

**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 – Package 1: Check-in counter east	50 (34 + 16)	Pharmacy	Outlet	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		8 domestic SHA departures					The concessionaire shall be taking up outlets which are designated to operate pharmacies out of these spaces at the Mumbai International Airport	Participant must hold a valid drug license to operate pharmacy	
2.	Passenger Services	Terminal 2 level 4 Check in counter west	16	Pharmacy	Outlet	3			
3.	Passenger Services	Terminal 2 arrivals	15	Pharmacy	Outlet	3			
4.	Passenger Services	Terminal 2 – Level 4 international SHA departures	15	Pharmacy	Outlet	3			
5.	Passenger Services	Terminal 1 – SHA 1	20	Pharmacy	Outlet	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
6.	Passenger Services	Terminal 1 Arrival (Inside)	4	Car Rental	Outlet	3		Participant/Bidder must have all applicable licenses / permissions issued by relevant authorities.	
7.	Passenger Services	Terminal 1 Arrival (Inside)	4	Car Rental	Outlet	3			
8.	Passenger Services	Terminal 1 Arrival (Inside)	4	Car Rental	Outlet	3			
9.	Passenger Services	Terminal 1 Arrival (Inside)	4	Car Rental	Outlet	3			
10.	Passenger Services	Terminal 1 Arrival (Inside)	4	Car Rental	Outlet	3			
11.	Passenger Services	Terminal 1 Arrival	5	Car Rental	Outlet	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		(Outside)							
12.	Passenger Services	Terminal 1 Arrival (Outside)	5	Car Rental	Outlet	3		Participant/ Bidder must have all applicable licenses / permissions issued by relevant authorities.	
13.	Passenger Services	Terminal 1 Arrival (Outside)	5	Car Rental	Outlet	3			
14.	Passenger Services	Terminal 1 Arrival (Outside)	5	Car Rental	Outlet	3			
15.	Passenger Services	Terminal 1 Arrival (Outside)	5	Car Rental	Outlet	3			
16.	Passenger Services	Terminal 2 Arrival P6 East	5.2	Car Rental	Outlet	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
17.	Passenger Services	Terminal 2 Arrival P6 East	5	Car Rental	Outlet	3		Participant/ Bidder must have all applicable licenses / permissions issued by relevant authorities.	
18.	Passenger Services	Terminal 2 Arrival P6 East	5	Car Rental	Outlet	3			
19.	Passenger Services	Terminal 2 Arrival P6 West	5	Car Rental	Outlet	3			
20.	Passenger Services	Terminal 2 Arrival P6 West	5	Car Rental	Outlet	3			
21.	Passenger Services	T2 Outside P4 East	5	Car Rental	Outlet	3			Participant/ Bidder must

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
22.	Passenger Services	T2 Outside-P4 West	5	Car Rental	Outlet	3		have all applicable licenses / permissions issued by relevant authorities	
23.	Passenger Services	Lounge-P4 East	5	Car Rental	Outlet	3			
24.	Passenger Services	Lounge-P4 West	5.2	Car Rental	Outlet	3			
25.	Passenger Services	Level 2, Arrivals, East side	1	ATM	ATM	3		Participant/Bidder must have all applicable licenses / permissions issued by relevant authorities.	
26.	Passenger Services	Level 4, departure, gate no 6, Terminal 2	1	ATM	ATM	3			
27.	Passenger Services	Terminal 2 LEVEL3 , SHA	2	ATM	ATM	3			
28.	Passenger Services	T 1 Arrivals (next to Starbucks)	2	ATM	ATM	3			
29.	Passenger Services	International Arrivals East side L2	1	ATM	ATM	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
								Participant/Bidder must have all applicable licenses / permissions issued by relevant authorities.	
30.	Passenger Services	TERMINAL 2 check in area	2.4	ATM	ATM	3			
31.	Passenger Services	T2 Departure Gate 1	1	ATM	ATM	3			
32.	Passenger Services	Terminal 2 Level 3 SHA	2	ATM	ATM	3			
33.	Passenger Services	T1C near gate 23	1	ATM	ATM	3			
34.	Passenger Services	T2 Arrivals Landside	1	ATM	ATM	3			
35.	Passenger Services	Between Departure Gate 1 & Gate 2	1	ATM	ATM	3			
36.	Passenger Services	Level 4 Departure Check-in Area	1	ATM	ATM	3			
37.	Passenger Services	MLCP P7 East	1	ATM	ATM	3			
38.	Passenger Services	International Arrivals Exit	1	ATM	ATM	3			
39.	Passenger Services	Level 2, Arrivals,	1	ATM	ATM	3			

