



**Expression of Interest (EOI)**  
**Stop Gap Arrangement for**  
**Trolley Advertisement Rights cum Retrieval at**  
**MBB Airport, Agartala (NITB)**

## **Expression of Interest (EOI)**

Expression of Interest for stop gap arrangement of Trolley Advertisement Rights Cum Retrieval at MBB Airport, Agartala (NITB) are invited.

**Period:** 03 (three) months from the date of taking over the contract or till finalization of regular tender whichever is earlier.

### **Documents Comprising the Two Envelope systems:**

The document prepared shall be in two parts to be submitted, each part to contain the following components:

- 1.** Documents towards Technical quote in named "Envelope-A" consisting of the following documents/details:
  - a. Entire copy of this EOI duly filed and signed by the authorized signatory.
  - b. Self-attested copy of PAN and GST registration.
  - c. Self-declaration of No Dues at AAI run/controlled Airports up to 31/12/2021.
  - d. Submission of declaration for De-barred/ black listed by CBI or AAI or Undertakings/ Departments like; Railway, Defense or any other Department or Govt. of India, State Govt. Deptt. etc.
- 2.** Financial quote document in named "Envelope-B".
  - a.** Duly filled price schedule and its covering letter:  
The agency shall quote the rates in words as well as numerals. In case of discrepancy between price quoted in words and numerals, the amount depicted in words will be considered.
- 3.** The Quotation shall contain no interline insertions, erasures or overwriting. Any correction if necessary shall be made by scoring the incorrect figures/words and shall be signed by the person or persons signing the quotation.
- 4. Eligibility criteria:**  
Parties having minimum two (2) years experience in advertisement business at transportation centre like Airport/ Sea-ports/Railways/Metro Rail stations/Malls/Hotels/Airlines including Foreign Airlines/Business and Industrial Houses /Courier agencies/ Shopping Malls.

**OR**

Parties having minimum two (2) years experience in the business of Trolley Manufacturing/Supplying/Operation/maintenance at transportation centre like Airport/ Sea-ports/Railways/Metro Rail stations/Malls/Hotels/Airlines including Foreign Airlines/Business and Industrial Houses /Courier agencies/ Shopping Malls

## **SPECIAL TERMS & CONDITIONS**

1. The scope of work includes three key aspects:

a) **Advertisement**

The licensee shall have the right to display advertisement on the baggage trolleys.

b) **Trolley Retrieval**

The licensee shall ensure availability of trolleys at the airport on a 24/7 x 365 days basis.

Ensure usage of Free Baggage Trolleys by the passengers for carrying their luggage/goods only and retrieve and position them in the specified areas of Arrival/Departure, Inside/ Outside the Terminal Building.

c) **Maintenance** – Proper cleaning on daily basis.

2. **Space for Advertisement on Trolleys**

- Trolleys to be supplied by AAI will have space (not exceeding 6 sq. ft. each) for the purpose of displaying advertisement, in any direction, on trolley. Designing/Fabrication and installation of the Display Boards and advertisement thereon shall be arranged by the licensee at its own cost to offer a pleasing ambience standard to Airport. The material used by the licensee should be such that it enhances the aesthetic of the trolleys.
- All display/signage should be of standard/uniform shape and size for all trolleys and has to be approved by AAI.
- Objectionable material display will not be permitted. AAI also reserves the right to not allow any advertisement of certain commodities/products.

3. **LICENCE FEE AND REBATE**

- The licensee shall pay the quoted license fee.
- AAI, at its discretion, may increase number of trolleys based upon operational requirements and for passenger facilitation and it shall be obligatory on the part of the licensee to take over such additional trolleys and shall ensure proper retrieval, positioning along with clean/upkeep of said additional trolleys in addition to the existing trolleys. The license will also be given the right to display advertisement on the additional trolleys as well, however billing for the same will be done on pro-rata basis after completion of gestation period (as stated in Para B above) or actual display/advertisement on trolleys, whichever is earlier.
- The Licensee shall promptly handover the defective trolleys to the technical department, AAI and no rebate will be entertained on the grounds of trolleys in unserviceable condition in possession of the licensee.

4. The licensee shall deposit an amount to Rs. 50,000/- as a Security Deposit in the form of Demand Draft/Pay Order from a Nationalized/ Scheduled Bank in favour of Airports Authority of India within 07 (Seven) days for the license from the award of License. No interest is payable on Security deposit.

