

Civil Aviation Authority Nepal

Airport Service Charge Regulation, 2067 (2010)

(Approved by the Government of Nepal on 2067/5/14 (August 30, 2010))

First Amendment- Approved on 2069/11/30 (March 13, 2013) and enforced from 2069/11/30 (March 13, 2013)

Second Amendment- Approved on 2070/10/30 (January 27, 2014) and enforced from 2071/1/1 (April 14, 2014)

Third Amendment- Approved on 2071/3/31 (July 15, 2014) and enforced from 2071/4/1 (July 17, 2014)

Fourth Amendment- Approved on 2072/3/14 (June 29, 2015) and enforced from 2072/4/1 (July 17, 2015)

In exercise of the power conferred by Section 34 of the Nepal Civil Aviation Authority Act, 2053 (1996), the Civil Aviation Authority of Nepal has framed the following Rules.

Chapter -1

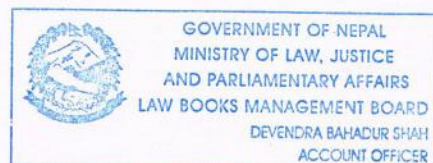
Preliminary

1. **Short Title and Commencement:** (1) This Regulation may be cited as the "Civil Aviation Authority of Nepal, Airport Service Charge Regulation, 2067 (2010)."

(2) This Regulation shall come into force from the date of approval by the Government of Nepal.




May 02, 2018



2. **Definition:** Unless the content or the context otherwise requires, in this Regulation:

- (a) "Act" means the Nepal Civil Aviation Authority Act, 2053 (1996).
- (b) "Authority" means the Civil Aviation Authority of Nepal established and formed pursuant to Section 3 of the Act.
- (c) "Board" means Board of the Authority formed pursuant to Section 13 of the Act.
- (d) "Director General" means Director General of the Authority appointed pursuant to Section 19 of the Act.
- (e) "Service" means various types of service provided by the Authority and other Service providers in course of Airport operation.
- (f) "Charge" means charge imposed and levied by the Authority in accordance with the Act for the service provided during operation of the Airport and the term also include rent and fee.
- (g) "Chief of Airport" means the official appointed by the Authority to act as a Chief of the Airport.
- (h) "Tender" means document entered with Airport office or the Authority to conduct business or operate service facility in consideration of rent, charge, fee, royalty, part of income or other specific amount of payment pursuant to this Regulation.


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GOVERNMENT OF NEPAL
MINISTRY OF LAW, JUSTICE
AND PARLIAMENTARY AFFAIRS
LAW BOOKS MANAGEMENT BOARD
DEVENDRA BAHADUR SHAH
ACCOUNT OFFICER

- (i) "Bidding" means bidding through price bidding from the interested parties for Tender arrangement pursuant to this Regulation.
- (j) " Price bidding" means cash, property, royalty, part of income or other amount committed for Tender by the interested parties for Tender in bidding process.
- (k) "Contract Paper" means the permit provided by the Airport office or Authority by stating the terms and conditions of Tender concluded between the Airport office or Authority and the Tender or in respect of the prevailing law pursuant to the Act and this Regulation.
- (l) "Guarantee" means specific percent of cash deposit or bank guarantee of total contact amount for any Tender arrangement.
- (m) "Income" means a charge, rent, fee, royalty, part of income or other specific income levied by the Authority pursuant to the Act and this Regulation.

3. Interpretation of Regulation: (1) If any authority faces difficulties in application of provisions mentioned in this Regulation, it shall be submitted to the Director General for interpretation and such shall be done in accordance with the interpretation done by the Director General.

(2) If not satisfied with the interpretation done by the Director General pursuant to sub-Rule (1), appeal may be submitted to the Board and the interpretation in such done by the Board shall be final.



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Chapter-2

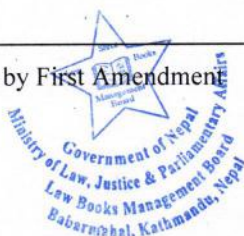
Service Charge Rate

4. **Landing Service Charge:** (1) The Authority shall impose and collect Landing Service Charge for providing Aircraft Landing Service in the Airport in a rate as specified in Schedule-1.

(2) Notwithstanding anything stated in sub-Rule (1), following rate of landing service charge shall be imposed and collected in respect to following Aircrafts:

- (a) Additional twenty five percent to the charge pursuant to sub-Rule (1) for Chartered Aircraft,
- (b) Exemption of fifty percent from the charge pursuant to sub-Rule (1) for Test or Trained Aircraft,
- (c) Twenty five percent additional to or exemption from the charge pursuant to sub-Rule (1) for the Aircraft making flight in peak hour or lean hour as determined by the Authority for any specific Airport,
- ♦(d) Any Airlines Company or Agency shall deposit three lakh rupees to the Authority before operation of its flight in Nepal. If there is a due of payment to be made by the concerned Airlines Company or Agency, it shall be deducted from that deposit and such deduction amount shall be recovered immediately by such company or agency. If flight service is impaired later,

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the remaining amount shall be returned after deducting required amount to be taken by the Authority.

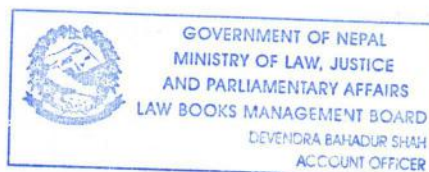
- (3) The full charge pursuant to sub-Rule (1) shall be imposed and collected to any Aircraft of international flight landed in any Airport of Nepal not being able to fly to the destination.
- (4) No landing charge shall be imposed to the following Aircrafts:
 - (a) Aircraft made involved in flight calibration or Test flight by the Authority itself,
 - (b) Aircraft registered in the United Nations.

5. Parking Service Charge: (1) The Authority shall impose and collect Parking Service Charge for providing Aircraft Parking Service in the Airport in a rate as specified in Schedule-2.

- (2) Notwithstanding anything stated in sub-Rule (1), Aircrafts of following period shall not be imposed of parking service charge in following conditions:
 - (a) For a period of surveillance if any Aircraft is under surveillance for examination or inspection or other reason as ordered by the Director General,
 - (b) Parked up to three hours,
 - (c) For a period to which housing service charge paid pursuant to Rule,
 - (d) Involved in flight calibration or Test flight by the Authority itself.



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- (3) Only twenty- five percent of parking service charge pursuant to sub-Rule (1) shall be imposed to Aircraft not into operation because of expiry of term of the Flight Qualification Certificate.
- (4) Each 6 hours of time shall be considered as one parking time. Calculation of the parking time shall be counted from the beginning if parked for more than three hours.
- (5) Aircraft pursuant to sub-Rule (3) shall be parked in a place as determined by the Chief of the Airport. The cost of the transfer of Aircraft parked in other place to the specified place shall be levied from the owner of the concerned Aircraft or the operator.

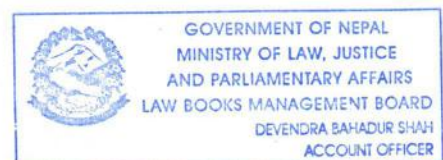
6. **Ground Handling Service Charge:** *(1) The Authority shall impose and levy Ground Handling Service charge for international flights for providing Ground Handling Service in the Airport.

- (2) The Authority shall provide Ground Handling Service in the Airport by means of competition among National and International organizations. The procedure for providing permit for operation of Ground Handling Service shall be as mentioned in the related Directives.
- (3) The Authority shall impose and levy Ground Handling Service Charge from the National or International Organization providing Ground Handling Service in a rate as specified in Schedule-3.

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7. **Housing Service Charge:** (1) The Authority shall impose and collect Housing Service Charge to the concerned Air Service Operator Organization or owner of the Aircraft for providing Aircraft Hangar or other similar housing service considering each twenty-four hours or less time as one count in a rate as specified in Schedule-4.

(2) Notwithstanding anything stated in sub-Rule (1), if the Aircraft is parked in the hangar or similar other housing constructed and operated by the Airlines itself, only the Parking Service Charge shall be levied in a rate pursuant to Rule 5.

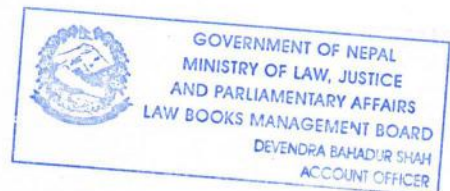
8. **Communication and Overfly Service Charge:** (1) The Authority shall impose and levy Communication and Overfly Service Charge for providing Communication and Overfly Service to Aircraft landed in any Airport of the State of Nepal for each landing in a rate as specified in Schedule-5.

(2) Notwithstanding anything stated in sub-Rule (1), additional twenty-five percent of charge shall be imposed on charge pursuant to sub-Rule (1) in respect to the chartered Aircraft.

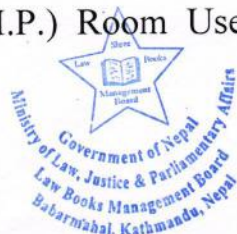
(3) The Authority shall impose and levy Communication and Overfly Service Charge for providing Communication and Overfly Service to the Aircrafts flying in airspace of Nepal in a rate as specified in Schedule-5a.



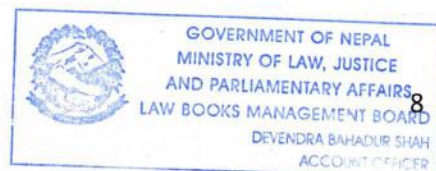
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- (4) No Communication and Overfly Service Charge shall be imposed to the Aircraft made involved in flight calibration or Test flight by the Authority.
9. **Air Fuel Sales Service Charge:** The Authority shall impose and collect Air Fuel Sales Service Charge in a rate as specified in Schedule-6 to the Service provider operating Sales Service of Air Fuel in the Airport with the permission of the Authority.
10. **Cargo Transport Charge:** The Authority shall impose and levy Cargo Transport Charge in a rate as specified in Schedule-7 to Air Service Operator Organization or owner of the Aircraft providing Cargo Transport Service in domestic and international flights.
11. **Cargo Management Service Charge:** The Authority shall impose and collect Cargo Management Service Charge in a rate as specified in Schedule-8 to the Organization providing Cargo Management within the Airport area.
12. **Vehicle Parking Service Charge:** The Authority shall impose and collect Vehicle Parking Service Charge in a rate as specified in Schedule-9 for providing Vehicle Parking Service in a parking area specified in the airport area by the Chief of the Airport.
13. **Entrance Charge:** The Authority shall impose and collect Entrance Charge to a person entering into or causing his/her vehicle entered into the area permitted by the Airport office in a rate as specified in Schedule-10.
14. **Commercial Important Person (C.I.P.) Room Use Charge:** The Authority shall impose and collect Commercial Important Person (C.I.P.) Room Use Charge to a person using C.I.P. room in the



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Airport, with approval from the Chief of the Airport, in a rate as specified in Schedule-11.

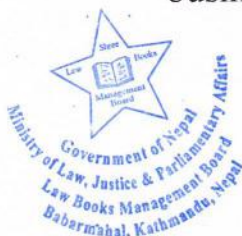
15. Film Shooting Charge: The Authority shall impose and collect Shooting Charge to the concerned person or agency shooting film, motion picture or advertisement in the Airport Area, with permission of the Airport office, in a rate as specified in Schedule-12.

16. Building and Room Rent Charge: (1) The Authority shall impose and collect Building and Room Rent Charge to the user of such essential place or room for operation of the Aircraft in the Airport area, with permission of the Airport office, in a rate as specified in Schedule-13.

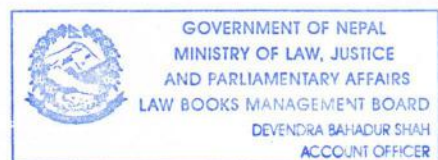
(2) Except as otherwise mentioned in sub-Rule (1), the Authority, in providing vacant building and rooms in the Airport area on rent, shall consider the rent of similar room at that instant as minimum value and provide it on rent to the firm/company selected through transparent competitive selection.

(3) Notwithstanding anything stated in sub-Rule (2), the Authority may provide building or room within the Airport on lease or rent to use for commercial or any other purpose through Tender concluded by negotiation in following situations:

- (a) If Bid cannot be selected even after bid invitation being conducted at least for two times pursuant to this Rule, or
- (b) No possibility of competition, or
- (c) If new concept or technology is included in the business, or



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(d) If proposal is received from the branded company of international standard,

(e) A plan which required investment of five crore (50 million) rupees in case of the International Airport, two crore (20 million) rupees in case of the Airports in Municipality Area and one crore (10 million) rupees in case of the Airports in areas other than municipality area, and

Explanation: For the purpose of this clause "Municipality" means Metropolitan city and Sub-metropolitan city as well.

(f) If it deems not appropriate by any reason to adopt other procedure pursuant to this Regulation.

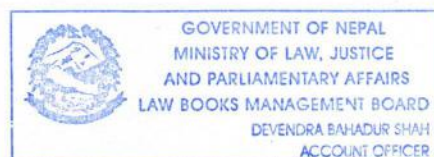
(4) Any person willing to acquire building or room within the Airport area to use for commercial or any other purpose on lease or rent through negotiation shall submit an application to the Authority mentioning details as prescribed by the Authority.

(5) The Authority may provide building or room within the Airport area on lease or rent for use for commercial or any other purpose to the applicant by concluding a Tender through negotiation if deems appropriate upon inquiry of the application received pursuant to sub-Rule (4).

(6) There shall be ipso facto increase in rent amount of the room of the building within the Airport area provided for operation of shop as prescribed in the Tender in proportional to the



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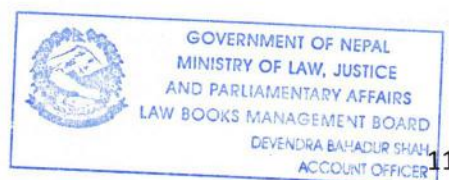


inflation indicator as determined by the Nepal Rastra Bank every year.

