



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone: 0471-2380910, 912

No. C-DIT/08/VCD/KFON-INFRA/2025-26/T670

13.08.2025

TENDER NOTICE

PROVIDING INFRASTRUTURE SERVICE

Sealed tenders are invited for providing **Infrastructure Support Service for the conduct of an event at Nishagandhi Auditorium, Thiruvananthapuram on 21st August 2025.** The envelopes containing the tender should bear the superscription "*Tender for Providing Infrastructure Support Service*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **18.08.2025, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.10 PM on the same day (18.08.2025)** 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
13.08.2025

SD/-
REGISTRAR



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TENDER TERMS

PROVIDING INFRASTRUTURE SUPPORT SERVICE

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing **Infrastructure Support Service for the conduct of an event at Nishagandhi Auditorium, Thiruvananthapuram on 21st August 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 three orders of similar nature having contract value not less than 2 lakhs. **(Documents should be attached Work order /Completion Certificate)**

REQUIREMENT SPECIFICATION

INFRASTRUCTURE SERVICE

Sl.No	ITEM	SIZE	QTY	DAYS
1.	Hire & Labour charges for providing LED wall Riser with 3ft height with carpet and proper black masking	72 x 4ft	288 sqft	LS
2.	Hire & Labour charges for providing Stage Back side and side black cloth masking with proper fixing (It should be covered with a nice clean cloth.)		1800sq.ft	LS
3.	Hire & Labour charges for Laying Synthetic brand new carpet for Stage and pathway with proper stickering		2400sq.ft	LS
4.	Hire & Labour charges for providing Flower bed with Rose flower for the Stage with green protocol (should be nicely arranged)		65ft	1
5.	Hire & Labour charges for providing Teapoy Flower with green protocol		3nos	1
6.	Hire & Labour charges for providing neat & Clean Wooden VVIP Chair with protocol towel for the stage (Clean and visually appealing is a must.)		20nos	1
7.	Hire & Labour charges for providing neat & Clean Glass Teapoy for the main stage		3nos	1
8.	Hire & Labour charges for providing Inaugural Arrangements (Nilavilakku, Kaivilakku, karpooram, thiri, oil, haaram)		1set	1
9.	Hire & Labour charges for providing Que Manager for Auditorium for pathways		100nos	LS
10.	Hire & Labour charges for providing neat & Clean Armless white Plastic chair with cover		2600nos	1
11.	Providing stage Refreshments (25nos Tender coconut water or tea and coffee, Cashew nut, Dry fruit mix & cookies) Also to provide cup & saucer, Glasses & Quarter plates		1set	1
12.	Hire & Labour charges for providing Barricade with proper Support		100 mtr	

13.	Hire & Labour charges for providing Drum Riser with Rolling wheel Attached(After sound check we want to move it)	12x12ft	144sqft	
14.	Hire & Labour charges for providing Keyboard Riser with Rolling wheel Attached(After sound check we want to move it)	8x8ft	64sqft	
15.	Hire &Labour charges for providing Water Dispenser(10nos) with jar (25ltr)(25nos) with steel cups and stand for placing the water dispenser		1 set	1
16.	Hire &Labour charges for providing Chair with cover -12 nos Table with frill -2 nos For Green Room Arrangements (It should be clean and nicely arranged.)		1 set	1
17.	Hire & Labour charges for providing 3X3mtr white octanorm stall with Synthetic brand-new carpet, 4x2 table with frill-1nos, Armless chair with cover-2nos, Stall facia, Power strip of 4 sockets- 1nos, pedestal fan-1nos, waste bin -1nos and Sufficient lights	3x3mtr	1 Nos	
18.	Hire & Labour charges for providing Armed cushion chair (It should be clean and nicely arranged.)		300 Nos	LS

OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for the installation of 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 complete the setting up of entire infrastructure service and shall execute the work as per the directions of C-DIT Officials.**
4. The undersigned does not bind him/herself to accept the lowest tender and reserve himself the rights of accepting the whole or a part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
5. No advance payment will be made against the work.

6. **The rate quoted by the bidder 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.**
7. **The Bidder who has GST registration shall quote the rates for the units shown in the list including GST. The tenders which do not indicate this essential information will not be considered.**
8. The bidder shall quote the rates for providing the infrastructure support service in "FORM A". The tenders which do not indicate price information for all the listed items in the tender will not be considered.
9. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
10. The rate quoted for the Materials/Services shall be firm and no enhancement will be allowed under any circumstances.
11. **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.**
12. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
13. 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.
14. 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

15. 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

16. **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.

17. **Authority:** The authority for the acceptance of the tender 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.

18. **In Case of doubt:**

If the bidder has a doubt on technical specifications or on terms & conditions stipulated above, please contact **Shri. Manoj Krishnan @ 9447886486 or Shri AR Thampi in Mobile No. 9895006798.**

19. **The last date for submission of tender 18.08.2025, 03.00 PM**

The tender will be opened on the same date at 03.10 PM

Sd/

REGISTRAR

Dated 13.08.2025



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FORM - A
COMMERCIAL BID

INFRASTRUCTURE SERVICE AT
NISHAGANDHI AUDITORIUM, THIRUVANANTHAPURAM

Quote No.

Date:

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	(25nos Tender coconut water or tea and coffee, Cashew nut, Dry fruit mix & cookies) Also to provide cup & saucer, Glasses & Quarter plates				
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18.	Hire & Labour charges for providing Armed cushion chair (It should be clean and nicely arranged.)		300nos	L.s	
	TOTAL(In Figure)				
	TOTAL (In Words)				

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal