledge that nothing contained herein or in the RFP process shall constitute any offer by MIAL to enter into any contract with us. We acknowledge and agree that the acceptance, rejection or dis of our application, issue of the RFP document(s) and award of the concession(s) at any

stage is at MIAL's sole discretion and any decision taken by MIAL pursuant hereto is final and binding on us and we shall have no rights or claims in relation to any decision of MIAL pursuant to the RFP process.

Thanking you,  
Yours sincerely,

For \_\_\_\_\_

*[insert name of the Applicant]*

\_\_\_\_\_  
*[Signature of the Authorised Signatory with stamp]*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Instructions for Payment -**

Application Cost can be paid through bank transfer on a scheduled commercial bank in favour of "**Mumbai International Airport Limited**" payable at par at Mumbai or by way of direct transfer into current account of MIAL as per details stated below:

Name of the Company	Mumbai International Airport Limited
Name of the Bank	State Bank of India
Address of the Bank	Industrial Finance Branch, B-202, Parinee Crescenzo, Plot No. C-38 & C-39, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051.
Account No.	37658553534

IFSC Code of the branch	SBIN0008965
MICR Code of the branch	400002123

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