



AAI/SRT/INUGRATION OF UDAN YATRI CAFE/2025/

Date: 24.09.2025

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## NOTICE INVITING QUOTATION

**Name of Work: Invitation of Quotation for Ingurition of “Udan Yatri cafe”, “Kids play area” and “Digi Yatra” at Surat International Airport.**

1. Sealed item rate Quotations are invited by Asstt. Gen. Manager (Comml.), AAI, Surat International Airport, Surat on behalf of chairman, AAI from event management agencies, Central and State government registered contractors for various works for **“Invitation of Quotation for Ingurition of “Udan Yatri cafe”, “Kids play area” and “Digi Yatra” at Surat International Airport.”** for an estimated cost of Rs. 2,98,000.00/- excluding GST. The Notice Inviting Quotation can be downloaded from 18.00 hrs. on 24.09.2025 & will be accepted till 25.09.2025 upto 16.00 hrs. and opened on the same day at 17.00 hrs. The scope of work is as follows:
  - (i) Mandap Work, Main Stage, Truss Mandap Backrop with Cloth, Stage for LED Screen, Table for Sound & Video, Podium, LED Screen and Sound Setup, Real Flower work on stage and Podium.
  - (ii) Provision of video conferencing system with internet connectivity enabling smooth audio video conversion for inuguration of “Udan Yatri cafe”, “Kids play area” and “Digi Yatra” as per SOP specification. (Attached as Annexure-B)
  - (iii) Work shall be executed as per item description of **Schedule-A.**
  - (iv) Removal of all decoration and arrengments on next day of inauguration ceremony.
2. Application for issue of Quotation document shall be submitted up to 16.00 hrs. on 25.09.2025. The quotation shall be supported with self-attested copies of Permanent Account Number (PAN), GST Certificate and Registration Certificate like Business Establishment Certificate from Local Body/Corporation or Registration Certificate of Business with state or Central Government. Application can be also downloaded from [www.aai.aero](http://www.aai.aero).
3. Total amount shall be written both in words and figures. The agency should place the transparent tape/cellphone tape on the quoted rates wherein correction/insertion/overwriting made and total amount before submission of quotation document.
4. The work shall be started only after getting written confirmation / e-mail communication from the officer-in-charge. The validity of NIQ shall be 30 days from the date of award of the work. The Period of execution of work shall be maximum 2 days from the date of confirmation.  
All the work as per scope defined in the work order / NIQ shall be completed one (01) day prior to the date of inauguration and complete decoration / setup shall be handed over to AAI as directed by officer in-charge.



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
सूरत अंतरराष्ट्रीय विमानतल  
SURAT INTERNATIONAL AIRPORT

5. Shri Pawan Khattar, AGM (Comml), Airports Authority of India, Surat International Airport, Surat will be Officer In-charge for this work.
6. The quantity shown in 'Schedule – A' may vary during actual execution of work and contractor shall carry out the work as per actual requirement. Any item not covered in BOQ shall be paid as an extra item and rate for this shall be finalized by Airport Director whose decision will be final and binding on you.
7. No advance payment shall be made, only first and final bill shall be allowed for which Bill shall be submitted by agency to Officer In-charge.
8. Income tax shall be deducted as per statutory provision. The Agency should have valid PAN and GST No.
9. The rates quoted shall be inclusive of material, labour, packing, insurance, transportation, loading & unloading, handling, execution, supervision, fixing/placing at site and removal of same after completion of function. Applicable GST shall be paid as per government norms and procedure.
10. The quotation shall be valid for 30 days from date of opening as mentioned in para 1 above.
11. Quotations, which propose any alteration in the work specified in the said form of invitation to quotation, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected.
12. The Agency should sign all the pages of the quotation documents before submission to Asstt. Gen. Manager (Comml.), AAI, Surat Airport.
13. Some items of the BOQ if required may not be executed and final decision of Airport Director shall be binding on the successful bidder.
14. AAI reserves right to reject any or all the quotations at any timewithout prior notice to the bidder.
15. Only the TOTAL AMOUNT quoted by the agency will be considered for selection of L1 agency.

Sd/-  
Asstt. Gen. Manager (Comml)  
For Airport Director  
Airports Authority of India  
Surat International Airport, Surat

**UNCONDITIONAL ACCEPTANCE**

I hereby provide unconditional acceptance to abovementioned terms and conditions of NIQ.

