

**Airport System Division  
Airports Authority of India, NSCBI Airport  
Kolkata - 700052**

No. AAC/AS/2026/38/Haj PA System

Dated: 01.04.2026

**NOTICE INVITING QUOTATION (NIQ)**

**Name of Work: Hiring of PA System for Haj operation at NSCBI Airport, Kolkata.**

Sealed Item Rate Quotations are invited by the Jt. General Manager (Airport Systems) on behalf of the Airport Director, AAI, NSCBI Airport, Kolkata - 700052 for the above mentioned work in Two Envelope System from the Agencies who are experienced in carrying out the similar nature of work. **The quotations will be received up to 1500 hrs. on 08.04.2026 at the office of Jt. General Manager (Airport Systems).**

Last Date & Time of Receipt of Sealed Quotation (Both Envelope - A & B)	<b>Up to 1500 Hrs. on 08.04.2026</b>
Date & Time of Opening of Technical Bid (Envelope - A)	<b>At 1530 Hrs. on 08.04.2026</b>
Date & Time of Opening of Financial Bid (Envelope - B)	<b>At 1530 Hrs. on 10.04.2026</b>

Estimated Cost : **Rs. 1,43,750.00 plus applicable GST.**

Time Allowed : As per haj flight schedule

Payment Terms : 100% Payment will be made after successful completion of the work,  
after statutory deductions as applicable.

**Note : Firms are requested to visit the site before submitting their offer for proper understanding of the scope of work.**

**All time extensions, corrigendum, amendments, clarifications if any, to the NIQ document will be posted on AAI website. Bidders should regularly visit website to keep themselves updated.**

**A. Two Envelope System**

- 1 The Quotation shall be submitted in Two separate sealed envelopes as given below at the following address thorough post/courier/ in-person (except holidays):

**Jt. General Manager (Airport Systems)  
Airport Systems Division,  
Operational Offices Building,  
Airports Authority of India  
NSCBI Airport, Kolkata - 700052**

- 2 **Firms shall submit this NIQ in Two Sealed Envelopes marked as Envelope- A and Envelope – B. Name of the Work and Agency Name are to be written on each envelope.**

Signature of the Firm with Seal

C---Nil---I---Nil---O--Nil--

**3 Envelope “A” (Technical Bid) shall contain**

- a) Duly filled, Signed and Stamped Check List (**Annexure - I**)
- b) Duly Signed and Stamped Undertaking for non-stipulation of any condition (**Annexure – II**)
- c) **Self-certified documents:**
  - i) Copy of NIQ
  - ii) Copy of PAN Card
  - iii) Copy of Firm Registration Certificate/Trade License
  - iv) Copy of GST Registration Certificate
- d) Firm Contact Details – Phone No, Email

The firm should submit self-certified documents by their authorized signatory, in support of their eligibility in their offer, failing which the offer may be rejected.

**4 Envelope “B” (Price Bid) shall contain**

**Price Bid** as per Enclosed format of Schedule of Quantity (SOQ) (**Annexure - III**). Only Basic Rates excluding GST shall be quoted. GST amount should be mentioned separately.

**5 Envelope “A” containing Technical Bid will be opened first** on the due date & time.

**6 Envelope "B" containing Price Bid**, of only those technically qualified eligible firms, will be opened on the due date & time.

**B. SCOPE OF WORK :**

1. Provision of PA System on rental basis with one operator for Departure and Arrival Haj operation at Old Domestic Terminal Building as per site requirement and Haj Flight Schedule.

**C. List of Items required for Dep. & Arr. Haj Operation:**

Sl. No.	Description of Item	Minimum Qty
1	Amplifier	03 Nos
2	Mixer Unit	As required
3	Box Speaker	10 Nos
4	Dynamic Microphone	04 Nos
5	Microphone Stand	03 Nos
6	Audio Player	01 No
7	Mic Cable	as required
8	Speaker Cable	as required
9	Mic Connectors	as required
10	Power Extension Board	As required
11	Trumpet Horn Speaker (outdoor)	14 Nos

## **D. Terms and conditions:**

### **1. Rates**

Rates should be quoted excluding GST as per Schedule of Quantity in Price Bid (**Annexure-III**), pasted with transparent cellophane tape.

GST amount should be mentioned separately.

The rate quoted shall be inclusive of all charges like packing, transportation, delivery etc. at site and exclusive of GST.

Each firm should submit only one Quotation. Alternative offers shall not be accepted or considered for evaluation.

Any correction / insertion / overwriting made shall be duly signed. Discount offered, if any shall be clearly mentioned before submission of quotation document. No further changes shall be permitted after opening of quotations.

### **2. The Evaluation Criteria**

The evaluation criteria for identifying the Lowest Bidder shall be on the basis of Basic Rate.