- (7) The decision for the renewal of the contract concluded with the form and company on rent of the room of the building within the Airport area provided for operation of shop shall be made only on the ground of Evaluation Report prepared by International Airport office on compliance of liabilities by such firm and company pursuant to the Tender.
- (8) Any person acquiring building, room, Aircraft hangar, house and land etc. on rent pursuant to this Regulation while doing repair and maintenance of such building, room, Aircraft hangar, house and land or house, building or warehouse constructed in that land shall be done in accordance with the standards prescribed by the Chief of the Airport showing appropriate reasons thereof.
- (9) Other procedures to be applied by the Authority in course of providing vacant rooms or rooms being vacant of the building situated in the Airport area on rent shall be as stated in Chapter-3.
17. **Hangar Rent Charge:** The Authority shall impose and collect Rent Charge in a rate as specified in Schedule-14 in providing Aircraft hangar within the Airport area on rent.
18. **Land Rent Charge:** (1) The Authority shall impose and collect Land Rent Charge to a person or organization using the land within the Airport area, with permission of the Airport office, in a rate as specified in Schedule-15.



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- (2) Provisions related to long term lease of the land within the Airport area and construction of structure of permanent nature in such land for commercial purpose like development ownership and transfer by the Authority shall be in accordance with the Rule framed by the Authority for such matters.

19. Advertisement Charge: (1) The Authority shall impose and collect Advertisement Charge to a person or organization for advertising in a place, as specified by the Chief of the Airport, in a rate as specified in Schedule-16.

- (2) There shall be an additional twenty percent charge to the rate pursuant to sub-Rule (1) for each advertisement if more than one advertisement is made by use of electronic media capable of making more than one advertisement from one place.

- (3) There shall be an additional fifty percent charge to the rate pursuant to sub-Rule (1) for advertisement related to smoking, tobacco, betel leaf granules (*Pan parag*), alcohol.

20. Security Charge: The Authority shall impose and collect Security Charge to a concerned Aircraft owner or operator for providing service for security check of the Air passengers and cargo in the Airport, in a rate as specified in Schedule-17.

21. Catering Service Charge: The Authority shall impose and collect Catering Service Charge to a catering service provider organization for Air passengers for providing such service in a rate as specified in Schedule-18.

22. Passenger Transport Service: The Authority shall impose and collect Passenger Transport Service Charge to a passenger transport



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service provider for providing such service in a rate as specified in Schedule-19.

- 23. Passenger Service Facility Charge:** (1) The Authority shall impose and collect Passenger Service Facility Charge to every passenger attaining the age of two years in a rate as specified in Schedule-19.
- (2) *Passengers shall pay Passenger Service Facility Charge to International of International Airport and in the domestic flight to the Air Service Operator Organization at the time of purchase of Air ticket.
- (3) Air Service Operator organization shall submit details of the passengers and amount received as Passenger Service Facility Charge pursuant to sub-Rule (2) to the International Airport office in advance to the flight of the Aircraft.
- (4) International Airport Office shall issue bill to the concerned Air Service Operator Organization within 5th day of each month of Gregorian calendar to pay the amount received as Passenger Service Facility Charge in the past month in accordance with the details received pursuant to sub-Rule (3).
- (5) The concerned Air Service Operator Organization shall pay International Airport Office the amount in accordance with the bill within twenty-one days from the date of issuance of the bill pursuant to sub-Rule (4).
- (6) There shall be delay charge in a rate of 0.05 percent of the bill amount for each day if any Air Service Operator fails to pay the bill amount within the period pursuant to sub-Rule (5).

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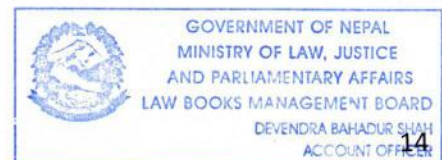
- (7) Air Service Operator Organization shall get exemption of three percent to the bill amount excluding Value Added Tax if it pays the amount within seven days of issuance of the bill pursuant to sub-Rule (4).

Provided that the Air Service Operator Organization not paying the amount of preceding month shall not get such exemption.

- (8) Notwithstanding anything stated in this Rule, Air Service Operator Organization operating Chartered flight shall pay Passenger Service Facility Charge to the concerned Airport office prior to the international flight of the Aircraft.
- (9) International Airport office may ask to the Air Service Operator organization for advance deposit of the Passenger Service Facility Charge of the month on the basis of seat capacity of each flight in accordance with its approved flight schedule.
- (10) Air Service Operator Organization shall pay Passenger Service Facility Charge amount in Nepalese Rupees.
- (11) Air Service Operator Organization shall keep the account of Passenger Service Facility Charge received from the passengers updated and it shall submit such details to the concerned International Airport office within seven days after the end of each month.
- (12) Other provisions related to levy of Passenger Service Facility Charge shall be as determined by the chief of the International



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***23. Airport Development Charge:** (1) The Authority shall impose and collect Airport Development Charge to each passenger flying in international flight in a rate specified in Schedule-20a. for the purpose of payment of principal and interest of the loan of the Authority and infrastructure development of the Tribhuvan International Airport.

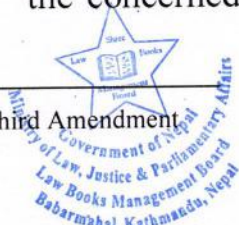
(2) All other passengers than the one not attaining two years of age shall pay the charge pursuant to sub-Rule (1) to the Air Service Operator Organization at the time of purchase of the Air ticket.

(3) There shall be no kind of exemption or waiver to the charge and delay charge pursuant to sub-Rule (1).

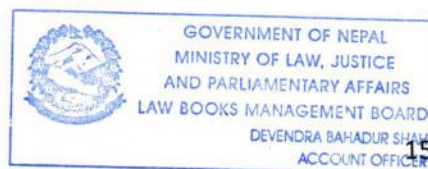
(4) The concerned Air Service Operator Organization shall submit the details of the amount paid by the air passengers pursuant to sub-Rule (2) and details of each passenger paying such charge to the International Airport Civil Aviation office or other office as designated by the Authority prior to the flight of that Aircraft.

(5) The Tribhuvan International Airport Civil Aviation Office shall send the prepared bill to the concerned Air Service Operator Organization within 5th day of each month of Gregorian calendar to pay the amount received as Charge from the passengers in accordance with the details received from the concerned Air Service Operator Organization pursuant to

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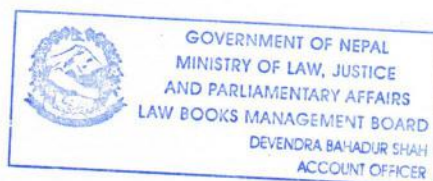


sub-Rule (4) and information of such shall be provided to the Head office of the Nepal Civil Aviation Authority.

- (6) The concerned Air Service Operator Organization shall pay, Tribhuvan International Airport Civil Aviation Office or the office as designated by the Authority, the amount in accordance with the bill within twenty-one days from the date of receipt of the bill pursuant to sub-Rule (5).
- (7) There shall be delay charge in a rate of 0.05 percent of the bill amount for each day if any Air Service Operator fails to pay the bill amount within the period pursuant to sub-Rule (6).
- (8) Air Service Operator Organization shall pay Airport Development Charge amount in Nepalese Rupees.
- (9) Air Service Operator Organization operating International Chartered Flight or the person shall pay Airport Development Charge to the Tribhuvan International Airport Civil Aviation Office or the office as designated by the Authority prior to such flight.
- (10) Air Service Operator Organization shall keep the account of Airport Development Charge received from the passengers updated and it shall submit such details to the Tribhuvan International Airport Civil Aviation Office or the office as designated by the Authority within seven days after the end of each month.
- (11) The amount collected from Airport Development Charge excluding the Value Added tax shall be deposited by opening



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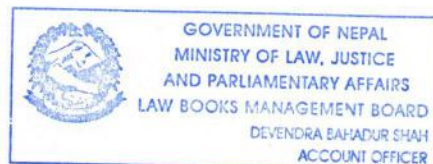


a separate account in the name of the Head Office of the Nepal Civil Aviation Authority.

- (12) Airport Development Charge shall be spent in accordance with the approved Five years Action Plan.
- (13) The expenses pursuant to sub-Rule (13) shall be maintained within the Annual Programme and Budget.
- (14) There shall be one Airport Development Charge Use Monitoring Committees as follows to monitor effective implementation of the approved annual programme and budget pursuant to sub-Rule (13):-
- (a) Deputy Director of Corporate Directorate of the Authority – Coordinator
 - (b) Representative, Ministry of Culture, Tourism and Civil Aviation – Member
 - (c) Chief, Revenue Section, Tribhuvan International Airport Civil Aviation Office – Member Secretary
- (15) The Monitoring Committee formed pursuant to sub-Rule (14) shall submit its Report to the Ministry of Culture, Tourism and Civil Aviation and the Head Office of the Authority in every three months.
- (16) Tribhuvan International Airport Civil Aviation Office may ask to the Air Service Operator organization for advance deposit of the Airport Development Charge of the month on the basis of seat capacity of each flight in accordance with its approved flight schedule.



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(17) The Director General shall have the power of attorney to authorize amount levied from the Airport Development Charge to pay principal and interest amount of the loan of the Authority and to infrastructure development of the Tribhuvan International Airport.

(18) Other provisions related to levy of Airport Development Charge and its expenditure shall be in accordance with the provisions determined in the Directive framed by the Director General.

24. Fire Extinguisher and Life Rescue Service Charge: The Authority shall impose and collect Fire Extinguisher and Life Rescue Service Charge to the concerned Air Service Operator Organization for providing Fire Extinguisher and Life Rescue Service in a rate as specified in Schedule-21.

***24a. Baggage Screening Charge:** The Authority shall impose and collect Baggage Screening Charge to the concerned Air Service Operator Organization for providing Baggage Screening Service in a rate as specified in Schedule-21a.

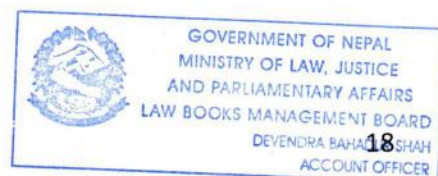
∇25. Other Service Charge: The Authority shall impose and collect Electricity, Telephone, Meteorological, Observation visit, Internship, Class room use, CUTE and BRS use charges for providing Electricity service, Telephone service, Meteorological service, Observation visit service, Internship service, use of class room, meeting room, Press room, Common User terminal Equipment (CUTE) use and Baggage Reconciliation System (BRS) use in a rate

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as specified in Schedules 22, 22(a), 22(b), 22(c), 22 (d), 22 (e), 22(f) and 22 (g) respectively.

26. Determination of Service Charge on the basis of Cost Estimate:

The Authority shall impose and collect the Charge determining the rate on the basis of Cost Estimate for services to be provided pursuant to this Chapter.

Explanation: For the purpose of this Regulation, “Cost Estimate” means the fulfillment by means of per unit service charge of the total expenses incurred for providing any service or indirect cost or heading costs. For this purpose, administrative cost, operation cost, depreciation cost and capital or loan estimate and investment profit at the rate up to fifteen percent in general shall also be included.

27. Responsibility to pay Charge: (1) Air Service Operator Organization utilizing services provided by the Authority shall pay all kinds of Charges imposed pursuant to this Regulation to the concerned Airport office immediately.

Provided that the Air Service Operator Organization operating Chartered flight or flight of Non-scheduled nature shall deposit Charge to the concerned Airport office prior to such flights.

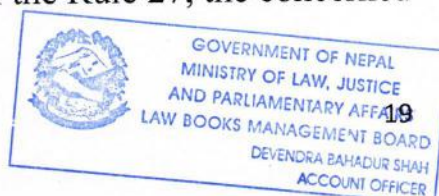
(2) Notwithstanding anything stated in sub-Rule (1), Chief of the Airport may order for one time consolidated payment of any charge for a month.

(3) Charges for building or room, land rent or hangar rent or advertisement etc. for each year shall be paid in advance.

28. Provision relating to Delay Charge and Exemption: (1) In case of order received pursuant to sub-Rule (2) of the Rule 27, the concerned



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Airlines shall pay the required charge to the Authority within thirty days of the issuance of the bill.

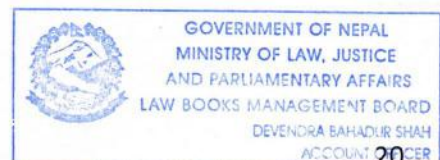
- (2) If there is any Agreement concluded for payment of charge, time for payment of such charge shall also be in accordance with the provision of such Agreement.
- (3) There shall be a delay charge imposed if charge is not paid within the time limit as prescribed in above sub-Rule (1) and (2) in a rate of five percent for up to fifteen days of crossing off the payment date and fifteen percent from sixteenth day to the thirtieth day. It shall be levied delay charge at a rate of thirty percent for a period of whatever length after this.
- (4) There shall be exemption at the rate of three percent of charge if charge is paid within seven days if issuance of bill pursuant to sub-Rule (1).

29. Responsibility to levy Charge: It shall be the responsibility of the Chief of the concerned Airport to levy or caused to be levied charges imposed by the Authority pursuant to this Regulation and he- she shall submit report of such to the Head Office every month.

30. Restriction on Service and Other Action: (1) The Chief of the Airport shall restrict the activities or business of any person or organization, not paying charges to be paid pursuant to this Regulation on timely manner, by suspending permit issued by the Airport, Contract or license provided for any other transaction and blocking its property situated in the Airport and information of such restriction shall be immediately provided to the Head Office.



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- (2) The Chief of the Airport shall restrict the operation of business in the Airport to any person or agency not paying the charge related to the Airport within sixty days of issuance of the bill and immediately restrict the flight in case of the Airlines.
- (3) The Authority may blacklist any person or Director of the organization making them unable to participate in any activities or business related to Air Service, Airport and the Authority in future for not paying the charges to be paid pursuant to this Regulation or for violating the Agreement thereof.
- (4) Departmental Action shall be taken against the Chief of the Airport who does not initiate action on time pursuant to this Rule against the person or organization not paying the charge on time pursuant to this Regulation.