**5. Statutory/Requisite Approvals**

The licensee shall ensure that permits/ sanctions/ approvals of Central Govt/ State Govt/ Local Govt bodies or any other statutory/ regulatory body(ies) are obtained for advertisement display on trolleys at airport, the authority shall not entertain any rebate/ claim of damages/ consequential loss etc. on this ground.

**6. Termination**

- The contract can be terminated by AAI in case of unsatisfactory performance and in such a scenario a notice of dis-satisfaction will be issued to the licensee for which reply is to be received within 30 days there from.
- In case there is no improvement to the satisfaction of AAI, 60 days "notice of termination of concession is to be issued to the licensee.
- In the meantime, if required, Airport Director can provide the facility either through expenditure contract or inviting short term quotation before initiating the proper tender procedure.
- Evaluation of the performance of the licensee will be based on parameters: Timely rendering of services, Quality of works/services, Compliance with statutory requirements, Safety consciousness, Maintenance of staff in proper uniform;
- Contract termination can be initiated due to either of, but not limited to, the following reasons:
  - Non-payment of penalties for 2 or more months;
  - or more licensee infraction and/or penalties for 2 or more months;
- On expiry or termination of the contract, the licensee shall be responsible for handing over of all the trolleys back to AAI in serviceable conditions.
- All the trolleys shall remain the properties of AAI and on the expiry of expiry or termination of the contract, the licensee shall have to ensure to hand over all the trolleys back to AAI in serviceable conditions. The cost of any shortfall or damages shall be recoverable from the licensee.

**7. Penalties**

- Provision of porter services by manpower of licensee is strictly prohibited and beyond the scope of this license. In case, it is found that porter services are being provided by the

manpower of licensee, a penalty of Rs. 2,000/- in the first instance and Rs. 5,000/- on subsequent instance(s) shall be levied by the Terminal Manager. AAI is entitled to terminate the license if such violation occurs quite often.

- The penalties will also be imposed on following violation by the licensee:

S. No.	Description of Irregularities	Penalty
i	Non-deployment of sufficient manpower	Rs.2,000/- perviolation
ii	Non-availability of sufficient number of trolley at designated places	Rs.1,000/- perviolation
iii	Non-retrieval of trolley/trolleys found scattered and lying here and there	Rs.1,000/- perviolation
iv	Trolley(s) being used for any other purpose other than the intended purposes	Rs.1,000/- perviolation
v	Trolley(s) found un cleaned/dirty	Rs.500/- perviolation
vi	Staff not in uniform/without ID Card	Rs.500/- perviolation per staff
vii	Misbehaviour of the staff with passenger(s) or any employee (s) of AAI/other agencies at the airport	Rs.500/- perviolation

## 8. **Others**

- For the purpose of operation and positioning of trolley as provided herein above, Airport Authority of India shall issue entry passes to the personnel of the licensee, as per BCAS norms. AAI shall have the right to withdraw such passes issued to such personnel whose behavior is found or reported to be bad.
- In case, any employee of the licensee is found engaged in doing any other work which is not relevant to the scope of this license, his/her entry permit shall be confiscated and cancelled. The licensee shall dispense with his/her services forthwith and arrange for suitable replacement immediately.

## 9. **Operation and Management of Trolleys**

### a) **CONSTITUTION OF COORDINATION COMMITTEE AND OPERATING PROTOCOL**

- Airport Director will form a Protocol & Coordination Committee comprising representatives from Operation/ Technical Departments and Commercial Department which will coordinate retrieval and upkeep of the trolleys in the terminal building. Inspection and counting of trolleys will be conducted by the above team on monthly basis in presence of authorized representative of the licensee and the report so

generated by the Technical Department will be submitted to the Airport Director for further action.

- In case, any trolley is missing or damaged beyond repair due to negligence/ mishandling, the cost of such trolley shall be recovered from the licensee.