(Seal & Sign of Agency)

**SCHEDULE-A**  
**FINANCIAL DETAILS**

**Name of Work: Invitation of Quotation for Ingurition of “Udan Yatri cafe”, “Kids play area” and “Digi Yatra” at Surat International Airport.**

S. No	Description of item	Unit	Qty	Rate per unit (in Rupees)	Gross Amount for total quantity
1	Providing on hire basis, stage of size 16 feet X 16 feet, Truss Mandap Backdrop with cloth of size 16 feet X 16 feet, stage of size 16 feet X 08 feet for LED Screen.	Job	1		
2	Providing table on hire basis for sound and video system, including labour charges, loading, unloading & transportation complete as per direction of Officer-In-Charge	Each	5		
3	Providing on hire basis 01 no. LED screen of size 10 feet x 16 feet with sound setup, 01 no. live mixer setup, 01 no. TV 50 inch, 02 nos. laptop for entire audio video confercing system, 02 nos. capture card VC, 02 nos. HDMI splitter, wiring/ cabling for connection of devices with oprator etc. complete for the smooth functioning of audio video conference system with boardband internet connection. This includes labour charges, transportation, loading & unloading complete as per direction of Officer-In-Charge	Job	1		
4	Providing Podium on hire basis, including labour charges, transportation, loading & unloading complete as per direction of Officer-In-Charge	Each	1		
5	Providing Sound System on hire basis with 4 cordless mike, minimum 2 sound speakers and all associated machines for PA system and playing music including labour charges, transportation, loading & unloading complete as per direction of Officer-In-Charge	Job	1		
6	Flower decoration (real flower) on stage and podium as per direction of Officer-In-Charge.	Job	1		
7	Providing Barnding and Signage for Outside and inside Venue complete as per direction of Officer-In-Charge	Job	1		
8	Providing on hire basis, Par Lighting including wireing / connection and 15 amp plug point etc. complete as per direction of Officer-In-Charge	Job	1		
9	Providing Kids Area Décor on first floor of SHA (Domestic) complete as per direction of Officer-In-Charge	Job	1		
<b>TOTAL</b>					
<b>Add GST @18%</b>					
<b>Total (Inclusive of GST)</b>					
<b>TOTAL AMOUNT IN WORDS (Incl. of GST)</b>					

**Seal & Sign of Agency**

## Standard Operating Procedures (SOP) for Inauguration Event

## 1. Identification of Location of the Event &amp; its distance from the Terminal Building

## Minimum Equipment Requirement

Item Description	Configuration	Qty	Location
Video Wall	Min. Size 16 ft (L) x 10 ft (B) Preferable length - length of Dias, Height to be adjusted accordingly. Pixel Size - Minimum P2 or better	1	Dias
Video Wall	Min. Size 12 ft (L) x 8 ft (B) Pixel Size – Minimum P2 or better	1 / on need basis	Audience Facing - Optional
LED Display Screen	Minimum 55 inches LED	1 / on need basis	Confidence Monitors for delegates on Dias - Optional
Video Cameras/ Wireless Video Camera	High Resolution 4K, Still Video Camera	2 / on need basis	1. Public - 1 2. Stage – 1
FTTH Connection	Minimum 100 Mbps Each link from different ISP, preferable route of Cable should be different.	2	At AV Control Centre, near Dias
Load Balancer	To aggregate minimum 2 uplinks	1	
VC Codec	HDCP Compliant, Protocol support H.323 / SIP Compliant	2	
Switcher	Minimum 8 X 4, along with HDMI Splitter		
Audio System	Mixer, Speakers as per Site requirement	1	
Podium		1	
Gooseneck Microphone	Minimum 30 cm length	2	For 1 Podiums
Wireless Handheld Microphone		1 / on need basis	
DG	2 Set DG along with Automatic Switching with sufficient Diesel for at least 2 hours for continuous running	2	
Online UPS	Redundant Mode with at least 30 minutes back up. Capacity to determine by the Agency depending on the AV Equipment load.	2	For UPS Power to Equipment's
Laptop		2	AV Control Centre, near Dias
VC Software with streaming license		1	

**Note:**

All AV Systems to be provided by the Agencies must have following capabilities: -

1. To control & display different feeds in different display screen.
2. To control Audio from different Microphones.
3. To provide feed to the News agencies.