♥31. **Exemption may be provided:** (1) The Chief of the Airport may provide required exemption on the charge imposed on cafeteria providing service for the staffs of the Authority working in the Airport.



Chapter-3

Provision Relating to Tender Management

32. **To manage Tender relating to Income:** The Authority may cause to perform act of levying income like Service Charge, Fee, Rent etc to be imposed and levied from physical structure, land under its ownership and other area pursuant to the Act and this regulation by means of Tender management.

33. **Procedure relating to Tender management:** The Authority shall adopt the procedures pursuant to this Chapter for Tender management pursuant to Rule 32.

Provided that the procedures pursuant to Chapter 4 shall be applied for Tender management of amount of three crore (30 million) rupees or of more under one Income heading or sub-heading in a year.

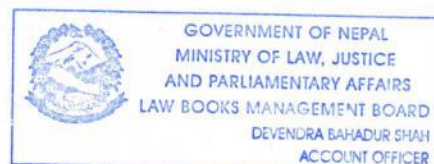
34. **To prepare Income Estimate:** It shall be required to prepare Implementation Action Plan along with Minimum Tender Amount and Levying Schedule by estimating Income on the basis of availability of resources relating to the Tender, possible resource mobilization, management and estimate and Tender period of such resource mobilization, annual income of preceding five years and movements of passengers and Aircrafts prior to the Tender management.

35. **Official to approve Tender:** (1) The following officer shall have the authority to approve Annual Tender Amount as follows:

(a) Office Chief of sixth and seventh level for up to fifty lakh (5 million) rupees,



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- (b) Office Chief of eighth and ninth level for more than fifty lakh (5 million) to one crore (10 Million) rupees,
- (c) Office Chief of tenth and eleventh level for more than one crore (10 million) to two crore (20 Million) rupees,
- (d) Departmental office Chief of twelfth level for more than two crore (20 million) to three crore (30 Million) rupees,
- (e) Director General for the amount above the amount stated in clause (d).

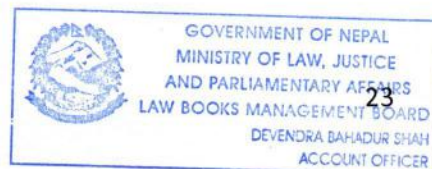
36. To approve Documents relating to Tender Management: After approval of the Levying Schedule and Implementation Action Plan pursuant to Rule 34, it shall be required to prepare and approve Tender relating document including Tender Amount determined by the Authority, General and Special Terms and Conditions of the Tender, particulars to be mentioned in the Notice and also other details required for Tender management from the official pursuant to Rule 35.

37. To manage Tender through Negotiation and Bidding: On the basis of approved document pursuant to Rule 36, it shall be required to manage the Tender by negotiation if such income collected would be less than one lakh fifty thousand (0.15 million) rupees in a year and by competition through bidding invitation if it would be more than that amount.

38. Notice Publication: (1) If bidding invitation pursuant to Rule 37 is to be done for the amount up to ten lakh (1 Million) rupees, it shall be required to publish a notice in local or national level daily newspaper providing at least fifteen days timeframe and if such



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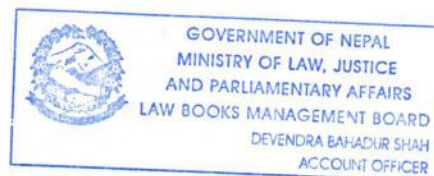


notice is published in the local level newspaper, it shall be required to manage to stick such notice, making visible to all, also in the Authority office, District Administration office, Land Tax Office, Treasury Comptroller office and office of the Construction organization if any in the headquarter of the district and report or information of such shall be acquired thereto.

- (2) It shall be required to publish a notice in a daily newspaper of National level providing thirty days timeframe if the amount is over ten lakh (1 million) rupees.
- (3) It shall be required to mention following particulars in the Notice pursuant to sub-Rule (2):
 - (a) Brief of the amount and terms and conditions of the Tender management if it is managed usually,
 - (b) Main terms and conditions of the Tender,
 - (c) Income Amount estimated for the period of the Tender,
 - (d) Term of Tender, commencement date and termination date,
 - (e) Installments for payment of amount pursuant to the Tender deed and time and if exemption on consolidated payment, if any,
 - (f) A place to get the bidding document (place may be disclosed including more than one office of the Authority of place)
 - (g) Method of submission of bid,



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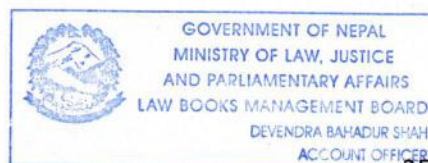
- (h) Office or official where the bid be submitted (in course of disclosing office or name of the official. With the decision of the concerned office of the Authority, more than one office of the Authority may be included),
 - (i) price of bidding document,
 - (j) Last date for submission of the bidding document and time and time, date and place for opening of bids,
 - (k) Type and validity of period for Cash amount or Bank Guarantee to be provided as bid bond,
 - (l) Other necessary matters.
- (4) The term of the Tender pursuant to clause (d) of the sub-rule (3) shall be determined generally for three years and its shall be required to manage the commencement and termination date of the Tender as of the beginning or end of the Fiscal year.

39. Price of Bid Form: The price of the bid form pursuant to clause (i) of the sub-rule (3) of the Rule 38 shall be as follows:

- (a) For up to ten lakh (1 million) rupees - three hundred rupees,
- (b) For above ten lakh (1million) rupees up to sixty lakh (6 million) rupees - one thousand rupees,
- (c) For above sixty lakh (6 million) rupees up to six crore (60 million) rupees - three thousand rupees,
- (d) For above six crore (60 million) rupees up to ten crore (100 million) rupees - five thousand rupees,



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- (e) For above ten crore (100 million) rupees up to twenty-five crore (250 million) rupees - six thousand rupees,
- (f) For any amount above twenty-five crore (250 million) rupees-ten thousand rupees.

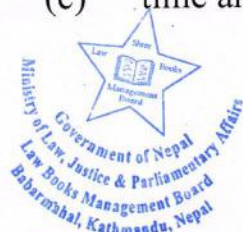
40. Registration of Bid and Opening Procedure: Registration of bid submitted within a timeframe of the notice published pursuant to Rule 38 and its opening procedure shall be in accordance with the provisions stated in prevailing Regulation of the Authority.

41. To make Re Invitation for Bidding: (1) If there is no submission or submission of bid less than three in number or bid amount is less than the determined minimum Tender amount in first invitation of bid pursuant to Rule 38, re invitation for bidding shall be done.

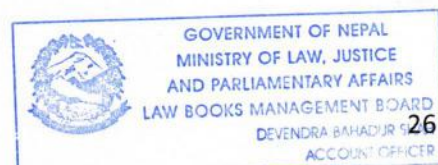
(2) In re invitation for bidding pursuant to sub-Rule (1), only one submission is duly received and such bidding amount is not less than the determined minimum Tender amount, such bidding shall be approved and Tender be managed thereof.

(3) In case of no submission of bidding is duly received even in re invitation for bidding pursuant to sub-Rule (1) or such bidding amount is less than the determined minimum Tender amount, notice of public increment pricing shall be published adding following details to the Notice pursuant to Rule 38 providing at least seven days timeframe:

- (a) office to hold increment pricing and place,
- (b) determined minimum Tender amount,
- (c) time and date for increment pricing,



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(d) other necessary matters.

42. Bid bond: (1) If a person submitting a bond or announcing a price in increment pricing pursuant to the Notice published in accordance with Rule 38 and 41 is a Nepali citizen, five percent of bid amount committed and ten percent of such amount for Non-Nepali citizen after depositing in the account of the office publishing the notice in a bank mentioned in the Notice shall include the deposit voucher of such or the original copy of the bid bond issued by the bank recognized by Nepal Rastra Bank having at least of one hundred and twenty days validity in submission of bidding document.

(2) Except as to be forfeited pursuant to this Regulation, amount kept as security (bid bond) shall be returned to the person, firm, organization or company providing such security within thirty days of rejection of their bidding document or oral bidding.

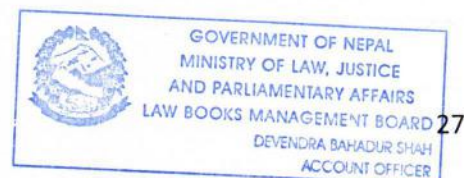
Provided that the security of bidders recommended in chronology from the bidders committed to the Tender shall be suspended until execution receipt of approved Tender is taken or Tender paper be created thereof.

43. To approve Tender: (1) The Authority may approve or reject any or all bidding documents or oral bids submitted, pursuant to the notice published in accordance with Rule 38 or 4, even without stating any reason thereof.

(2) A person, firm, organization or company whoever committing the highest among the person, firm, organization or company committing more than the minimum Tender amount, maintained after duly receiving all bidding documents, shall



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be selected for bidding document approval. Within seven days of such approval, such bidder as well as other bidders shall be provided with the notice of Intent for approval of the Bidding document. Name, Address and amount of the selected bidders shall be communicated in such Notice.

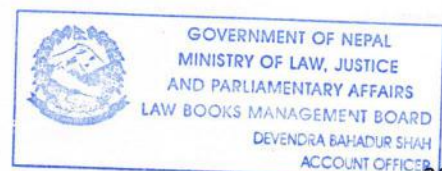
- (3) If no bidder makes an application to the Chief of the concerned office for the review of selection of bidding documents within a period of seven days of providing the notice under sub-Rule (2), the bid of the bidder selected pursuant to sub-Rule (2) shall be approved and a notice shall be communicated to the bidder to furnish the security pursuant to sub-Rule (6) of Rule 44 to conclude the Tender management within fifteen days.
- (4) It shall be required to approve the bid of the person committing the highest in public increment price bidding started from the determined minimum Tender amount by immediately taking security or bank guarantee pursuant to Rule 42.
- (5) The official having power of attorney to approve Tender management shall have the power to approve bidding document or public increment price bidding pursuant to this Chapter.

44. To provide Tender Document and make Admission: (1) The concerned bidder shall have to furnish the security and sign the Tender Document within the period set forth in sub-Rule (3) of Rule

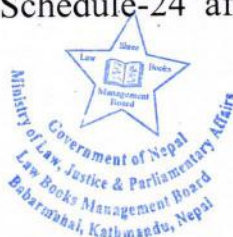
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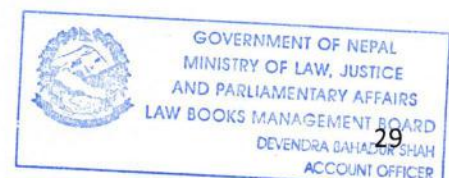
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- (2) If the bidder fails to come to sign the Tender after depositing the security pursuant to sub-Rule (1) within a specified period, security amount of such bidder shall be forfeited and he/ she shall be informed about giving bid to the other immediately next bidders.
- (3) If the person present and accept the Tender management within a period provided in the Notice pursuant to sub- Rule (3) of Rule 43, the office managing the Tender shall immediately sign him/her the commitment and shall be provided with Tender paper or receipt thereof.
- (4) If the bidder fails to present himself/herself or not admit the commitment within a period specified in the Notice pursuant to sub-Rule (3) of Rule 43, security amount or bank guarantee of such bidder shall be forfeited and the Tender shall be managed to be concluded with other second, third or immediately next bidders providing him/ her a notice.
- (5) It shall be required to conduct re-invitation for bidding with procedural requirements pursuant to this Regulation if the bid amount be less than the minimum Tender amount maintained for Tender management pursuant to this Rule.
- (6) After approval of the Bidding document or oral bid, such bidder shall be required to deposit twenty-five percent of such bid amount as bank guarantee having at least six months validity period of Nepal Rastra Bank or the cash amount. Then the bidder shall be given receipt in a format specified in Schedule-24 after making him/her sign the acceptance in a



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format specified in Schedule-23 illustrating all terms and conditions of the Tender management.

- (7) If the bidder fails to conclude Tender, accept the receipt or acceptance document within the period pursuant to this Rule, security deposited by him/her pursuant to Rule 43 shall be forfeited and deposited to the fund of the Authority.

- 45. Method of Installment Payment of Tender Amount:** (1) The Authority shall determine the amount of the installment to be levied in advance in Tender management pursuant to this Regulation in accordance with the Notice of Tender or levying Schedule and other terms and conditions mentioned in the bidding document.

Provided that it shall be required to reconcile the probable time for collection of charge, fee or rent and time for payment of the installment. There shall be no more than four months gap in between the installments.

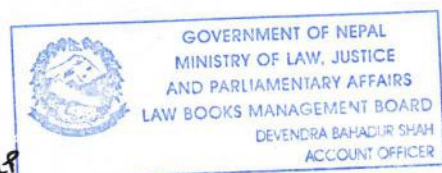
- (2) If the Contractor accepts to pay in advance for each year maintaining total Tender amount as an annual installment, exemption of five percent shall be provided for such advance payment.

Provided that such exemption percent shall have to be mentioned in the Notice of bidding document or increment pricing.

- 46. To Terminate Tender:** (1) Any tender shall not be terminated or left before the completion of the time period for such Tender pursuant to this Regulation except if acts contrary to any terms and condition of the Tender or acceptance document or not act accordingly as mentioned in such terms and conditions.