**b) ROLES & RESPONSIBILITIES OF AAI's COORDINATION COMMITTEE AND LICENSEE**

- AAI Technical Department shall initially supply 400 nos. of baggage trolleys to the licensee in serviceable condition.
- Handing/Taking over of trolleys will be done by Technical Department within 03 days from the date of issue of award letter to the complete satisfaction of the licensee.
- All the trollies shall remain property of AAI. Trolleys handed over to the licensee should be duly numbered.
- Technical & Operation Department, AAI at one side and the licensee on the other, will ensure minimum availability of 90% of serviceable trolleys for passenger facilitation.
- The licensee shall ensure that that the trolleys are cleaned and in a presentable manner, free from dust accumulation, stickers and grease.
- A register is to be kept with the Duty Terminal Manager, AAI in which the defects are to be recorded on weekly basis by the licensee. Status in respect of serviceable trolley's available for passengers is also to be recorded. The defective trolley(s) shall be handed over to the Technical Department of AAI and it should be recorded in the register with no. of such trolley and date.
- Technical Department of AAI has to ensure proper maintenance and upkeep of trolleys through an AMC contractor.
- AAI and the license both will ensure minimum availability of 90% of serviceable trolleys for passenger facilitation.
- The licensee shall ensure deployment of minimum number of trolleys at predefined locations at all time as mentioned in the "Trolley Deployment Plan".
- The licensee shall ensure that scattered trolleys are collected from all the areas in and around the Terminal Building, Kerb side, Car Park, basement etc. and re-distributed in accordance with the trolley deployment plan.
- The licensee shall ensure that trolley movement is done in a discreet and organized manner without inconveniencing the passenger movement or airport processes.

**c) MANPOWER DEPLOYMENT AND THEIR SERVICE CONDITIONS**

The licensee shall engage and deploy sufficient numbers of skilled and experienced personnel for the execution and performance of Operation and Maintenance Services which include retrieval, positioning and daily upkeep/cleaning of trolleys, either through itself or through third party or outsourcing of manpower and it shall also be over all responsibility of the licensee that the personnel are:

- ☐ Skilled, trained and experienced;
- ☐ Properly dressed in clean uniform clearly depicting that the service is fee and identity cards for all seasons which shall be finalized/approved in consultation with AAI. Minimum two sets of uniform shall be provided to the workers and entire expense for the same shall be borne by the licensee;
- ☐ Physically fit and for the intended purpose and have fulfilled the BCAS AEP requirement. Medical fitness certificates approved by certified doctors should be submitted to AAI;
- ☐ Imparted training of supervisory once per quarter and the licensee has to share training plan in advance.
- ☐ The licensee will solely be responsible for service conditions (including minimum wages, bonus, PF, ESI, Insurance and other statutory compliances etc. as per prevailing laws of the land) of workmen employed by it for the purpose of carrying out the functions under the contract.
- There will be no direct employee-employer relation between AAI and the workmen of the licensee.
- In case any damage/ loss is caused to any property of AAI or that of the passenger(s) by the workers of the licensee, then the licensee shall be liable to make good of the said loss/ damage at its own cost and AAI shall not be responsible for the same.

**10.** The successful tenderer shall be required to submit Security Programme (as per Format A&A1 available on BCAS website [www.bcasindia.nic.in](http://www.bcasindia.nic.in) and/or [www.bcasindia.gov.in](http://www.bcasindia.gov.in)) to the RDCOS office through MBB Airport, Agartala for issuance of Security Clearance / approval, for operating the facility in Security Hold Area, within 10 days from receipt of the award letter. In case he fails to submit the docs within 10 days, no claim or request w.r.t to delay in getting BCAS clearance shall be entertained by AAI. The successful bidder also has to submit Security Programme online through e-sahaj portal (<https://esahaj.gov.in>) and a copy of the online receipt of the application has to be forwarded to office of RDCOS through AAI along with the aforesaid documents in hard copy.

**11.** The above Special Terms & Conditions shall form part of the Agreement.

### **TROLLEY DEPLOYMENT PLAN**

<b>Area Earmarked</b>	<b>Number of Trolleys*</b>
Arrival	200
Departure	200

- ***On the basis of passenger requirement, number of Trolleys shall be increased, accordingly pro-rata license fee will be charged.***

**Note:**

- i) Deployment plan mentioned above can be updated by AAI based on flight schedule;
- ii) Ensure trolleys are placed in assigned locations and no scatter is observed for an unreasonable time at any unassigned locations.
- iii) Check in Counters – Trolleys should be regularly retrieved from near Check-in-counter areas. The licensee to ensure that not more than 15 number of trolleys scattered/accumulated at any point (Departure/ Arrival) for an unreasonable time.

