



# AIRPORT AUTHORITY OF INDIA

BAGDOGRA AIRPORT

DIST. DARJEELING

W.B. – 734421

## **Notice Inviting Quotation**

For

Procurement of Fire Service Extension Ladder (1 Unit)

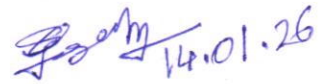
at Bagdogra Airport

NIQ no.: AAI/BD/FS/2026/01

NOTICE INVITING QUATATION

NAME OF WORK : Procurement of Fire Service Extension Ladder (1 Unit)  
Estimated Cost : Rs.57500.00 (Fifty Seven Thousand Five Hundred Only) (Excluding GST)  
Period of Contract : 1 Week

Bid Manager

 14.01.26

(SANJOY GANGULY)

Assistant Manager (FS)

सहायक प्रबंधक अग्निशमन  
Asst. Manager (Fire)  
भा. वि. प्रा. सि. ई. बागडोगरा  
AAI, C.E. Bagdogra



भारतीय विमानपत्तन प्राधिकरण /AIRPORTS AUTHORITY OF INDIA  
निर्देशक हवाई अड्डा का कार्यालय/OFFICE OF THE AIRPORT DIRECTOR  
एयर टर्मिनल, बागडोगरा हवाई अड्डा/CIVIL AIR TERMINAL, BAGDOGRA AIRPORT  
अग्निशमन विभाग /DEPARTMENT OF FIRE SERVICE

No. AAI/BD/FS/2026/01

Date :14.01.2026

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited by Assistant Manager (Fire Service) on behalf of Airport Director, Bagdogra Airport, Bagdogra, Darjeeling from the experienced and reputed Fire Prevention & protection items seller Agencies, in Two Envelope System for Procurement of Fire Service Extension Ladder for PE & MT of upcoming Jr. Assistant Fire Service Requirement which shall be conducted shortly.

As per CHRM Circular Vide Letter No. A.60011/09/2017/242954/HRPC/407 dated 25.10.2024, The details w.r.t. "Scope of work" to Airports Authority of India, Bagdogra Airport is hereby appended below.

Estimated Cost (Excluding GST)	Rs.57500.00 (Fifty Seven Thousand Five Hundred Only) (Excluding GST)
Last Date of Receipt of Sealed Quotation	20.01.2026 at 1300 Hours IST
Date of opening of Technical Bid	AAI Admin Block ,Bagdogra Airport dated 21.01.2026
Date of opening of Price bid	Will be intimated to technically qualified Bidders accordingly.

**2. TWO ENVELOPE SYSTEM.**

Quotations should be submitted in two separate envelopes.

**A. ENVELOPE – A (TECHNICAL BID) – shall contain the following documents (Self attested)**

- i) Copy of Valid GST Registration certificate,
- ii) Copy of PAN Card,
- iii) Unconditional letter of Acceptance duly signed by the vendor in Company's letter head as per the Annexure-I.
- iv) Copy of Experience Certificate – TAX Invoice / Purchase Order
- v) Copy of Notice Inviting Quotation (NIQ) – (either downloaded from AAI website or obtained from FS department, AAI, Bagdogra Airport), each page duly signed and stamped by the Bidder accepting the terms & conditions as per NIQ.
- vi) Letter indicating the capacity and authority of individual signing the Quotation.

Signature of Bidder /authorized signatory with Rubber Stamp

**B. ENVELOPE – B (PRICE BID)** - shall contain the following documents.

i) Un-conditional price bid in prescribed format as per the Annexure – II.