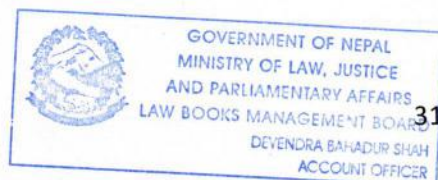
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- (2) If any Contractor levied any service charge, fee or rent in a rate more than that specified by the Authority or levied service charge, fee or rent for the act not specified in the Tender, the Authority shall levy such amount from the Contractor and return it to the concerned person.
- (3) If the activity referred to in sub-Rule (1) be repeated, the contract shall be terminated and security of such Contractor shall be forfeited. His/her name shall be blacklisted and also informed to the offices under the Authority and other officers of the Government of Nepal providing permit for operation of such business.
- (4) Upon termination of the Tender pursuant to sub-Rule (3), it shall be required to manage the Tender of same deed for the remaining period.
- (5) Upon termination of the Tender pursuant to sub-Rule (3), loss incurred by the Authority and amount required to be collected from the Contractor, if any, shall be levied also with annual ten percent interest from the security deposited by such Contractor. If it is not sufficient from such security of the Contractor, it shall be levied as government dues.
- (6) In providing essential place on rent for service operation of the Airlines Company operating passenger and cargo service in the Airport may be given with terms and conditions of advance payment for each year and in providing essential place on rent to the government agency for operation of custom, immigration like service in the Airport may be given



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through agreement with terms and conditions of advance payment for each month.

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48. **Provision relating to Levy of Due Amount:** (1) Person or Organization levying various charges on condition to pay part of their income or operating tax free shops etc. pursuant to this Regulation shall submit monthly details of such sales or service provided and Charge and fee to be paid to the Authority thereof to the concerned Airport office within seven days of the subsequent month.

(2) The Authority shall levy the due amount because of various reasons thereby framing due levy Action Plan.

(3) It may be requested to local administration, police, civil society or other person for assistance in course of levying due amount pursuant to sub-Rule (2).

(4) The Authority may provide maximum five percent of levied amount as a prize to the concerned person or organization if due amount is levied with the assistance from them pursuant to sub-Rule (3). If a due is levied with assistance of more than one person or organization, prize amount shall be provided on proportional basis.

(5) It shall be required to levy the due as government due if the amount cannot be levied through the procedures pursuant to sub-Rule (2), (3) and (4).

*Repealed by Third Amendment



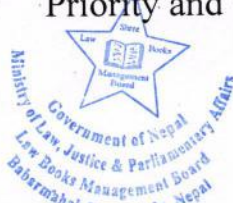
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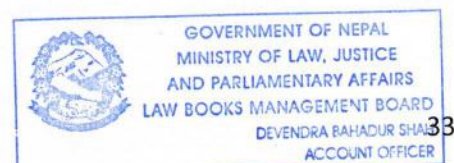
Chapter-4

Provision relating to Consolidated Tender Management

49. **Consolidated Tender may be managed:** The Authority may manage consolidated Tender for Income Group or Sectoral form for service charge, fee rent and other income imposition and levying action pursuant to Act and this Regulation.
50. **Procedure relating to Tender Management:** The Authority shall adopt the procedures under this Chapter for the Tender management of the amount more than the amount mentioned in Rule 33 of the Chapter-3.
51. **To prepare Study Report:** (1) The Authority shall prepare a Study Report stating following details relating to subject matters of the Tender prior to the Tender management pursuant to Rule 49:
- (a) Heading and sub- heading to be given in Tender management,
 - (b) Necessity and basic concept on Tender management,
 - (c) Policy adopted by the Authority,
 - (d) Details of the earlier study, if any, conducted on headings and sub-headings of the Tender management,
 - (e) Nature of headings and sub- headings to be given in Tender management,
 - (f) Recurrent Income from headings and sub-headings of the Tender management and Cost for its management,
 - (g) Methodology and rationality of Tender management,
 - (h) Priority and validity of Tender management,



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- (i) Qualification of the Proposer,
 - (j) Sample Proposal and grounds for Evaluation,
 - (k) Main main terms and conditions relating to Tender management,
 - (l) Expected benefits to the Authority,
 - (m) Other necessary matters.
- (2) Recognition may be given to the Study Reports prepared by the private sector on Tender management if it is analysed and amended as required by the Authority to serve the purpose of this Rule.

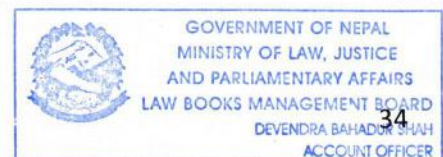
52. To prepare Document relating Tender management: The Authority shall prepare documents relating to Tender management on the basis of the Study Report prepared pursuant to sub-Rule (1) of Rule 51.

53. Notice Publication for Invitation of Expression of Interest relating to Tender management: The Authority shall publish a notice to invite the qualified person to submit expression of interest stating the following details for Tender management in at least two national level newspapers by providing 35 days timeframe:

- (a) Heading, sub-heading providing Tender management,
- (b) Execution of Tender management and operation modality,
- (c) Qualification of person submitting expression of interest ,
- (d) Office for purchasing expression of interest and its fee,
- (e) Modality, last date, time and place for sending expression of



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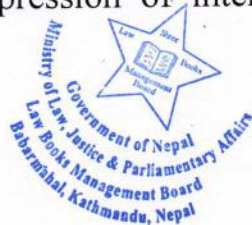


- (f) Date, time and place for opening of expression of interest,
- (g) Basis for selection of expression of interest,
- (h) Date for making decision over expression of interest,
- (i) Other necessary matters.

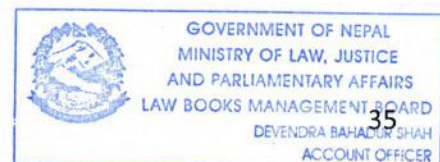
54. Document Fee relating to Expression of interest: (1) The purchase fee of document relating to expression of interest for following Annual Income Estimate shall be as follows:

- (a) Two thousand rupees for up to One crore (10 million) rupees,
 - (b) Five thousand rupees for more than One crore (10 million) rupees and up to five crore (50 million) rupees,
 - (c) Ten thousand rupees for more than five crore (50 million) rupees and up to ten crore (100 million) rupees,
 - (d) Fifteen thousand rupees for more than that of ten crore (100 million) rupees.
- (2) Any Interested person to submit expression of interest or a person authorized by him/her shall purchase documents relating to expression of interest for Tender management affixed stamp of the Authority and signature of the concerned official.
- (3) The Authority shall provide a copy of the Study Report if any of the person willing to purchase expression of interest related to Tender management.

55. To submit Expression of interest: (1) The person willing to submit the expression of interest shall submit the expression of interest



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stating the following details to the Authority on specified date, time and place pursuant to clause (e) of Rule 53:

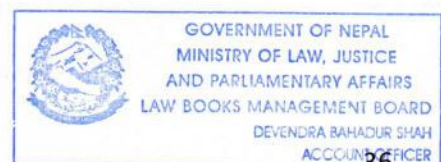
- (a) Full name, surname and address of the person submitting the expression of interest,
 - (b) Financial and Technical Capability of the person submitting the expression of interest,
 - (c) Experience relating to Tender execution and operation,
 - (d) Other matters as specified by the Authority.
- (2) The Authority shall register the expression of interest received pursuant to sub-Rule (1) and provide receipt to the concerned person thereof.

56. Basis for Evaluation of Expression of interest: (1) The Expression of interest Evaluation Committee shall evaluate the capabilities of the person submitting expression of interest on the basis of his/her experience on similar nature of work earlier concluded by him/her. For this purpose, score shall be divided as follows considering score as 100 for total capability:

- (a) 20 for technical capability,
 - (b) 70 for financial capability,
 - (c) 10 for experience.
- (2) The basis for evaluation of technical and financial capabilities pursuant to sub-Rule (1) shall be as follows:
- (a) Available machineries, equipment or human resource for execution of the Tender,



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- (b) Capacity to incur the required economic resources for execution of the Tender or source for loan if loan to be obtained,
- (c) Experience relating to execution of the Tender.
- (3) Expression of interest scoring at least 65 pursuant to sub-Rule (2) shall be selected. If there is no possibility to select at least two scoring 65, selection shall be done from among scoring 60 as well.

57. Re invitation for Expression of interest: (1) If only one expression of interest is received upon invitation of expression of interest pursuant to Rule 53 or it is not possible to select at least two letters of intent in evaluation pursuant to Rule 56, the Authority by completing the procedures under Rule 53 shall publish a Notice of at least fifteen days for re invitation.

- (2) If the person whose expression of interest has been selected pursuant to sub-Rule (3) of Rule 56 wishes, it shall be maintained in invitation of proposal pursuant to sub-Rule (1).

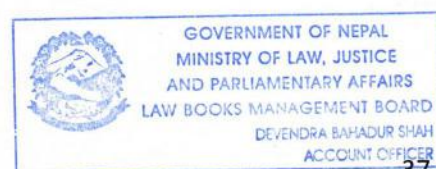
58. To prepare a Brief List: (1) The Authority shall prepare a brief list after selection of proposals pursuant to this Regulation.

- (2) The Authority shall provide written information to the enlisted persons within seven days after preparation of brief list pursuant to sub-Rule (1).

59. To invite for Proposal: The Authority shall invite proposals from the person enlisted after preparation of the list pursuant to Rule 58 by stating following matters:



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- (a) Office for purchasing documents relating to proposal and its fee,
- (b) Last date for submission of proposal, time and place,
- (c) Date, time and place for opening of proposal,
- (d) Basis for evaluation of proposal,
- (e) Time limit for making decision over proposal,
- (f) Other necessary matters.

60. Purchase Fee of Documents relating to Proposal: The purchase fee of the documents relating to the proposal shall be the same as that of documents relating to the expression of interest pursuant to Rule 54.

61. To submit Proposal: (1) Any person willing to submit proposal shall purchase the proposal relating documents affixed with stamp of the Authority and signature of the concerned official and submit to the Authority by stating required matters in that document, sealing technical and financial proposal separately in two envelopes and sealing another envelope after keeping both the envelopes on it.

(2) The person making a proposal pursuant to sub-Rule (1) shall mention the following matters in technical proposal:

- (a) Preliminary feasibility study of Tender management,
- (b) Cost Estimate for Tender management,
- (c) Financial resources Tender management,
- (d) Details relating to execution of Tender management,



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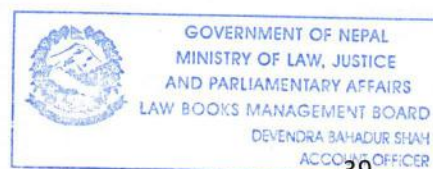


- (e) Possible Risk on Tender management and proposed measures for risk reduction,
 - (f) Procedures relating to Tender management,
 - (g) Other necessary details.
- (3) The person making a proposal shall mention the following matters in financial proposal:
- (a) Proposed charge to be levied from consumer for Tender management and other necessary matters related thereof,
 - (b) Rate of rent, fee, part of income, royalty to be paid to the Authority for Tender management and Number of Instalments of amount to be paid,
 - (c) Proposed term of Agreement.
- (4) The proposer may submit more than one alternative proposal for clause (a), (b) and (c) of sub-Rule (3) in respect to the financial proposal. The Authority shall have power to select appropriate proposal if alternative proposals have been submitted.
- (5) The e Authority shall register the proposal received pursuant to sub-Rule (1) and provide receipt to the person submitting the proposal thereof.

62. To submit Bid Bond: The person while submitting the proposal shall also submit a Bid Bond as five percent amount of submitted Cost Estimate or committed royalty amount for payment, whichever



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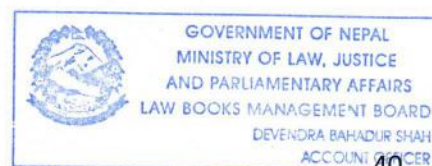
is high, or bank guarantee issued, valid for at least 6 months of its equal amount as in a format as prescribed by the Authority.

63. To select Proposal: (1) The Authority shall first open and evaluate the technical proposal among proposals received pursuant to Rule 61 on the following basis:

- (a) Financial status of the person making the proposal,
 - (b) Technical capability and experience of the person making the proposal,
 - (c) Efficiency and Experience of the person making the proposal,
 - (d) Execution procedure relating to Tender management and schedule thereof,
 - (e) Financial resources relating to Tender management and related Plan thereof,
 - (f) Other alternative measures submitted for making Tender management more predictable and useful.
- (2) In course of evaluation of the technical proposal pursuant to sub-Rule (1), the Authority shall select proposal scoring at least 65. If there is no possibility to select at least two scoring 65, the Authority shall select technical proposals of other proposals scoring at least 50.
- (3) After approval of the technical proposal pursuant to sub-Rule (2), the Authority shall inform the person whose technical proposals have been selected the date, time and place for opening of financial proposal.

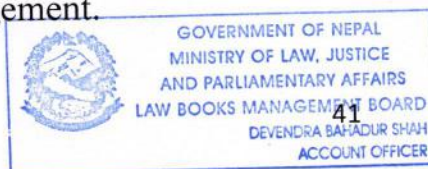


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- (4) The Authority shall inform the person submitting proposal to get back the financial proposal if the technical proposal is not approved. If the person comes within thirty days of the notice, the Authority shall give back the proposal to the concerned person. The bid bond or security deposited by the person whose technical proposal is not selected shall be returned at the same time.
- (5) Financial proposal shall be evaluated on the following basis:
- (a) Service charge to be levied from consumers for Tender management,
 - (b) Royalty or other type of amount to be paid to the Authority and time and modality of payment of such amount,
 - (c) Term of Agreement.
- (6) The Authority shall select the most appropriate proposal after evaluating financial proposal pursuant to sub-Rule (5).
- (7) The Authority shall also select alternative proposal with priority if found more than one Expression of interest as appropriate in course of evaluation of financial proposal pursuant to sub-Rule (5).
- (8) Proposals selected pursuant to sub-Rule (6) or (7) shall have to be approved by the Board of Directors and the Authority shall inform about it to the concerned person making the proposal within seven days of approval.
- (9) The Authority may conclude Agreement with the person making the proposal for Tender management.


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(10) The person making the proposal shall submit the following details relating to Tender management within the time period specified in the Agreement pursuant to sub-Rule (9):

- (a) Details of Tender management,
- (b) Detail feasibility study of Tender management,
- (c) Methodology to manage Tender,
- (d) Expenses for the period of Tender management and Income Estimate,
- (e) Proposed Institutional charge of execution of Tender management,
- (f) Proposed charge to be levied from consumer in Tender management,
- (g) Details of agreement concluded with other person relating to Tender management, if any,
- (h) Proposed royalty to be paid to the Authority in Tender management,
- (i) Details relating to possible sources of investment,
- (j) Provision of insurance relating to Tender management,
- (k) Sector for Tender management,
- (l) Provision relating to financial procedure to be adopted by the person making the proposal relating to Tender management,
- (m) Other details as specified in the Agreement.