The undersigned has the right to reject / cancel any of the quotations or all the quotations without assigning any reason at any stage of NIQ process.

### **3. Payment**

100% Payment will be made after successful completion of the work, after statutory deductions as applicable. However, payment will be made as per actual on pro rata basis.

### **4. Other Conditions**

01. At any stage, if the firm fails to provide the satisfactory service, AAI shall terminate the contract without notice. Decision of engineer in-charge is final & binding in this regard.
02. All the rules and regulations / code of conduct shall be followed which has been laid down by AAI from time to time.
03. The Authority shall allow the contractor or agents or representatives or employees to enter into the said premises for the purpose of execution of the said job. Arrangement of Airport Entry Pass is the responsibility of the Firm. However, AAI will recommend the same. The manpower deployed by the firm to the job, should have valid photo ID Card with Address Proof. If any expenses occur, the firm shall liable to pay the same.
04. The Authority will not be responsible for any injury sustained by contractor's workers during performance of their duties and also for any damages or compensation due to any dispute between the firm and their workers.
05. For any loss or damage due to faulty or poor work, the contractor shall be liable for compensation to the extent of damage done. AAI has the full authority to get the

damage rectified on contractor's **risk and cost** and take over the system without any reference to the contractor. However, the decision of the Engineer in-charge in this regard shall be final and binding.

06. After completion of the work, the firm should clean the premises at their own cost.
07. The undersigned has the right to reject / cancel any of the quotations or all the quotations without assigning any reason. Once the offer is accepted, the firm has to execute the work as per terms & conditions.
08. The time allowed for carrying out the work as entered in the Quotation shall be strictly followed by the firm and shall be deemed to be of the essence.
09. The contractor undertakes to carry out the jobs as per design & specifications of the Authority and to their satisfaction. In case of any complaints either as regards the nature of work or as regards the personnel doing the same, the Authority shall intimate to the contractor who shall attend to complaints properly.

**-sd/**

**Jt. General Manager (Airport Systems)**

**Annexure - I****CHECK LIST**

(To be submitted on Firm's letterhead in Envelope - A)

**Name of Work: Hiring of PA System for Haj operation at NSCBI Airport, Kolkata.**

<b>Sl. No.</b>	<b>Check List</b>	<b>Bidder's Compliance (Yes / No)</b>
1	Have you submitted the offer in Two separate Sealed Envelopes marked as <b>Envelope "A" &amp; "B"</b> as per NIQ and written Name of Work and Agency Name on each Envelope?	
2	Have you submitted <b>self-certified copies</b> of following documents in "Envelope – A" ?	
i)	Undertaking for non-stipulation of any condition (Annexure-II)	
ii)	Copy of NIQ	
iii)	Copy of PAN Card	
iv)	Copy of Firm Registration Certificate/ Trade License	
v)	Copy of GST Registration Certificate	
vi)	Firm Contact Details – Phone No, Email.	
3	Have you quoted Rates, as per the Schedule of Quantity in Price Bid (Annexure - III) ?	
4	Whether the quoted rate is <b>exclusive</b> of applicable GST and <b>including</b> all charges like packing, transportation, delivery etc. at site and mentioned GST amount separately ?	
5	Have you submitted Price Bid (Annexure-III) in "Envelope – B" ?	

Date .....

**Signature & Seal of the Contractor**

Signature of the Firm with Seal

C---Nil---I---Nil---O--Nil--

**UNDERTAKING**

**(To be submitted on Firm's letterhead in Envelope - A)**

Ref.

Date: .....

To  
The Jt. General Manager (Airport Systems)  
Airport Systems Division,  
Operational Offices Building,  
Airports Authority of India,  
NSCBI Airport, Kolkata – 700 052

**Name of Work: Hiring of PA System for Haj operation at NSCBI Airport, Kolkata.**

Sir,

I/We, here by certify that all the terms and condition of this quotation are acceptable to me/us without any variation and I/we have not stipulated any conditions in my/our offer.

**I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bill and further if any officer of AAI asks for bribe/gratification, I/we will immediately report it to the appropriate authority in AAI.**

Thanking you.

Yours faithfully,

Signature of the Firm with Seal :

Date:

Name :

**Annexure - III****PRICE BID**

(To be submitted on Firm's letterhead in Envelope - B)

**SCHEDULE OF QUANTITY (SOQ)****Name of Work: Hiring of PA System for Haj operation at NSCBI Airport, Kolkata.**

<b>SI No</b>	<b>Description of Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate without GST (Rs.)</b>	<b>Amount without GST (Rs.)</b>
1	Hiring of PA System for Departure and Arrival Haj operation with One Operator as per site requirement and Haj Flight Schedule	50	day		
	GST				
	<b>Total Amount with GST</b>				

Date .....

Signature &amp; Seal of the Contractor