



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone : 0471-2380910, 912

No. C-DIT/06/VCD/BHOOMI-BRAND/2025-26/T646

19.06.2025

TENDER NOTICE

PROVIDING BRANDING SERVICES

Sealed tenders are invited for “**providing BRANDING Related Services**” in connection with the conduct of **Bhoomi Conclave2025 to be held at Nishagandhi Auditorium on 25th June 2025 and at Uday Samudra Kaovalam, Thiruvananthapuram, Kerala on 26th and 27th June 2025**. The envelopes containing the tender should bear the superscription “*Tender for Providing branding Services*” and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **23.06.2025, 11.00 AM**. Late tenders will not be accepted. The tenders will be opened at **11.30 AM on the same day (23.06.2025)** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram
19.06.2025

SD/-
REGISTRAR



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TENDER TERMS

PROVIDING BRANDING SERVICES

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for “**providing Bhoomi Conclave2025 to be held at Nishagandhi Auditorium on 25th June 2025 and at Uday Samudra Kovalam, Thiruvananthapuram, Kerala on 26th and 27th June 2025**, one of the projects undertaken by C-DIT.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

ELIGIBILITY CRITERIA OF BIDDER

- a) Bidders should be an Indian company/firm engaged in providing similar services for events/ exhibitions having its own capacity to cater the requirements at Thiruvananthapuram, Kerala.
- b) Bidders should be an Indian company/firm based and established in India.
- c) Bidders should have valid GST registration.
- d) Bidders should have PAN allotted to him by IT Department.
- e) Bidder shall not be blacklisted by any of the department/organizations of the Govt. of India/State Govt/PSUs.
- f) To qualify for award of the work, the intending tenderer must have an experience in successful completion of at least two orders of similar nature having contract value not less than 1.00 lakh during last 3 years. **(Documents should be attached)**

REQUIREMENT SPECIFICATION

**(A) BRANDING SERVICES REQUIREMENT AT NISHAGANDHI AUDITORIUM ON
25.06.2025**

Sl.NO	ITEM	SIZE	QTY	DAYS
<u>NISHAGANDHI ON 25TH JUNE 2025</u>				
1.	Hire and Labour charges for providing Custom Box Arch (according to green protocol) with 4 side branding for Entry with proper support <u>Dimensions</u> ➤ Arch Top -22ft Length,3ft Height,3ft width(1nos) ➤ Side Pillar -13ft Height,3ft Length,3ft width (2nos)		1nos	LS
2.	Hire &labour charges for providing Branding Boards using metal frame(according to green protocol)with proper fixing	8X4ft	20nos	LS
3.	Hire and labour charges for providing Custom Box pillar (according to green protocol) with 4 side branding with proper support <u>Dimensions</u> ➤ Pillar -10 ft height,3ft length,3ft width(2nos)	120sqft	2nos	LS
4.	Hire &labour charges for providing Photo point with 2D Cutouts, Acrylic letters and backdrop according to the program theme with platform and carpet with proper fixing		1nos	LS
5.	Hire and labour charges for providing Three side branding for Podium ➤ 4ft height,2ft length (The podium should be covered on 3 sides.)		1nos	LS
6.	Console masking with metal frame with proper fixing ➤ Front -length 18ft,4ft height(1nos) ➤ Side -length 2ft ,4ft height (2 nos)		1	LS

**(A) BRANDING SERVICES AT UDAY SAMUDRA, KOVALAM ON 26th and 27th
JUNE 2025**

Sl.NO	ITEM	SIZE	QTY	DAYS
<u>UDAYA SAMUDRA 26TH& 27TH JUNE 2025</u>				
1.	Hire and Labour charges for providing Thematic Custom Box pillar Leg with wings using Metal Frame (according to green protocol)at main Entrance with 4 side branding		2nos	LS