- 2.1 Conditional offer in any, received from the Bidder shall be rejected outright.
- 2.2 Both the envelopes super-scribing Envelope-A (Technical Bid) & Envelope -B (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope.
- 2.3 The sealed Master Envelopes containing the Envelope -A & B, shall also be super – scribed with the name of Quotation with due date of submission and bearing name & address of the Bidders, to enable the bid to be returned unopened in case it declared as 'late receipt' or 'rejected'.
- 2.4 The quotations shall either be sent by registered / speed post/ courier/ or delivered in person. The responsibility for ensuring that the quotation is delivered in time, would vest with the Bidder. The Quotations to be delivered in person, shall drop the sealed Quotation into the Tender Box provided in the office of Airport Director, Airports Authority of India, Bagdogra Airport, Administrative Building, Bagdogra, Darjeeling – 734421 on or before the due date of its submission. The AAI shall not be responsible if the bids are delivered somewhere else instead of above specified location.
- 2.5 The Quotations not adhering to 'Two Envelope System' or unsigned offer shall rejected outright.
- 2.6 The Price Bid (Envelope – B) of technically qualified Bidders shall only be opened after evaluation of basic documents submitted in the Envelope -A for qualifying the Technical bid, by notifying the same to the Bidder.

### **3 SCOPE OF WORK:**

Fire service Extension ladder, specification given as below.

#### **3.1 GENERAL**

Ladder – The width of the extending section inside its strings shall be not less than 30 cm. The Rounds shall be with non-slip serrations running the full length. These shall be fixed by expanding and flaring and shall be spaced at 25 cm Centre to Centre.

Safety Device – The heels of the stiles or strings of lower section shall be fitted with rubber feet. The pawls shall be bolted to stiles or strings and the action shall be such that they are set for engagement on till they have been rested on a round, and trip to clear immediately the ladder is extended

Signature of Bidder /authorized signatory with Rubber Stamp

### 3.2 MATERIAL

The Aluminum alloy section for stile or strings shall conform to Grade HE-20 (in WP temper) & for rounds Grade HV (in W temper). Rubber feet of aluminum ladder shall have shear hardness.

### 3.3 SIZE & MASS

Extension Ladder when fully extended shall be 10.5 m.

The ladder shall be as light as possible, their total mass preferable 48 kg. as per IS-4571

### 3.4 GENERIC TECHNICAL SPECIFICATIONS FOR ALUMINUM EXTENSION LADDER

SL No.	Technical Specifications/Parameters	Technical Values
1	Type of Ladder	Fire Brigade Truss Ladder with Extension; wall supporting & sliding
2	Material of Ladder	High tensile Aluminum alloy
3	Ladder Open Height (meters)	10.5 meter
4	Ladder close Height (Meter)	6 meters
5	Strength type	Very strong
6	Number of Steps	20-40
7	Type of Steps	Round (non-slip serrations type)
8	Safety Locking System	Yes
9	Wheel provision	Yes
10	Wheel diameter (mm)	2.0-12.0
11	Number of wheels	As per Suitable
12	Minimum Load bearing capacity	250 Kg.
13	Warranty period (years)	1.0
14	General	<ol style="list-style-type: none"><li>1. Ladder should be fitted with bottom rubber and side lock</li><li>2. Ladder should be anti-skidding, anti-corrosive.</li><li>3. All rivets should be tight and should not be loosen.</li><li>4. Ladder should be provided with nylon braided rope for extension.</li><li>5. Ladder should be as light as possible and total weight should not exceed 60 kg.</li><li>6. Each extension ladder shall be clearly and permanently marked with the following information:<ol style="list-style-type: none"><li>a) Manufacturer's name or trade-mark, if any;</li><li>b) The size of the ladder; and</li><li>c) Year of manufacture.</li></ol></li></ol>
15	Standard	<ol style="list-style-type: none"><li>1. Ladder should be conforming to IS-4571 standard.</li><li>2. The extension ladder must be marked with the ISI Certification Mark.</li></ol>

