



## 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/KBS-PUBLBRAND/25-26/T709

Dated 18.10.2025

### TENDER NOTICE

#### PROVIDING PUBLICITY BOARD AND BRANDING SERVICE

Sealed tenders are invited for **Providing Publicity Board and Branding Service for the conduct of Auxiliary Group State Level Summit at Nishagandhi Auditorium on 29<sup>th</sup> October 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), 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 **24.10.2025, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.10 PM on the same day (24.10.2025)** 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

18.10.2025

SD/-  
REGISTRAR



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Dated 18.10.2025

## TENDER TERMS

### PROVIDING PUBLICITY BOARD AND BRANDING SERVICE

#### GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing **Publicity Board and Branding Service at Nishagandhi Auditorium, Thiruvananthapuram on 29<sup>th</sup> October 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**  
**PUBLICITY BOARD AND BRANDING SERVICE**

Sl.NO	ITEM	Size	QTY	Days
1.	Hire and Labour charges for providing Thematic Entrance arch with Event Theme Based installation with projections (according to green protocol) with 4 side branding for Entry with proper support and platform with carpet and masking a Kanakakunnu entrance <ul style="list-style-type: none"> <li>• Total Length -80ft</li> <li>• Height -14ft</li> </ul>		1 nos	LS
2.	Hire & labour charges for providing Publicity Boards using frame (according to green protocol) with proper fixing at the different areas of Trivandrum	15X10ft	5nos	LS
3.	Hire & labour charges for providing Publicity Boards using frame (according to green protocol) with proper fixing at the different areas of Trivandrum	10X8ft	10nos	LS
4.	Hire & Labour charges for providing Direction standees using metal frame (according to green protocol) with proper fixing with proper Weight, also provide back side with black masking	6X3ft	4nos	L.s
5.	Hire and labour charges for providing Custom Box pillar with thematic installation at both side (according to green protocol) with proper support <u>Dimensions</u> <ul style="list-style-type: none"> <li>➤ Pillar -10 ft height,3ft length,3ft width(2nos)</li> </ul>		1nos	LS
6.	Hire & labour charges for providing Photo point with 2D Cut outs, Acrylic letters and backdrop with installations according to the program theme with platform and carpet with proper fixing <ul style="list-style-type: none"> <li>➤ 8x8ft custom themebased Backdrop</li> <li>➤ 8x8 ft platform with fresh carpet</li> <li>➤ Acrylic letter cutouts for front side</li> </ul>		1nos	LS
7.	3 side Podium Branding with metal frame <ul style="list-style-type: none"> <li>➤ 3x2ft -3nos</li> </ul>		1	LS
8.	Console masking with metal frame with proper fixing <ul style="list-style-type: none"> <li>➤ Front -length 18ft,4ft height(1nos)</li> <li>➤ Side -length 2ft ,4ft height (2 nos)</li> </ul>		1	LS

## **SCHEDULE OF WORK:**

1. Sl nos 1 4, 5,6,7,8 needs to be done at Kanakakunnu entrance and must be completed in all respects by 11.30 pm on 28/10/25.
2. Sl nos 2 and 3 needs to be done at Kanakakunnu entrance and must be placed by the evening of 24/10/25

## **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. 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 24.10.2025, 03.00 PM**

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

**Sd/**

**REGISTRAR**

Dated 18.10.2025



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

**PUBLICITY BOARD AND BRANDING SERVICE AT**

**NISHAGANDHI AUDITORIUM, THIRUVANANTHAPURAM**

Quote No.

Date:

Sl.NO	ITEM	Size	QTY	Days	AMOUNT WITH GST
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	<u>Dimensions</u> ➤ Pillar -10 ft height,3ft length,3ft width(2nos)				
6	Hire & labour charges for providing Photo point with 2D Cut outs, Acrylic letters and backdrop with installations according to the program theme with platform and carpet with proper fixing ➤ 8x8ft custom themebased Backdrop ➤ 8x8 ft platform with fresh carpet ➤ Acrylic letter cutouts for front side		1nos	LS	
7	3 side Podium Branding with metal frame ➤ 3x2ft -3nos		1	LS	
8	Console masking with metal frame with proper fixing ➤ Front -length 18ft,4ft height(1nos) ➤ Side -length 2ft ,4ft height (2 nos)		1	LS	
	<b>TOTAL(In Figures)</b>				
	<b>TOTAL(In Words)</b>				

**Bidder Name:**

**Address:**

**e-mail id:**

**Date**

**Signature**

**Office Seal**