	<p>for Entry with proper support (When fixing, it must be properly secured and installed.)</p> <p style="text-align: center;"><u>Dimensions</u></p> <ul style="list-style-type: none"> ➤ Arch leg – 10ft height X 2ft length X 2ft Width (2nos) ➤ Wings- 8ft Height X 6ft width(2nos) 			
2.	<p>Hire and Labour charges for providing Custom Box pillar leg with wings Using Metal Frame (according to green protocol)at the Road Entrance with 4 side branding for Entry with proper support (When fixing, it must be properly secured and installed.)</p> <p style="text-align: center;"><u>Dimensions</u></p> <ul style="list-style-type: none"> ➤ Arch leg – 10ft height X 2ft length X 2ft Width (2nos) ➤ Wings- 8ft Height X 4ftwidth(2nos) 		2nos	LS
3.	Hire &Labour charges for providing and fixing of Publicity board (according to green protocol) at different locations of the Trivandrum City	10X10ft	15	LS
4.	Hire &labour charges for providing Standees using Metal Frame(according to green protocol)with proper fixing& weight(When fixing, it must be properly secured and installed)	6X3ft	16nos	LS
5.	Hire &labour charges for providingPhoto point with 2D Cutouts, Acrylic letters and backdrop according to the program theme with platform and carpet with proper fixing		1nos	LS
6.	Hire and labour charges for providing and fixing of backdrop (according to green protocol) for the registration area with metal frame	12X8ft	1nos	LS
7.	<p>Hire and labour charges for providing and fixing of branding boards for the LED wall raiser with metal frame (according to green protocol)</p> <ul style="list-style-type: none"> • 8X3ft-4nos • 4X3ft-8nos 	192sq.ft	1	LS
8.	<p>Hire and Labour charges for providing Stage skirting with branding</p> <p style="text-align: center;"><u>Dimensions</u></p> <ul style="list-style-type: none"> ➤ Front-Length40ftXwidth2ft-1nos 		2nos	LS
9.	<p>Console masking with metal frame with proper fixing</p> <ul style="list-style-type: none"> ➤ Front -length 12ft,4ft height(1nos) ➤ Side -length 2ft ,4ft height (2 nos) 		1 set	LS

OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for effecting the entire infrastructure to the entire satisfaction of the undersigned or his authorized representatives.
2. C-DIT reserves the right to split the quantity of items to be supplied among one or more bidders, at the sole discretion.
3. The successful bidder shall setup the Branding services at Nishagandhi Auditorium on 25.06.2025 and at Uday Samudra, Kovalam on 26th and 27th June 2025 as per the work schedule.
4. **The successful bidder shall complete the setting up of entire branding service and shall execute the work as per the directions of C-DIT Officials.**
5. The undersigned does not bind him/herself to accept the lowest tender and reserve himself the rights of accepting the whole or an part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
6. No advance payment will be made against supplies.
7. **The rate quoted by the Tenderer shall be inclusive of Loading, unloading, delivery, installation, and erection charges at site. Rates quoted by the tenderer shall be valid for a period of Three months from the date of opening of the tender**
8. CDIT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
9. CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding
10. **The Bidder with GST registration should quote rate for the unit shown in the list including GST and tenders which do not indicate this essential information will not be considered.**
11. **The bidders shall submit the rate in "FORM A & FORM B" in a sealed envelope".** The tenders which do not indicate price information for all the listed items in the tender will not be considered.
12. **The bidder can quote rates either in FORM A or in FORM B or Both.** Evaluation will be done individually.

13. The rate quoted for the materials/Services shall be firm and no enhancement will be allowed under any circumstances.
14. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
15. **The bidder has to submit Rs.1,000/- (Rupees One Thousand only) as Tender fee as Demand draft (from any Nationalised/scheduled bank) drawn in favour of “The Registrar, C-DIT” payable at Thiruvananthapuram.**
16. **Tender fee is compulsory. No exemption for MSME registered firms.**

17. PAYMENT TERMS

The following terms of payment shall be applicable for the contract

- 30% up on completion of work.
- 30% up on completion of project.
- 40% up on submission of bills with supporting documents

18. **Agreement:** The successful bidder has to enter an agreement with C-DIT in Rs. 200 worth non judicial stamp paper immediately on getting confirmed work order.
19. **Authority:** The authority for the acceptance of the tenders rests exclusively with C-DIT. C-DIT does not undertake to accept the lowest or a particular tender or to assign any reason whatsoever for the rejection of any tender.
20. **In Case of doubt:**
If the bidder has a doubt on technical specifications or on terms & conditions stipulated above, please contact **Shri. Manoj Krishnan in Mobile No: 9447886486 or Shri AR Thampi in Mobile No. 9895006798.**
21. **The last date for submission of tender 23.06.2025, 11.00 AM**
The tender will be opened on the same date at 11.30 AM

Sd/
REGISTRAR
Dated 19.06.2025



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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Phone: 0471-2380910, 912

No. C-DIT/06/VCD/BHOOMI-BRAND/2025-26/T646

19.06.2025

FORM - A
COMMERCIAL BID

TENDER FOR PROVIDING BRANDING SERVICES
AT NISHAGANDHI AUDITORIUM ON 25TH JUNE 2025

Quote No.