Signature of Bidder /authorized signatory with Rubber Stamp

**4. GENERAL TERMS & CONDITIONS:**

- 4.1 The quoted rates shall be valid for acceptance for a period of 60 days from the date of opening of Technical Bid.
- 4.2 If the lowest rates quoted by two parties are the same, the Order shall be split equally (50 % each) if possible or otherwise to the extent possible as decided by AAI.
- 4.3 Special care shall be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation, are not possible. The Correction, insertion etc. if any made, shall be duly signed and stamped by the person signing the Quotation. The arithmetical error shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 4.4 The Transparent cellophane tape should be fixed on the quoted rates against any possible tampering with the figures /words.
- 4.5 The other charges if any should be clearly specified and in case it is not applicable the relevant row / column should indicate "Not Applicable" or "Nil" or "Included" and in the event it is left blank, it shall be deemed to have been included in the Basic Price.
- 4.6 The Bidders are requested to offer their lowest rates by offering maximum discount. The rates quoted in Annexure - II shall be net inclusive of cost of travel of person(s), his(their) lodging, cost of materials, freight charges, packing and forwarding, loading / unloading charges, transit insurance etc. but exclusive of GST. No extra payment will be made other than the quoted amount, on any account.
- 4.7 In the event of the date of opening of Technical Bid or Price Bid may perhaps be postponed due to administrative or technical reasons; the same shall be opened on the next working day at the specified time given earlier. The Bidders or their authorized representative can participate in the opening of the Quotation (technical and price bid) if they wish to do so.
- 4.8 In order to assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing and the Bidder shall submit his/her clarification within stipulated date failing which the Bid will be rejected. However, no post bid clarification at the initiative of the Bidder will be entertained in any case.
- 4.9 AAI shall not be responsible for any postal delay and any bid received by the AAI after the stipulated date & time / deadline for submission of bids prescribed by the AAI, shall be rejected and returned unopened to the Bidder.
- 4.10 The extension, corrigendum, addendum, amendments, clarifications etc. if any pertaining to the NIQ document will be posted on the AAI official website. Bidders shall regularly visit the website to keep themselves updated.
- 4.11 Only one quotation shall be accepted from a single bidder either a firm or an individual. The propriety of the company or firm will be considered as single party and one legal entity.

Signature of Bidder /authorized signatory with Rubber Stamp

- 4.12 The Quotations submitted for part delivery of service, will not be accepted and such quotations shall be summarily rejected.
- 4.13 AAI reserves the right to award the work Order in part or in full as per their requirement and the Bidder shall deliver the same without any objection.
- 4.14 AAI is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

**5. SPECIAL TERMS & CONDITIONS:**

- 5.1 **Contract Period:** The period of contract shall be for a period of one week from the date of issue of Work Order but the Seller shall provide Fire service Extension Ladder within the stipulated period mentioned herein.
- 5.2 **Rate:** The quoted rates shall be net inclusive of cost of equipment used, extra materials required for procurement of Fire service extension ladder, travelling and lodging charges of experts etc. but exclusive of GST and no extra payment will be made on any accounts. The rate quoted shall remain firm during the contract period and no escalation / deviation shall be accepted under any circumstances. However, in case of any increase / decrease of GST percentage announced by the Government during the tenure of the contract (and extensions thereof, if any), the difference of such increase/ decrease of GST percentage shall be reimbursed / recovered from the bills as per the actual difference, on production of documentary proof. TDS and other taxes as applicable shall be deducted from each bill. In case of any downward revision of rates during the tenure of contract, it shall be intimated to AAI and necessary discounts shall be passed on to AAI while raising the bills/invoice.
- 5.3 **Quality/Standards:** The fire service extension ladder shall carry out the specification in accordance with the "Scope of Work", as specified therein, without deviation.
- 5.4 **Payment:** No advance payment will be made to the seller in any circumstances and the payment will only be made after execution of order successfully. Payment will be made within 20 days through the RTGS to the Contractor by AAI from the date of receipt of the products/service along with its GST Bills/GST Invoice at site (Fire Service Dept. of AAI, Bagdogra Airport), as per standards and as per the specifications given in "SCOPE OF WORK".
- 5.5 **Delivery:** The Contractor shall deliver the Fire service Extension Ladder at the Bagdogra Airport premises as per the "SCOPE OF WORK" and the subject work shall be accomplished within one week which will be reckoned from the 7 days from issuance of the work order.