**\*Total Number of trolley's = 400**

The Expression of Interest is to be sent through email/by drop in the tender box directly containing two consolidated documents in .pdf format (named as Envelope A and Envelope B) as detailed above. The agency shall duly mark the email with subject "Quotation for Trolley Advertisement Rights Cum Retrieval at MBB Airport, Agartala (NITB)" and shall submit at the following email addresses:

Addressed to: **apdagartala@aai.aero**

With a copy marked to: **commercial\_agt@aai.aero**

Last date & time for submission of quotation is on **12/04/2022** by **1100 Hrs.** Quotations shall be processed on the same date at **1500 hrs.**

The email shall indicate name and address including contact number of the agency. The responsibility of ensuring the delivery of quotation in time would rest with the agency. The AAI shall not be responsible if the quotations are received late.

**Brief formalities after award:**

- i. Acceptance of the Award letter on the same day.
- ii. Taking over of contract on **20.04.2022** after acceptance.
- iii. Payment of advance license within 07 days as per award letter.



(This form shall be submitted by the Agency)

**AIRPORTS AUTHORITY OF INDIA**  
**MBB AIRPORT, AGARTALA**  
**FORM OF QUOTATION**

1. Name & address of Agency: \_\_\_\_\_

Telephone/Mobile No.: \_\_\_\_\_

2. Quotation for: License for Trolley Advertisement Rights cum Retrieval at MBB Airport, Agartala (NITB).

3. Period of License: 03 (three) months from the date of taking over the contract or till finalization of regular tender whichever is earlier.

4. Number of Trolley's: 400 Nos.

5. Minimum Reserve License Fee: Rs. 2,200/- per month (Rupees Two Thousand and Two Hundred only) plus applicable taxes.

6. I/We have carefully read and understood the entire terms and conditions of the notice inviting quotation and agreed to abide by the same.

7. I/We have understood scope of work, eligibility criteria and other terms and conditions.

8. I/ We understand the risks involved in such an EOI and that the Authority will not be responsible for any loss of revenue on any account.

9. AAI reserves itself the right to reject conditional offers without assigning any reason thereto.

10. The AAI does not bind itself to accept the highest or any quotation and reserves to itself the right of accepting the whole or any part of the quotation and the agency shall be bound to provide the service at the rate quoted.

Signature of the Authorized signatory of the firm

Name:

Address:

Tel.No/Mobile No.

Office Seal.

Witness:

Name:

Full Address:

## **ACCEPTANCE LETTER**

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

To,  
Airport Director  
Airports Authority of India  
MBBAirport, Agartala,  
Tripura - 799009

Subject: Acceptance of Terms & Conditions of the quotation for "Trolley Advertisement Rights Cum Retrieval at MBB Airport, Agartala (NITB)." vide Ref No.: AAI/AGT/CommI/Trolley/EOI/2022-23

Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of this notice inviting quotation document.
2. I/We hereby unconditionally accept the conditions of AAI's quotation document in its entirety for the short duration license.
3. It is clarified that after unconditionally accepting the quotation document in its entirety, it is not permissible to put any remarks/conditions in the quotation. In case, any provisions of this quotation are found violated or any false document submitted, I/We agree that the quotation shall be rejected.

Yours faithfully

(Signature)

Name of the Authorized Signatory  
Rubber Stamp of the Authorized Signatory

## **PRICE SCHEDULE**

(To be enclosed in the financial quote "Envelope B")

Ref No.: AAI/AGT/Comm/Trolley/EOI/2022-23

Quotes to be furnished for Management of Vehicle Parking Rights in New Integrated Terminal Building at MBB Airport, Agartala:

<b>Sl. No.</b>	<b>Description</b>	<b>Quoted Amount Per Month (in INR)</b>	<b>Quoted Amount (in Words) Per Month</b>
1.	License for Trolley Advertisement Rights Cum Retrieval at MBB Airport, Agartala (NITB). (400 trolley's)		

**Note 1:** The Quote shall contain no interline insertions, erasures or overwriting. Any correction if necessary shall be made by scoring the incorrect figures/words and shall be signed by the person or persons signing the quote. The quote is exclusive of any applicable taxes.

**Note 2:** Applicable taxes are extra.

Authorized Signature with Date: \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Name and Address of the Agency with Seal**

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