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(11) If the person making the proposal not submitted details within the time period pursuant to sub-Rule (10), the Board of Directors may cancel Agreement concluded with him/her or submitted Expression of Interest. In course of study of such submitted proposal deems not possible or appropriate to execute, the Authority may provide certain specific time to resubmission with change and amendment according to the need of the Authority. If not submitted within that time with the required change or amendment, the Board of Directors may cancel the Agreement and proposal thereby stating the reasons.

(12) The person making the proposal shall claim no compensation from the Authority if the Agreement and proposal is cancelled pursuant to sub-Rule (11).

64. To deposit Amount or Security: (1) The Authority shall inform about Tender management to the persons whose proposals have been selected pursuant to Rule 63.

(2) It shall be required to deposit to the Authority, ten percent of total Tender amount or a performance bond of equal amount issued by commercial bank or financial institution being valid for a period of Tender in a format specified by the Authority, within fifteen days Upon receipt of the information pursuant to sub-Rule (1).

(3) The security deposited pursuant to sub-Rule (1) shall be forfeited in following conditions:



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- (a) If the Agreement is to be cancelled because of proposal submitted jointly and any of the person informed the Authority about his/ her separation from the joint proposal and it is deemed the remaining persons only cannot manage the Tender or no possibility of person having similar qualification be included in such joint arrangement
- (b) If the Agreement is to be cancelled because of the avoidance of act or performance of act contrary to the Agreement by the person making the proposal,
- (c) If the amount to be submitted to the Authority is not submitted.

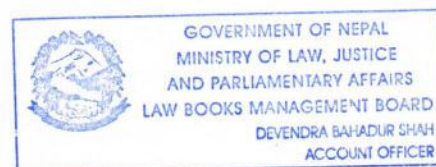
65. To conclude Agreement: (1) The Authority shall conclude the Agreement with necessary negotiation if the Board of Directors approve the proposal along with the detail of the person making the proposal considering it as appropriate to conclude the Agreement on the basis of details received pursuant to sub-Rule (10) of Rule 63.

66. Matters to be disclosed in Agreement: The following matters shall be disclosed in the Agreement:

- (a) Details of Tender management,
- (b) Commencement and Concluding Date of Tender,
- (c) Service and concession to be received by the person making the proposal (proposer)
- (d) Term of Agreement,



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- (e) Step-wise details and execution schedule for Tender management,
- (f) Technical quality and standard of Tender management,
- (g) Details relating to operation of Tender management,
- (h) Details and terms and conditions if the Tender management caused to be performed by others,
- (i) Transfer conditions of Tender management,
- (j) Provision relating to charge permitted to be levied from consumer in Tender management
- (k) Provision relating to insurance of Tender management,
- (l) Charge, Rent, Royalty to be paid to the Authority,
- (m) Conditions for cancellation of the Agreement,
- (n) Other necessary matters.

67. Term of Agreement: (1) The maximum term of the Agreement to be concluded pursuant to this Regulation shall be ten years.

•(2)

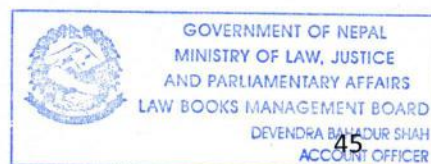
68. To be in accordance with Agreement: It shall be performed in accordance with the Agreement for matters stated in the Agreement concluded pursuant to this Regulation.

69. Expression of Interest and Proposal Evaluation Committee: (1) There shall be Expression of Interest and Proposal Evaluation Committee with following coordinator and members to evaluate and recommend Expression of Interests and Proposals:

* Repealed by Third Amendment



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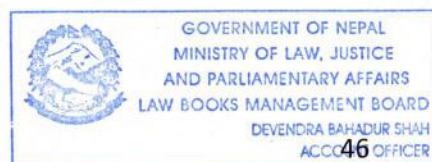


- (a) Office bearer of the Authority designated by Director General- Coordinator
 - (b) Office bearer of the Authority, having experience relating to the Project, designated by Director General-Member
 - (c) Chief of Financial Administration Section of concerned office relating to the Project - Member
 - (d) Legal expert or law Officer designated by Director General - Member
 - (e) Chief of office relating to the Project - Member Secretary
- (2) The Expression of Interest and Proposal Evaluation Committee may invite the experts of the concerned sectors for their opinion in the Committee's meeting.
- (3) Procedures for decision making and other things like conducting meeting of the Expression of Interest and Proposal Evaluation Committee shall be as determined by the Committee itself.

70. Deed to be executed in opening of Expression of Interest or Proposal: The Authority shall prepare a deed in opening of Expression of Interest or Proposals in presence of the person submitting it or authorized representative of such person including specific date, time and their signature and stamp thereof. Any remarks observed in Expression of Interest or Proposals shall be mentioned in the deed.



May 02, 2015



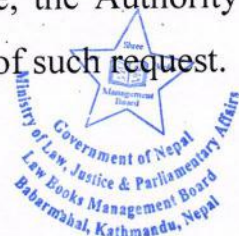
71. Non- procession of Expression of Interest or Proposal with non-compliance: Expression of Interest or Proposals submitted with non-compliance pursuant to this Regulation shall not be taken into procession.

72. To Amend or to Extend: (1) The Authority, may amend any matter, as required, in course of submission of Expression of Interest or Proposal related documents or any details, by stating reasons thereof.

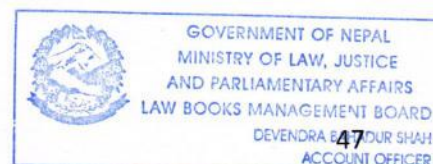
(2) In course of amendment pursuant to sub-Rule (1), there remain less than twenty-one days for submission of Expression of Interest or Proposal, it shall be required to provide a time limit of at least twenty-one days. If the time limit for the submission of Expression of Interest or Proposal is extended due to other reasons, the private parties submitting Expression of Interest or Proposal shall submit another Expression of Interest or Proposal withdrawing their original submission if they wish to do so.

(3) The party submitting another Expression of Interest or Proposal pursuant to sub-Rule (3) shall purchase documents related to Expression of Interest or Proposal with the required fee pursuant to this Regulation.

73. To make Clarification or to make submission of Documents: (1) The party submitting Expression of Interest or Proposal, if deems necessary to be clear on any document or procedure related thereto requests in writing to the Authority at least fifteen days prior to the last date, the Authority shall clarify such within seven days of the receipt of such request.



May 03, 2018



- (2) If it deems necessary to give information on clarification made pursuant to sub-Rule (1) to other parties submitting Expression of Interest or Proposal, the Authority shall inform by using the same means as used for the invitation for Expression of Interest or Proposal.
- (3) Expression of Interest and Proposal Evaluation Committee may cause to make submission of additional documents from the presenter of the Expression of Interest and Proposal if it deems necessary to be clear on any documents included in the Expression of Interest and Proposal.

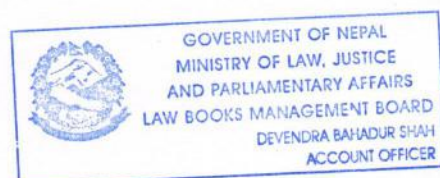
Provided that no documents materially affecting the evaluation of the Expression of Interest and Proposal shall be caused to be submitted.

74. Basis for determination of Term of Permit: For the purpose of Rule 67, the term of the Agreement shall be done on the following basis:

- (a) Nature of Tender management
- (b) Estimate for Tender management
- (c) Charge to be levied by Tender manager
- (d) Charge, rent, Royalty or Other kind of amount to be paid to the Authority by the Tender manager
- (e) Total term of Tender management
- (f) Financial Resources for Tender management
- (g) Other matters.



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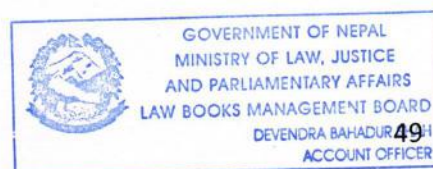
Chapter-5

Miscellaneous

75. **To provide Exemption or Waiver:** The Authority may provide full or partial exemption or waiver to the Charge to be imposed and levied pursuant to this Regulation to the Aircraft and involved in diplomatic service, search and rescue and natural disaster management like acts and the vehicles involved in government and security service as necessary.
76. **Rate of Exchange of Foreign Currency:** In course of payment of any service charge, to be paid to the Authority by the consumer, in Nepalese rupees, it shall be based on the Exchange Rate of US dollar as determined by the Nepal Rastra Bank for that day.
- Provided that for the Aircraft having concession for making consolidated payment on monthly basis shall be based on the exchange rate of US dollar as determined by the Nepal Rastra Bank on a day on which bill is issued.
77. **To frame Directives, Procedures:** The Authority may frame required Directives or Procedures for the implementation of this Regulation.
78. **To be in accordance with prevailing laws:** In respect to provisions stated in this Regulation shall be governed by this Regulation and other matters shall be governed by the Act and other prevailing laws of Nepal.
79. **To remove difficulties:** If any difficulty arises in connection with the implementation of this Regulation, the Board shall take necessary



May 02, 2018

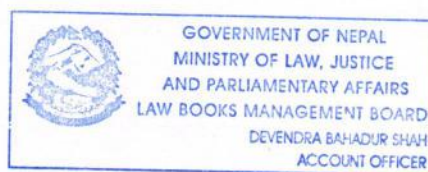


decision in consultation with the Government of Nepal, considering the interest of the Authority the top most priority.

80. **Alteration or Change in the Schedule:** The Authority may make necessary alteration or deletion or addition in Schedule with the prior approval of the Government of Nepal.
81. **Saving:** All the acts and proceedings carried out under the Airport Fee Regulation, 2038 (1981) prior to commencement of this Regulation shall be deemed to have been carried out under this regulation.



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May 02, 2010



Schedule-1

(Relating to sub-Rule (1) of Rule 4)

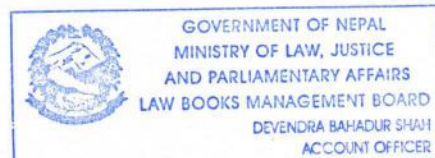
Landing Service Charge

1. In International Airport

S. No.	Weight of Aircraft	Charge (US Dollar)
1.	up to ten thousand kilograms	one dollar twenty five cents for each thousand kilograms
2.	more than ten thousand kilograms up to twenty-five thousand kilograms	twelve dollar twenty-five cents for first ten thousand kilograms and then two dollar fifty cents for each thousand kilograms subsequently
3.	more than twenty-five thousand kilograms up to fifty thousand kilograms	forty-nine dollar for first twenty-five thousand kilograms and then three dollar seventy-five cents for each thousand kilograms subsequently
4.	more than twenty-five thousand kilograms up to seventy-five thousand kilograms	one hundred and forty dollar fifty cents for first fifty thousand kilograms and then six dollar for each thousand kilograms subsequently




May 22, 2018



5.	more than seventy-five thousand kilograms up to one lakh (0.1 million) kilograms	two hundred and ninety-three dollar twenty-five cents for first seventy-five thousand kilograms and then seven dollar thirty-five cents for each thousand kilograms subsequently
6.	For more than one lakh (0.1 million) kilograms of weight	four hundred and seventy-five dollar for first one lakh kilograms and then eight dollar fifty-five cents for each thousand kilograms subsequently



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 GOVERNMENT OF NEPAL
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 DEVENDRA BAHADUR SHAH
 ACCOUNT OFFICER

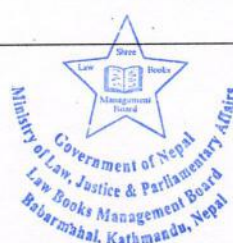
2. In Airport of Domestic Flights

(a) Tribhuvan International Airport and Pokhara Airport

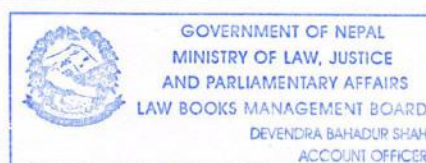
1.	up to ten thousand kilograms	fifty-five rupees for each thousand kilograms
3.	more than ten thousand kilograms up to twenty-five thousand kilograms	five hundred and fifty rupees for first ten thousand kilograms and then one hundred and ten rupees for each thousand kilograms subsequently
3.	more than twenty-five thousand kilograms up to fifty thousand kilograms	two thousand and two hundred rupees for first twenty-five thousand kilograms and then one hundred and sixty-five rupees for each thousand kilograms subsequently
4.	For more than fifty thousand kilograms of weight	six thousand three hundred and twenty-five rupees for first fifty thousand kilograms and then two hundred and twenty rupees for each thousand kilograms subsequently

(b) In Bhadrapur, Boiratnagar, Simara, Bhairawa (Gautam Buddha Airport), Nepalgunj, Lukla, Jomsom and Meghauri Airports

1.	up to ten thousand kilograms	forty rupees for each thousand kilograms
2.	more than ten thousand kilograms up to twenty thousand kilograms	four hundred and thirty-five rupees for first ten thousand kilograms and then eighty rupees for each thousand kilograms subsequently



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3.	for more than twenty thousand kilograms of weight	one thousand and two hundred rupees for first twenty thousand kilograms and then one hundred and twenty rupees for each thousand kilograms subsequently
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c) In Janakpur, Bharatpur, Surkhet, Dhangadhi and Mahendranagar Airports

1.	up to ten thousand kilograms	thirty rupees for each thousand kilograms
2.	more than ten thousand kilograms up to twenty thousand kilograms	three hundred rupees for first ten thousand kilograms and then sixty rupees for each thousand kilograms subsequently
3.	for more than twenty thousand kilograms of weight	nine hundred rupees for first twenty thousand kilograms and then ninety rupees for each thousand kilograms subsequently

d) In Taplejung, Lamidada, Tumlingtar, Dolpa, Jumla and Simikot Airports

1.	up to ten thousand kilograms	Twenty-five rupees for each thousand kilograms
2.	more than ten thousand kilograms up to twenty thousand kilograms	two hundred and fifty rupees for first ten thousand kilograms and then fifty rupees for each thousand kilograms subsequently
3.	for more than twenty thousand kilograms of weight	seven hundred and fifty rupees for first twenty thousand kilograms and then seventy-five rupees for each thousand kilograms subsequently



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e) In other Airports

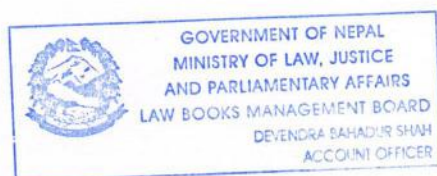
1.	up to ten thousand kilograms	twenty rupees for each thousand kilograms
2.	more than ten thousand kilograms up to twenty thousand kilograms	two hundred rupees for first ten thousand kilograms and then forty rupees for each thousand kilograms subsequently
3.	for more than twenty thousand kilograms of weight	six hundred rupees for first twenty thousand kilograms and then sixty rupees for each thousand kilograms subsequently

Note:

1. The maximum permissible takeoff weight permit as in the Airworthiness Certificate shall be considered as a basis for determination of service charge based on the weight of Aircraft.
2. If there is any weight determined by the Authority in respect to any Aircraft in any Airport, charge shall be determined on the basis of weight maintained thereof for such Aircraft.
3. In calculation of weight of the Aircraft, if some minimum kilograms remain as remainder after counting of each thousand kilogram, such remainder shall be considered as thousand kilograms for the purpose of the charge.
4. The Airlines having permit to pay the charge in Nepalese rupees shall pay in Nepalese rupees in an Exchange rate published by Nepal Rastra Bank for the day of that flight.