Date:

SL.NO	ITEM	SIZE	QTY	DAYS	AMOUNT (Inl.GST)
<u>NISHAGANDHI ON 25TH JUNE 2025</u>					
1	Hire and Labour charges for providing Custom Box Arch (according to green protocol) with 4 side branding for Entry with proper support <u>Dimensions</u> <ul style="list-style-type: none">➤ Arch Top -22ft Length,3ft Height,3ft width(1nos)➤ Side Pillar -13ft Height,3ft Length,3ft width (2nos)		1nos	LS	
2	Hire &labour charges for providing Branding Boards using metal frame(according to green protocol)with proper fixing	8X4ft	20nos	LS	
3	Hire and labour charges for providing Custom Box pillar (according to green protocol) with 4 side branding with proper support <u>Dimensions</u> <ul style="list-style-type: none">➤ Pillar -10 ft height,3ft length,3ft width(2nos)	120sqft	2nos	LS	
4.	Hire &labour charges for providing Photo point with 2D Cutouts, Acrylic letters and backdrop according to the program theme with platform and carpet with proper fixing		1nos	LS	

5.	Hire and labour charges for providing Three side branding for Podium <ul style="list-style-type: none"> ➤ 4ft height,2ft length (The podium should be covered on 3 sides.) 		1nos	LS	
6	Console masking with metal frame with proper fixing <ul style="list-style-type: none"> ➤ Front -length 18ft,4ft height(1nos) ➤ Side -length 2ft ,4ft height (2 nos) 		1	LS	

Bidder Name:

Address:

Mobile No.

e-mail id:

Date

Signature

Office Seal



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No. C-DIT/06/VCD/ BHOOMI -BRAND/2025-26/T646

19.06.2025

FORM - B

COMMERCIAL BID

TENDER FOR PROVIDING BRANDING SERVICES

AT UDAY SAMUDRA, KOVALAM ON 26TH& 27TH JUNE 2025

Quote No.

Date:

Sl.NO	ITEM	SIZE	QTY	DAYS	AMOUNT (Incl. GST)
UDAYA SAMUDRA 26TH& 27TH JUNE 2025					
1	Hire and Labour charges for providing Thematic Custom Box pillar Leg with wings using Metal Frame (according to green protocol)at main Entrance with 4 side branding for Entry with proper support (When fixing, it must be properly secured and installed.) <u>Dimensions</u> ➤ Arch leg - 10ft height X 2ft length X 2ft Width (2nos) ➤ Wings- 8ft Height X 6ft width(2nos)		2nos	LS	
1	Hire and Labour charges for providing Custom Box pillar leg with wings Using Metal Frame (according to green protocol)at the Road Entrance with 4 side branding for Entry with proper support (When fixing, it must be properly secured and installed.) <u>Dimensions</u> ➤ Arch leg - 10ft height X 2ft length X 2ft Width (2nos) ➤ Wings- 8ft Height X 4ftwidth(2nos)		2nos	LS	
3	Hire &Labour charges for providing and fixing of Publicity board (according to green protocol) at different locations of the Trivandrum City	10X10ft	15	L.s	

4	Hire & labour charges for providing Standees using Metal Frame(according to green protocol)with proper fixing& weight(When fixing, it must be properly secured and installed)	6X3ft	16nos	LS	
5	Hire & labour charges for providing Photo point with 2D Cutouts, Acrylic letters and backdrop according to the program theme with platform and carpet with proper fixing		1nos	LS	
6	Hire and labour charges for providing and fixing of backdrop (according to green protocol) for the registration area with metal frame	12X8ft	1nos	LS	
7	Hire and labour charges for providing and fixing of branding boards for the LED wall raiser with metal frame (according to green protocol) <ul style="list-style-type: none"> • 8X3ft-4nos • 4X3ft-8nos 	192sq.ft	1	LS	
8	Hire and Labour charges for providing Stage skirting with branding <u>Dimensions</u> <ul style="list-style-type: none"> ➤ Front-Length40ftXwidth2ft-1nos 		2nos	LS	
9	Console masking with metal frame with proper fixing <ul style="list-style-type: none"> ➤ Front -length 12ft,4ft height(1nos) ➤ Side -length 2ft ,4ft height (2 nos) 		1 set	LS	
TOTAL (In Figures)					
TOTAL (In Words)					

Bidder Name:

Address:

Mobile No.

e-mail id:

Date

Signature

Office Seal