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		Terminal 2						Participant/ Bidder must have all applicable licenses / permissions issued by relevant authorities.	
40.	Passenger Services	Level 4, Departure, Terminal 2	1	ATM	ATM	3			
41.	Passenger Services	Level2, Arrivals-Landside(East Side), Terminal 2	2	ATM	ATM	3			
42.	Passenger Services	T2 Arrival Near Gate A	2	ATM	ATM	3			
43.	Passenger Services	T2 Departure Near Beer Café	2	ATM	ATM	3			
44.	Passenger Services	T2 Departure Near Burger King	2	ATM	ATM	3			
45.	Passenger Services	T2 P4	2	ATM	ATM	3			
46.	Passenger Services	Ticketing counter T2 P10-West	10	Hotel Reservation & Ticketing	Outlet	3			



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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
47.	Passenger Services	Ticketing counter T2 P10-East	10	Hotel Reservation & Ticketing	Outlet	3		Participant/ Bidder must have all applicable licenses / permissions issued by relevant authorities.	
48.	Passenger Services	Ticketing Gate 1	21	Hotel Reservation & Ticketing	Outlet	3			
49.	Passenger Services	Ticketing Hotel Reservation - Arrival post customs	5	Hotel Reservation & Ticketing	Outlet	3			
50.	Passenger Services	All Terminal (Female Washrooms)	60 washrooms	Female Wellness	Dispensing Machine	1	Operate and manage operations of Sanitary Napkins	Present at other Airports/Malls	
51.	Passenger Services	T2 Level 4 – international SHA	4	Mobile Plans	Outlet	2	The concessionaire shall manage two outlets for selling sim cards and	Participant / Bidder must have at least 1 year of experience at working	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
							mobile plans on behalf of operators	airports for a similar category	
52.	Passenger Services	T2 arrivals – gate b	3	Sim Card	Outlet	2	The concessionaire shall manage two outlets for selling sim cards and mobile plans on behalf of operators	Participant / Bidder must have at least 1 year of experience at working airports for a similar category	
53.	Passenger Services	T2 Level 4 International SHA Core Processor	22	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
54.	Passenger Services	T2 Level 3 International SHA	29	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
55.	Passenger Services	T2 Level 3 Domestic SHA Core	20	Smoking Lounge	Outlet	3	Bidder should have prior experience of	Bidder must have experience of	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		Processor					MIAL	operating at other Airports.	
56.	Passenger Services	T2 Level 3 Domestic SHA Southeast Pier Gate 48	20	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
57.	Passenger Services	T2 Level 3 Domestic SHA Northeast Pier Gate 42	58	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
58.	Passenger Services	T2 Level 2 Opp. Gate 5	20	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
59.	Passenger Services	T2 Level 2 Opp. Gate 2	13	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
60.	Passenger Services	T2 Level 2 Opp. Gate 12	20	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
61.	Passenger Services	T2 Arrival P6 Next to Starbucks	36	Smoking Lounge	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
62.	Passenger Services	T2 Level 4 International SHA Core Processor	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
63.	Passenger Services	T2 Level 3 International SHA	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
64.	Passenger Services	T2 Level 3 Domestic SHA Core	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of	Bidder must have experience of	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		Processor					MIAL	operating at other Airports.	
65.	Passenger Services	T2 Level 3 Domestic SHA Southeast Pier Gate 48	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
66.	Passenger Services	T2 Level 3 Domestic SHA Northeast Pier Gate 42	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
67.	Passenger Services	T2 Level 2 Opp. Gate 5	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
68.	Passenger Services	T2 Level 2 Opp. Gate 2	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of	Bidder must have experience of	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
							MIAL	operating at other Airports.	
69.	Passenger Services	T2 Level 2 Opp. Gate 12	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
70.	Passenger Services	T2 Arrivals P6 next to Starbucks	3	Cigarette Sales Kiosk	Outlet	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	
71.	Passenger Services	All Smoking Lounges	NA	Cleaning of Smoking Lounges	NA	3	Bidder should have prior experience of MIAL	Bidder must have experience of operating at other Airports.	

**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:

Heading	Details
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	
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) an audited P&L statement or auditor's certificate as proof of the minimum qualifying turnover.
  - (b) a certificate from an independent practicing-chartered accountant / statutory auditor certifying that the entity is fulfilling the Eligibility requirements.
  - (c) 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.
  - (d) 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 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 of 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. **Governing Law & Jurisdiction:**

This Application shall be governed by the laws of India and the State of Maharashtra, as may be applicable, and the Courts at Mumbai shall have exclusive jurisdiction.

15. 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 disqualification 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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