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Schedule-2

(Relating to sub-Rule (1) of Rule 5)

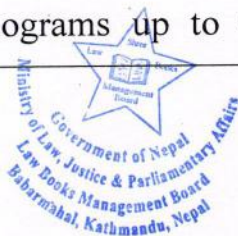
Parking Service Charge

1. In International Airport

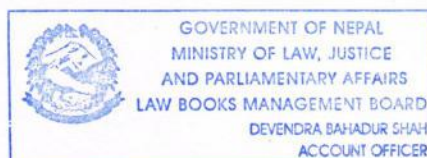
S. No.	Weight of Aircraft	Charge (US Dollar)
1.	up to fifty thousand kilograms	one dollar for each thousand kilograms
2.	more than fifty thousand kilograms up to one lakh (0.1 million) kilograms	forty-nine dollar for first fifty thousand kilograms and then one dollar five cents for each thousand kilograms subsequently
3.	for more than one lakh (0.1 million) kilograms of weight	one hundred and twenty-two dollar twenty-five cents for first one lakh kilograms and then one dollar ninety - five cents for each thousand kilograms subsequently

2. In Airports for Domestic flights

1.	up to forty thousand kilograms	thirty-seven rupees and fifty paisa for each thousand kilograms
2.	more than forty thousand kilograms up to one lakh	fifteen hundred rupees for first forty thousand kilograms and then fifty-four



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	(0.1 million) kilograms	rupees for each thousand kilograms subsequently
3.	for more than one lakh (0.1 million) kilograms of weight	four thousand seven hundred and forty rupees for first one lakh kilograms and then seventy-five rupees for each thousand kilograms subsequently

Note:

1. The weight of the Aircraft shall be done on the basis of the Note to the Schedule-1.
2. For the Aircrafts of Domestic flights from Tribhuvan International Airport, amount stated in part 1 shall be levied in equal amount of Nepalese rupees.



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Schedule- 4

(Relating to sub-Rule (1) of Rule 7)

Housing Service Charge

1. In International Airport

S. No.	Weight of Aircraft	Charge (US Dollar)
1.	up to fifty thousand kilograms	two dollar twenty-five cents for each thousand kilograms
2.	more than fifty thousand kilograms up to one lakh (0.1 million) kilograms	One hundred and twelve dollar fifty cents for first fifty thousand kilograms and then three dollar forty cents for each thousand kilograms subsequently
3.	for more than one lakh (0.1 million) kilograms of weight	two hundred and eighty-two dollar twenty-five cents for first one lakh kilograms and then four dollar forty-five cents for each thousand kilograms subsequently


2. In Airports for Domestic flights

1.	up to forty thousand kilograms	One hundred and fifty rupees and fifty paisa for each thousand kilograms
2.	more than forty thousand kilograms up to one lakh	five thousand nine hundred and forty rupees for first forty thousand kilograms

	(0.1 million) kilograms	and then two hundred and sixteen rupees for each thousand kilograms subsequently
3.	for more than one lakh (0.1 million) kilograms of weight	eighteen thousand and nine hundred rupees for first one lakh kilograms and then two hundred and ninety-seven rupees for each thousand kilograms subsequently

Note: The weight of the Aircraft shall be done on the basis of the Note to the Schedule-1. For the Aircrafts of Domestic flights from International Airport, amount stated in part 1 shall be levied in equal amount of Nepalese rupees.


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 LAW BOOKS MANAGEMENT BOARD
 DEVENDRA BAHADUR SHAH
 ACCOUNT OFFICER

Schedule-3

(Relating to sub-Rule (2) of Rule 6)

Ground Handling Service Charge

1. Application Fee for operation of Ground Handling Service

S. No.	Service	Charge
1.	For self handling	Rs.5,000/-
2.	For commercial ground handling	Rs. 10,000/-

2. *Permit and Certificate Fee for operation of Ground Handling Service

S. No.	Service	Charge
1.	For self handling	Rs.1,00,000/-
2.	For commercial ground handling	Rs. 2,00,000/-

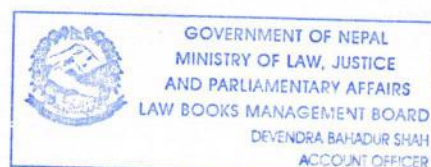
3. *Permit and Certificate Renewal Fee for operation of Ground Handling Service

S. No.	Service	Charge
1.	For self handling	Rs.50,000/-
2.	For commercial ground handling	Rs. 1,00,000/-

* Amended by First Amendment



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4. Security to obtain Permit and Certificate for operation of Ground Handling Service

S. No.	Service	Charge
2.	For self handling	Rs.10,00,000/-
2.	For commercial ground handling	Rs. 25,00,000/-

5. *The organization operating commercial ground handling service having Permit and Certificate shall submit 15 percent of its Gross Revenue of the operation of ground handling service to the Authority.
6. *Rescue flight, hospital flight, small international chartered flight or similar nature of other Aircrafts sufficient to use minimum equipments shall submit three hundred US dollar to the Authority for ground handling and supervision.
7. While providing operation of commercial ground handling through contract, charge to be levied by such contractor shall be levied only after the approval from the Authority.



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* Amended by First Amendment

Schedule- 5

(Relating to sub-Rule (1) of Rule 8)

Communication and Overfly Service Charge

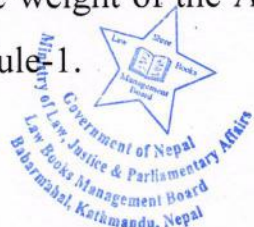
1. In International Airport

S.No.	Weight of Aircraft	Charge (US Dollar)
1.	up to twenty-five thousand kilograms	forty-five dollar ninety cents
2.	more than twenty- five thousand kilograms up to fifty thousand kilograms	seventy-six dollar fifty cents
3.	more than fifty thousand kilograms up to seventy-five thousand kilograms	One hundred and fifty-two dollar seventy-five cents
4.	for more than one seventy-five thousand kilograms of weight	Three hundred and fifty dollar fifty cents

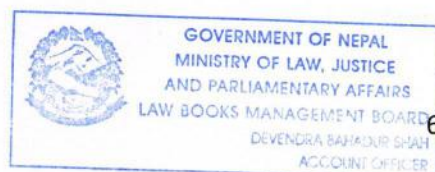
2. In Airports for Domestic flights

1. Forty percent of Landing Charge for International flights as specified in Schedule -1,
2. Twenty- five percent of Landing Charge as specified in Schedule-1 in Airports having control zones,
3. Fifteen percent of the Landing Charge as specified in Schedule-1 in Airports except in sub-clause (1) and (2)

Note: The weight of the Aircraft shall be done on the basis of the Note to the Schedule-1.



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Schedule- 5a.

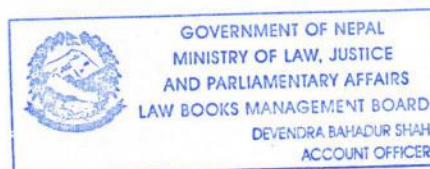
(Relating to sub-Rule (3) of Rule 8)

Communication and Overfly Service Charge

1. It shall be levied flight fee as stated in clause 1 of Schedule -5 for providing overfly service in international flight.
2. The helicopter flying from one helipad to another helipad shall be imposed forty percent of landing charge pursuant to Schedule-1 for providing communication and overfly service to it.


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Ministry of Law, Justice & Parliamentary Affairs
Government of Nepal
Law Books Management Board
Babarmahal, Kathmandu, Nepal



Schedule- 6

(Relating to Rule 9)

Air Fuel Sales Service Charge

0.3 percent of the price of the air fuel sold


May 02, 2018





Schedule- 7

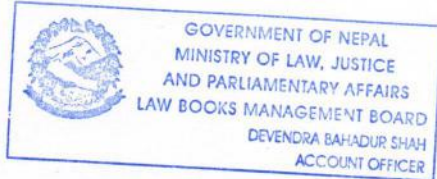
(Relating to Rule 10)

Cargo Transport Charge

1. Fifty paisa for each kilogram for arrival in international flight
2. Thirty paisa for each kilogram for departure in international flight

Note: In calculation of weight of the Aircraft, if some minimum kilograms remain as remainder after counting of each thousand kilogram, such remainder shall be imposed and levied as a thousand kilogram.


May 02, 2078

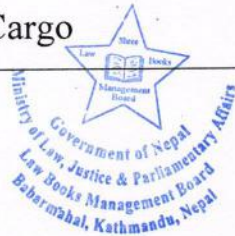
Schedule-8

(Relating to Rule 11)

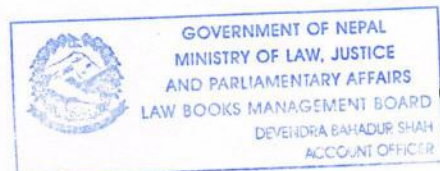
Cargo Management Service Fee

(a) Towards International

Nature of Goods	While Exporting	While Importing
1. General	Per kg. two rupees and eighty five paisa or two hundred rupees which ever is more	Per kg. five rupees and thirty five paisa or one hundred rupees which ever is more
2. Valuable	Per kg. three rupees or three hundred rupees which ever is more	Per kg. eight rupees or two hundred rupees which ever is more
3. Perishable	Per kg. three rupees or three hundred rupees which ever is more	Per kg. eight rupees or two hundred rupees which ever is more
4. Dangerous	Per kg. six rupees or six hundred rupees which ever is more	Per kg. sixteen rupees or four hundred rupees which ever is more
5. Express Courier Bag and Express Courier parcel and Express Cargo	Per kg. five rupees or one hundred rupees which ever is more	Per kg. five rupees or two hundred rupees which ever is more



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May 04, 2018



6. Double rupees of that of fee for import and export of valuable in case of import and export of live animals.

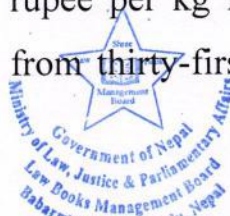
(b) Towards Domestic:

In Tribhuvan Airport	- Per kg. one rupees
Biranagar, Bhirawa, Pokhara, Nepagunj, Janakpur, Bharatpur, Jomsom, Lukla and other Airports of Terai	- Per kg. fifty paisa
Other Airports	- Per kg. twenty-five paisa

(c) No fee shall be incurred for management of corpse and goods related to natural disaster.

Note:

- 1) Classification of Goods stated in clause (a) shall be pursuant to Air Cargo Traffic Rules recognized by International Civil Aviation Authority.
- 2) There shall be an additional fifty rupees fee required for paletization and de-paletization if required.
- 3) There shall be an additional two hundred rupees fee for each consignment if goods are to be managed beyond office hours and in holidays in request by the owner.
- 4) There shall be no demurrage fee imposed for first twenty-four hours. After this period, Demurrage fee shall be imposed as one rupee per kg for thirty days, one rupees and fifty paisa per kg from thirty-first day to sixtieth days and after sixty day for any

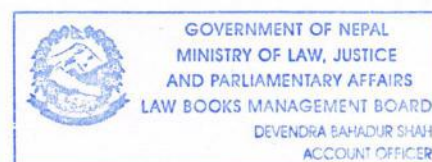
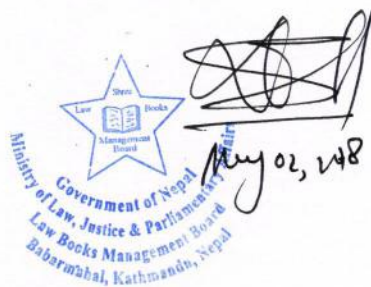


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period four rupees per kg. Provided that if the goods are not taken within the exemption period, the demurrage charge shall be imposed from the date of receipt of the goods.

- 5) No demurrage charge shall be imposed for five days in importation. After this period, Demurrage fee shall be imposed as two rupees per kg for thirty days, two rupees and fifty paise per kg from thirty-first day to sixtieth days and after sixty day for any period four rupees per kg. Provided that if the goods are not taken within the exemption period, the demurrage charge shall be imposed from the date of receipt of the goods.
- 6) Double fee shall be imposed if the weight measured in Warehouse if found to be more than that of declared.
- 7) There shall be no fee for management of taking and bringing human remains from and to foreign countries.