Signature of Bidder /authorized signatory with Rubber Stamp

- 5.6. **Liquidated Damages:** The essence of contract shall be to deliver the service as per the "SCOPE OF WORK", as stipulated in the Work Order. If at any time during the performance of the contract, the Contractor encounters conditions hindering timely delivery of the service, the Contractor shall promptly inform the AAI in writing the fact of the delay and likely duration of the same. After receipt of the communication, the AAI shall decide as to whether to cancel the contract for the undelivered service after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the Contractor fails to deliver the service within the delivery period for reasons other than circumstances beyond his/her control (which will be determined by the AAI) and the AAI may extend the delivery period, the AAI may also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price (basic cost excluding GST & duties) of the delayed service for each week of delay or part thereof until actual delivery. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of delayed goods. AAI shall have the right to cancel the contract in case the contractor fails to deliver the service within the specified time limit. The decision of the AAI shall be final and binding on the contractor in this case.
- 5.6 **Termination of Contract:** If AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall have the option to terminate the contract by giving 7 days' notice in writing to the contractor and the decision of the AAI shall be final and binding on the Contractor.
- 5.7 **Evaluation Criteria of Bid:** The successful Bidder will be determined to be substantially responsive Bidder who has quoted the net lowest price as per the service required put to bid.
- 5.8 AAI reserves the right to Increase/Decrease the no. of Fire Service Extension Ladder during the currency of contract and the bidder shall abide to effect delivery at the quoted price without any price escalation.
- 5.9 **Award of work:** The AAI shall consider placement of orders for commercial supplies only on those eligible Bidder whose offers have been found technically and financially acceptable.

-Sd./-  
Assistant Manager (Fire Service)  
For Airport Director

I/We have carefully read and fully understood the terms & conditions incorporated in the NIQ. I/We do agree to abide by the terms & conditions to be fulfilled as per the NIQ (To be submitted in Envelope-A)

Date: .....

Signature of Bidder /authorized signatory with Rubber Stamp

Name of Bidder /authorized signatory

.....

Postal Address

.....

.....

E-mail ID

.....

Office Telephone No.

.....

Mobile No.

.....

UNDERTAKING-CUM-DECLARATION  
(TO BE SUBMITTED IN ENVELOPE- A)

UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF NIQ, NON-PAYMENT OF BRIBE,  
NON-PARTICIPATION OF NEAR RELATIVES AND NON-BLACKLISTING / DEBARRING OF FIRM

Name of work: Procurement of Fire Service Extension Ladder (1 Unit)

NIQ No. : AAI/BD/FS/2026/01

1. I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the Terms & Conditions of AAI's NIQ document in its entirety for the above works.

It is clarified that after unconditionally accepting all the Terms & Conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this bid is found violated after opening envelope "A" & "B". I / We agree that the bid shall be rejected.

2. In response to your NIQ, we do hereby undertake that on receipt of confirmed Work Order from your end, the service so asked will be delivered of good quality and as per specification in "scope of work" and no deviation will be made from the same. It is also confirmed that we have not stipulated any condition in our quotation for the above-mentioned supply.

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

4. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

5. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

6. I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date: .....

Signature of Bidder / Authorized Signatory  
(with Company Seal)

**Annexure-II**

PRICE BID  
(TO BE SUBMITTED IN ENVELOPE- B)

Name of work: Procurement of Fire Service Extension Ladder (1 Unit)

NIQ No. : AAI/BD/FS/2026/01

Amount in Rupees

Sl. No.	Description of Items	Quantity	Rate per unit (in figure)	Rate per unit (in Words)	Total Amount
01	Fire Service Extension Ladder	01			

Date: .....

Signature of Bidder / Authorized Signatory  
(with Company Seal)