



## CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

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Ref. No. C-DIT/10/VCD/LSGD-BRAND/2025-26/T711

Dated 21.10.2025

### TENDER NOTICE

#### PROVIDING PUBLICITY AND BRANDING SERVICE

Sealed tenders are invited for **Providing Publicity and Branding Service for the conduct of a State level Event at Central Stadium on 1<sup>st</sup> November 2025**. The envelopes containing the tender should bear the superscription "*Tender for Providing Publicity and Branding 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 **27.10.2025, 11.00 AM**. Late tenders will not be accepted. The tenders will be opened at **11.10 AM on the same day (27.10.2025)** 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](http://www.cdit.org)

Thiruvananthapuram

21.10.2025

SD/-  
REGISTRAR



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## TENDER TERMS

### PROVIDING PUBLICITY AND BRANDING SERVICE

#### GENERAL TERMS AND CONDITIONS

- a) This tender is invited for **Providing Publicity and Branding Service for the conduct of a State level Event at Central Stadium** 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 one order of similar nature having contract value not less than 2 lakh. **(Documents should be attached Work order/Completion Certificate)**

**REQUIREMENT SPECIFICATION**  
**PUBLICITY BOARD AND BRANDING SERVICE**

Sl.No	ITEM	QTY	UNIT	DAYS
1.	Hire and Labour charges for Providing and fixing of Publicity board 10X8ft with wooden frame (according to green protocol) at different locations of Trivandrum	20	Nos	L.s
2.	Hire and Labour charges for Providing and fixing of Publicity board 15X10ft with wooden frame (according to green protocol) at different locations of Trivandrum	5	Nos	L.s
3.	Hire and labour charges for printing and pasting of A2 Size Posters with 170GSM at different locations Trivandrum	1000	Nos	L.s
4.	Hire and Labour charges for printing of A4 size Notice of 4 page with branded envelop with cover page 220GSM glossy art paper with lamination, Inner page 200GSM glossy art paper and include charges for Folding, Creasing and center stapling	2000	Nos	L.s

**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 Publicity Board and Branding 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 with GST registration shall quote the rates for the units shown in the list including GST and 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. **No Exemption for MSME's**
13. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
14. 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.
15. 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

## **16. 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
17. **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.
  18. **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.

**19. 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**.

**20. The last date for submission of tender 27.10.2025, 11.00 AM**

**The tender will be opened on the same date at 11.10 AM**

**Sd/**

**REGISTRAR**

Dated 21.10.2025



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Dated 21.10.2025

**FORM - A**  
**COMMERCIAL BID**

**PUBLICITY AND BRANDING SERVICE AT**  
**CENTRAL STADIUM, THIRUVANANTHAPURAM**

Quote No.

Date:

Sl.No	ITEM	QTY	UNIT	DAYS	AMOUNT (INCLUDING GST)
1.	Hire and Labour charges for Providing and fixing of Publicity board 10X8ft with wooden frame (according to green protocol) at different locations of Trivandrum	20	Nos	L.s	
2.	Hire and Labour charges for Providing and fixing of Publicity board 15X10ft with wooden frame (according to green protocol) at different locations of Trivandrum	5	Nos	L.s	
3.	Hire and labour charges for printing and pasting of A2 Size Posters with 170GSM at different locations Trivandrum	1000	Nos	L.s	
4.	Hire and Labour charges for printing of A4 size Notice of 4 page with branded envelop with cover page 220GSM glossy art paper with lamination, Inner page 200GSM glossy art paper and include charges for Folding, Creasing and center stapling	2000	Nos	L.s	
	<b>TOTAL(In Figures)</b>				
	<b>TOTAL (In Words)</b>				

**Bidder Name:**

**Address:**

**e-mail id:**

**Mobile No:**

**Date**

**Signature**

**Office Seal**