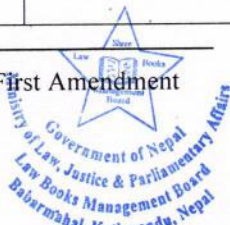


Schedule-9
(Relating to Rule 12)
Vehicle Parking Service Charge

1. *In Tribhuvan International Airport

S.No.	Vehicle	Charge (including VAT)
1.	Motorcycle, Scooter, Rickshaw etc.	(a) Per hour five rupees (b) Per day thirty rupees
2.	Car, Jeep, Tempo	(a) Per hour twenty rupees (b) Per day one hundred and twenty rupees (c) Per three months three thousand rupees
3.	Limozin	(a) Per hour twenty rupees (b) Per day one hundred and twenty rupees (c) Per three months three thousand rupees
4.	Bus, Truck etc (Heavy vehicles)	(a) Per entry fifty rupees
5.	Light vehicles (Minibus, Microbus etc)	(a) Per hour thirty rupees (b) Per day one hundred and fifty rupees (c) Per month one thousand and five hundred rupees (d) Per three months four thousand rupees

* Amended by First Amendment



May 02, 2018

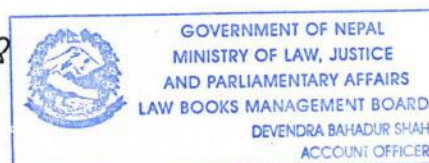
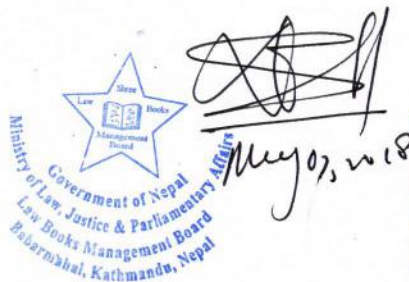


2. * In other Airports

S.No.	Vehicle	Fee (for every two hours)
1.	Motorcycle, Scooter, Rickshaw	Five rupees
3.	Car, Jeep, tempo, <i>Acca</i> , <i>Gada</i>	Ten rupees
4.	Minibus, bus, chariot having less than twenty seats	Twenty rupees
5.	Minibus, bus, chariot having less than twenty seats	Forty rupees

Note:

For the vehicles parking regularly, only two third of the charge of thirty days shall be imposed if paid on monthly basis in advance.



* Amended by First Amendment

Schedule- 10

(Relating to Rule 13)

Entry Charge

1. Visitor Entry Charge

- (1) *Twenty five rupees including VAT to enter into the visitor's deck in international terminal building of Tribhuvan International Airport.
- (2) Ten rupees to enter into public area of domestic terminal building of Tribhuvan International Airport.
- (3) Five rupees to enter into public areas of buildings in other Airports.
- (4) *One thousand rupees for Area Entry Pass for each two years in Tribhuvan International Airport. Two thousand rupees if such Pass is lost including one thousand as fine and one thousand for new pass.

2. Vehicle Entry Charge (Tribhuvan International Airport)

S.No.	Vehicle	Charge
1.	Light vehicles	Per 6 hours two hundred rupees
2.	Light vehicles	Per month two thousand rupees
3.	Light vehicles	Per three months four thousand rupees

* Amended by First Amendment

* Amended by First Amendment



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4.	Heavy vehicles bus etc.	Per month two thousand and five hundred rupees
5.	Heavy vehicles bus etc.	Per three months five thousand and five hundred rupees

3. Passenger Entry Charge and vehicles Entry Charge in other Airports shall be imposed as half of that stated in clause (1) and (3).
4. It shall be required to pay fifteen percent of income part of the rent to the Authority by the Agency providing its vehicle or machinery equipment on rent to another agency within Airport area and with permission of the Airport Office.
5. In respect to vehicles of Government, diplomatic, non- government organizations other than those stated in Note 2 may be made available in a charge of five hundred rupees per pass (permanent).

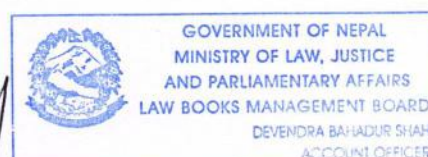
Note:

1. Staffs, Security Police Guard and Armies posted in the Airport shall be provided with Entry pass without any charge.
2. No Entry charge shall be imposed to vehicles and machinery equipments of Airport office and Airport Security Police Guard and Army office.
3. *No Entry charge shall be imposed to the Ambulance carrying severe patient submitting valid documents.

* Inserted by First Amendment



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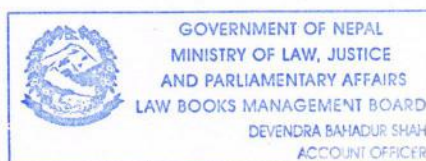
Schedule-11

(Relating to Rule 14)

Commercial Important Person (C.I.P.) Room Use Charge

*Four hundred rupees including VAT per hour per person in International Airport.


May 02, 48



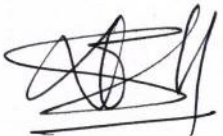
* Amended by First Amendment

Schedule-12

(Relating to Rule 15)

Film Shooting Charge

At the rate of Ten thousand rupees in Tribhuvan International Airport and Five thousand rupees in Other Airports considering each 6 hours as one time for the rate from the concerned film producer for shooting for film, motion picture etc.


May 02, 18





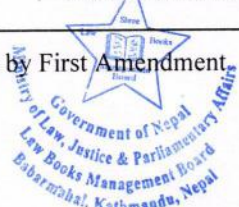
Schedule-13

(Relating to Rule 16)

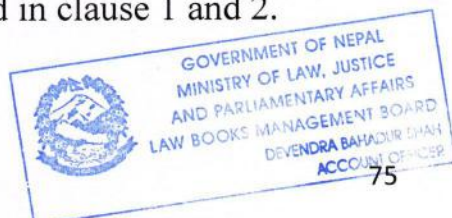
Building and Room Rent Charge

- * 1. One thousand and five hundred rupees per square meter per month outside check-in area of international terminal building of Tribhuvan International Airport, two thousand rupees per square meter per month in check-in area, two thousand and five hundred rupees per square meter per month towards Arrival, three thousand rupees per square meter per month toward Departure, five thousand rupees per square meter per month in sterile area and one thousand and eight hundred rupees per square meter per month in international operation airlines building.
2. One thousand rupees per square meter per month in domestic terminal building of Tribhuvan International Airport.
3. Three hundred rupees per square meter per month in Pokhara, Nepalgunj, Biratnagar, Lukla Airports.
4. Two hundred rupees per square meter in Bhadrapur, Janakpur, Simara, Bharatpur, Bhairawa (Gautam Budhha Airport), Jomsom, Megghauli, Jumla, Surkhet and Dhangadhi Airports.
5. One hundred and fifty rupees per meter square per month in other Airports.
6. Eight hundred per meter square per month for any part or room of any other building inside Airport Area of Tribhuvan International Airport except as stated in clause 1 and 2.

* Amended by First Amendment



My 02, 2018



Schedule- 14

(Relating to Rule 17)

Hanger Rent Charge

- * 1. Three hundred rupees per square meter per month in Tribhuvan International Airport.
- 2. One hundred and fifty rupees per square meter per month in other Airports.


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* Amended by First Amendment

Schedule- 15

(Relating to Rule 18)

Land Rent Charge

*1. Tribhuvan International Airport:

- (1) Rate as determined by price increment method with minimum six hundred per square meter per year for civil aviation, tourism or business purpose.

Provide that two hundred and fifty rupees per square meter per month for construction of hanger.

- (2) One thousand rupees per *Ropani* per year for agricultural purpose.

- (3) Two thousand rupees per *Ropani* per year for gulf course and other sports.

- ∇(4) Six hundred rupees per square meter per year in equipment yard.

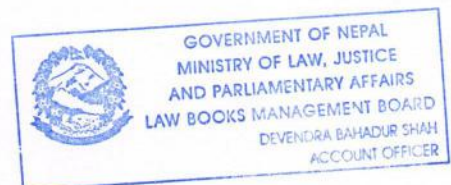
2. In other Airports:

- (1) Rate as determined by price increment method with minimum one hundred per square meter per year for civil aviation, tourism or business purpose.

* Amended by First Amendment
∇ Amended by Second Amendment

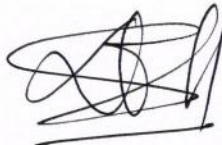
Government of Nepal
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Law Books Management Board
Babarmahal, Kathmandu, Nepal

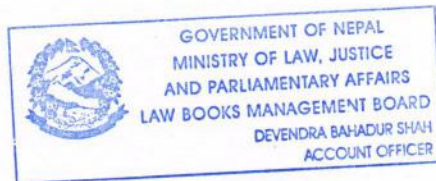
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Provide that one hundred and fifty rupees per square meter per month for construction of hanger.

- (2) Five hundred rupees per *Ropani* per year for agricultural purpose.
- (3) Five hundred rupees per *Ropani* per year for golf course and other sports.


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Schedule- 16

(Relating to Rule 19)

Advertisement Charge

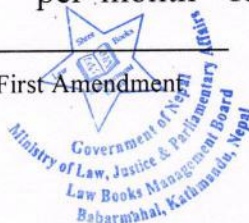
1. In Tribhuvan International Airport

- (1) Two thousand and five hundred rupees per square meter per month inside terminal building of Tribhuvan International Airport.
- (2) One thousand and five hundred rupees per square meter per month inside domestic terminal building of Tribhuvan International Airport.
- (3) Eight hundred rupees per square meter per month for outside international or domestic terminal building and inside Airport area.
- (4) Five hundred rupees per square meter per day to keep any type of banner, playcard etc. outside international or domestic terminal building and inside Airport area on temporary basis.
- (5) Five hundred US dollar per year as royalty for use if any business organization wishes to use Flight Information Display System for business purpose.

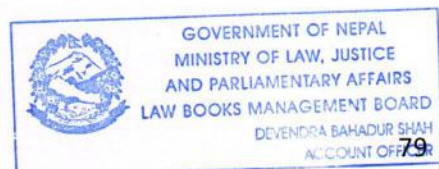
♦ 2. In Other Airports:

- (1) Five hundred rupees per square meter per month for inside terminal building and three hundred rupees per square meter per month for outside terminal building and inside Airport

♦ Inserted by First Amendment

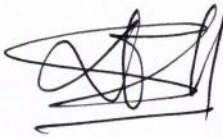



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May 02, 2018




area in Pokhara, Biratnagar, Bhairawa (Gautam Buddha Airport), Nepalgunj, Lukla and Jomsom Airports.

- (2) Two hundred rupees per square meter per month for inside terminal building and one hundred rupees per square meter per month for outside terminal building and inside Airport area in Airports other than that of sub-clause (1).


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ACCOUNT OFFICER

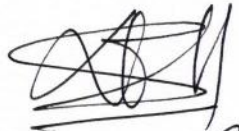
Schedule- 17

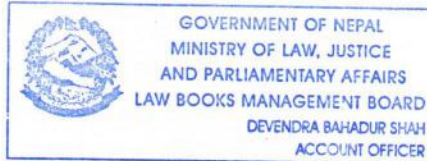
(Relating to Rule 20)

Security Service Charge

Ten percent of Landing Charge as specified in Schedule-1.




May 02, 2018



Schedule- 18

(Relating to Rule 21)

Catering Service Charge

*Ten percent of Sales as stated in the Bill.



* Amended by First Amendment

Schedule- 19

(Relating to Rule 22)

Passenger Transport Service

Fifteen percent of the amount stated in bill providing service.


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ACCOUNT OFFICER

Schedule- 20

(Relating to Rule 23)

Passenger Service Charge

(a) In international flight		Per passenger	
		Tribhuvan International Airport	Other Airport
1.	Passengers flying to SAARC Countries	700 rupees	500 rupees
2.	Passengers flying to other than SAARC Countries	1,000 rupees	750 rupees

*	(b) In Airports of Domestic flights	Passenger Service Charge Amount (Rs.)	Amount as per VAT 13%	Total Passenger Service Charge to be paid by passenger
1	Tribhuvan International Airport, Pokhara, Chandragadhi,	176.99	23.01	200/-

* Inserted by Fourth Amendment



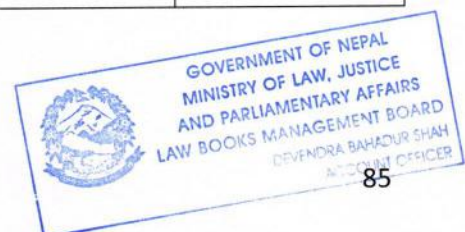
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May 02, 2018



	Biratnagar, Simara, Bhairawa(Gautam Budhha Airport), Nepalgunj, Lukla, Jomsom, Dhangadhi, Janakpur, Bharatpur and Meghauli Airports			
2	Jumla, Surkhet, Taplejung, Rara, Simikot, Manang, Rukum (Salle) and Tumlingtar Airports	88.50	11.50	100/-
3	Other Airports than sub-clause 1 and 2	8.84	1.16	10/-
4	If Runway of any Airport pursuant to sub-clause (3) be paved with black clot, after completion of that work making runway operated as paved, with the approval of the Government of Nepal, the charge pursuant to sub-clause (2) shall be maintained.			
5	All foreign passengers shall be imposed Passenger Service Charge as stated in clause (b) above in all Airports.			



[Signature]
May 02, 2018



^Schedule-20a

(Relating to Rule 23a)

Airport Development Charge

- (a) The Authority shall impose Rs. 1000/- (including Value Added Tax) per passenger to passengers of international flight from Tribhuvan International Airport.


May 01, 2018



* Inserted by Third Amendment

Schedule-21

(Relating to Rule 24)

Fire Extinguisher and Life Rescue Service Charge

For Raunchy foaming

Weight of Aircraft	Charge
For Aircrafts of ten thousand kilograms	One hundred US dollar or equivalent Nepalese Rupees per thousand kilograms
For Aircrafts of more than ten thousand kilograms up to twenty-five thousand kilograms	One thousand US dollar for up to first ten thousand kilograms and then fifty US dollar or equivalent Nepalese Rupees per thousand kilograms subsequently
For Aircrafts of more than twenty-five thousand kilograms	One thousand and seven hundred US dollar for up to first twenty-five thousand kilograms and then fifteen US dollar or equivalent Nepalese Rupees per thousand kilograms subsequently


May 07, 2018





Schedule-21a.

(Relating to Rule 24a)

Baggage Screening Charge

- ♦(a) Fifteen percent amount of total income obtained from providing Secondary Baggage Service placed by Airlines Company to other Airlines Company in Airport
- (b) Thirty US dollar for small Category, Forty US dollar for medium Category and fifty US dollar for Wide Body Category for Service of Secondary Baggage Screening placed on behalf of the office in International Airport.
- ⁹¹(c)
- (d) Fifteen percent royalty amount for any Airlines providing any service to other Airlines by levying charge.



♦ Inserted by First Amendment

⁹¹ Repealed by Second Amendment

Schedule-22

(Relating to Rule 25)

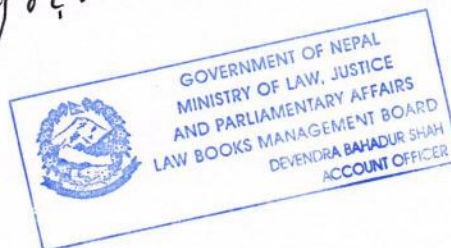
Other Service Charge

Electricity Service Charge

- (a) If sub-meter is fixed, at a rate of per unit consumption recorded by the sub-meter along with additional fifty percent service charge to the maximum rate per unit imposed by Nepal Electricity Authority.
- (b) If sub-meter is not fixed, amount by calculating monthly energy bill amount imposed by Nepal Electricity Authority along with additional fifty percent service charge of the amount obtained with dividing it by area of the airport covered by building and multiplied by rented area.
- * (c) Demand Charge in addition to fifty percent service charge for organization or person utilizing three phase electricity service inside Airport.



May 04, 2018



* Inserted by First Amendment

Schedule-22a.

(Relating to Rule 25)

Other Service Charge

Telephone Service Charge

- (a) Three hundred rupees per month for cable service charge for cable and service provided by the office for direct lease line obtained from the Telecommunication Organizations.
- (b) The following charge shall be imposed for the use of P.A.B Ex line of the Tribhuvan International Airport Office:
- (1) Five hundred rupees per month for intercom and local call if meter is not affixed.
 - (2) Amount set after telephone charge imposed by Nepal Telecommunication and additional service charge on it, if meter is affixed and One hundred and fifty rupees per month if intercom service is used on the basis of total number.
 - * (3) A person wishes to have line communication shall get permission from the concerned Airport. Person or Organization themselves shall have to bear required drop wire etc. for connection. Such organization providing service with permission shall have to pay fifteen percent of amount collected from the concerned consumer to the concerned Airport.

* Amended by First Amendment



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- ♦(c) One thousand rupees per channel per month for Optical Fiber Service Charge for using cable and service of the office for optical fiber lease line obtained for data use. Five hundred rupees per channel per months for use of additional channel.
- ♦(d) Five hundred rupees per line per month for cable service charge for using cable and service of the officer for use of internet -U.T.P- for data service use and other cable charge line.


 May 02, 2018




♦ Inserted by First Amendment
 ♦ Inserted by First Amendment

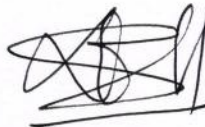
Schedule-22b.

(Relating to Rule 25)

Other Service Charge

♦ **Meteorological Service Charge:**

Aircrafts making flights in between 6:00 p.m. of the evening to 6:00 a.m. of the morning shall have to pay Meteorological Service Charge at a rate of Fifteen US dollar for each landing and takeoff.


May 02, 2018



♦ Inserted by First Amendment

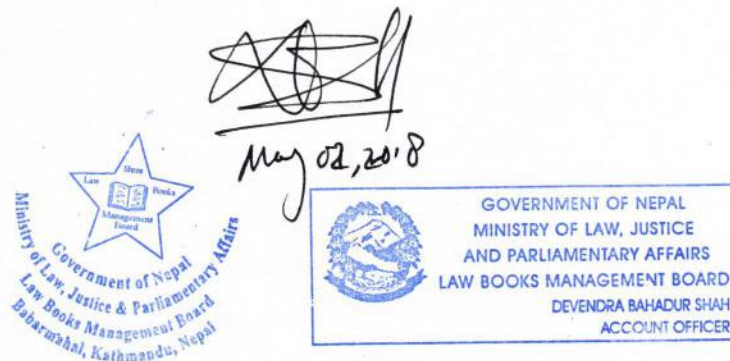
Schedule-22c.

(Relating to Rule 25)

Other Service Charge

♦ Observation Visit Charge:

Any organization willing to make a observation visit of the Prohibited Area of the Tribhuvan International Airport for educational purpose shall have to get prior approval from the Director General of the Civil Aviation Office and pay the Observation Visit Charge at the rate of three thousand rupees per group.



♦ Inserted by First Amendment

Schedule-22d.

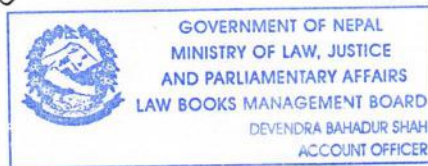
(Relating to Rule 25)

Other Service Charge

♦ Internship Charge:

Any person coming for an internship at the Prohibited Area of the Tribhuvan International Airport for educational purpose shall have to pay at the rate of three thousand rupees for a period less than fifteen days and five thousand rupees for a period more than fifteen days.


May 22, 2018



♦ Inserted by First Amendment

Schedule-22e.

(Relating to Rule 25)

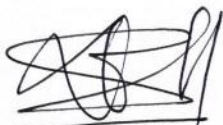
Other Service Charge

♦ **Chamber (Room) Use Service Charge:**

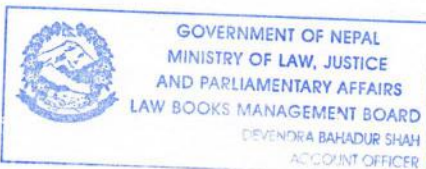
(a) With use of multi-media- Three thousand rupees for 6 hours

(b) Without use of multi-media- Three thousand rupees per day

Provided that no such charge shall be imposed to programmes relating to aviation safety.


May 02, 2018





♦ Inserted by First Amendment

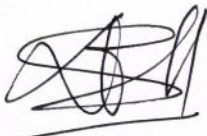
▽Schedule-22f.



(Relating to Rule 25)

Other Service Charge

(a) **Common Use of Terminal Equipment (CUTE) Service Use Charge:**

The Authority shall impose and levy at the rate of one US dollar (excluding Value Added Tax) for each passenger from the Airlines directly or through service provider for using Common Use of Terminal Equipment (CUTE) Service.


May 02, 2018



▽ Inserted by Second Amendment

▽Schedule-22g.

(Relating to Rule 25)

Other Service Charge

(a) **Baggage Reconciliation System (BRS) Service Use Charge:**

The Authority shall impose and levy at the rate of thirty-five cents US dollar (excluding Value Added Tax) for each passenger from the Airlines directly or through service provider for using Baggage Reconciliation System (BRS) Service.


May 12, 2018





▽ Inserted by Second Amendment

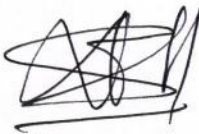
Schedule-23

(Relating to sub-Rule (6) of Rule 44)

Form of Bond

Whereas, I....., son of, grandson ofofyears of age, resident of..... have been asked whether I agree to the terms and conditions for performing bond related to tender relating to Income in the sector given below under the terms and conditions given below for the tender as it has been decided on.....to provide you the tender of period.....year.....months of total amount Rs.....as pursuant to the Tender Invitation Notice No.....of date related to Tender management of the Income of the office,.....Nepal Civil Aviation Authority in the given sector as you have also submitted Bidding document/ committed price increment method. I am satisfied on this. I agree to this and will submit Installment amount of Rs..... Witin the date mentioned below for performing tender foryears.....months fromdate todate. I shall not complain on any matters thereafter, if complained I agree to make it void pursuant to this document. I make this bond with by consent and satisfaction and submit it tooffice, Nepal Civil Aviation Authority.



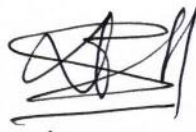

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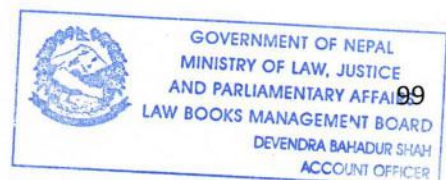


Terms and Conditions

- (1) I shall collect income of theoffice fromdate todate pursuant to the prevailing laws and within thearea and terms and conditions forfiscal yearfor Rs..... commuted to total amount of Rs..... for fiscal year of tender amount per installment Rs.....
- (2) I shall pay the.....office installment amount by collectingin the form of Service Charge, Fee, rent in a prescribed rate insider the area ofoffice for collection of such Income. In collecting such income, I shall provide receipts to the service holders as approved by this office.
- (3) For the collection of that income no additional service charge or fee be imposed except the rate as determined byoffice and no receipts shall be used without approval from the office. I agree to any action and punishment thereof pursuant to prevailing laws if found using any such receipts for unauthorized amount collection. I have enclosed the voucher of cash deposited in the bank account of amount Rs..... as to be submitted on this very day of making a bond as first installment for tender amount.
- (4) I shall continue payingoffice other installments withindates.
- (5) For the purpose of this Tender to be executed, I have enclosed here with the voucher of bank deposit in account no.




Mayur, 2018



.....ofoffice in.....bank for cash of Amount Rs..... Or performance bond no. issued by the Commercial Bank recognized by Nepal Rastra Bank valid forperiod and issued on date , the amount equal to 25 percent of total Tender Amount. The office can forfeit the guarantee amount bif the installment amount Rs..... is not paid to the office.

(6) Other required matters if any

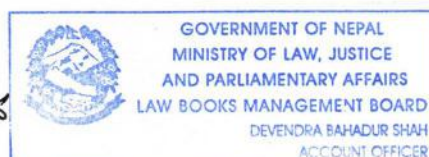
Installment:

Bond period: from yearmonthday toyear.....month.....day.

Installment	Installment Amount	Account No. to make deposit of installment	Last date of payment
First			
Second			
Third			
Fourth			
Total			



May 02, 2015



For Contractor or his/ her representative

Signature

Name, Surname:

Address:

Father's Name:

Grandfather's Name:

Witness:

Name, Surname:

Address:

Signature

.....year,day.....

For the Authority

Signature:

Name, Surname:

Post:


May 02, 2018

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DEVENDRA BHADUR SHAH
ACCOUNT OFFICER

Schedule-24

(Relating to Sub-Rule (6) of Rule 44)

Form of Deed

Schedule-23

(Relating to sub-Rule (6) of Rule 44)

Form of Bond

Upon invitation for tender management for Income collection from the.....source pursuant to Ruleof the Nepal Civil Aviation Authority, Airport Service And Facility Charge Regulation, 2010, you, son of, grandson ofofyears of age, resident of..... have also submitted the Bidding document/ committed price increment method (other arrangement) and as per the decision dated..... for a period from fiscal year.....to fiscal year..... amount of Rs..... in words..... you have been selected and you have already agreed and concluded the bond. So that by fulfilling the required terms and conditions without making any addition or reduction thereof, pay the required..... installment amount in specified place collect or operate charge and service for a period of date.....to date..... from the given sources in a given rate. If you act contrary to already performed bond and this deed or found to be collecting service charge, fee or rent vary from specified rate, the tender concluded with you shall be canceled and you shall be blacklisted, if proven guilty on that. The loss for the Authority

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[Signature]
May 02, 2018

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DEVENDRA BAHADUR SHAH
ACCOUNT OFFICER

because of this shall be maintained through your bank guarantee or deposited cash amount and if it is not sufficient, the remaining shall be levied as government dues. No pleading and claim of yours shall be maintained later.office of Nepal Civil Aviation Authority has issued this Tender management operation document from today.

Terms and Conditions

- (1) Income collection/ Service Operation may be conducted pursuant to prevailing laws for.....area and within the terms and conditions for a amount of Rs.....for fiscal year....., Rs.for fiscal year....., Rs.for fiscal year being total amount of Rs.....and each installment of Rs.....forinstallments to be deposited each installment on prescribed time.
- (2) I shall pay the installment amount to this.....office by collecting income by imposing Service charge, fee, rent etc. on prescribed rate for operation of collection service for such Income. In course of such income collection, receipts to be provided to the service holders shall be the receipts approved by this office.
- (3) For the collection of that income no additional service charge or fee be imposed except the rate as determined byoffice and no receipts shall be used without approval from the office. Action shall be taken pursuant to



May 02, 2018



prevailing laws if use of any such receipts or unauthorized amount collection is found to be operated.

(4) Other installments shall be paid to this office as follows:

Installment	Installment Amount	Account No. to make deposit of installment	Last date of payment
First			
Second			
Third			
Fourth			
Total			

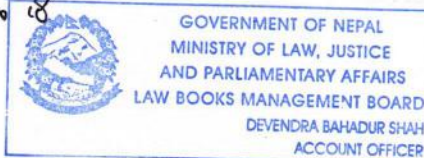
(5) Valued Added Tax shall be added to this and shall be paid to the office along with the installment.

(6) Advance Income Tax (Tax Deduction at Source(TDS) pursuant to prevailing laws and rules shall be paid to the Inland Revenue Office by yourself.

(7) Other necessary matters , if any



 May 02, 2018



For Contractor or his/ her representative

Signature

Name, Surname:

Address:

Father's Name:

Grandfather's Name:

Witness:

Name, Surname:

Address:

Signature

.....year,day.....

For the Authority

Signature:

Name, Surname:

Post:


May 02, 2018



