



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone : 0471-2380910, 912

No. CDIT/02/VCD/IT-BRAND/2025-26/T784

14.02.2026

TENDER NOTICE

PROVIDING BRANDING SERVICES

Sealed tenders are invited for providing “**Branding Services**” for the conduct of **Nammude Keralam App Launch at Nishagandhi Auditorium , Thiruvananthapuram on 24th February 2026**.. 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 **20.02.2026, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.10 PM on the same day (20.02.2025)** 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
14.02.2026

SD/-
REGISTRAR



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TENDER TERMS

PROVIDING BRANDING SERVICES

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing “**Branding Services**” for the conduct of **Nammude Kerala App Launch at Nishagandhi Auditorium, Thiruvananthapuram on 24th February 2026**, 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 2.00 lakh during last 3 years. **(Documents should be attached)**
- g) Bidder should submit Income Tax return statement having a minimum annual average turnover of 25 lakhs (Twenty-Five Lakh) for the last 3 years. **Proof should be attached**

REQUIREMENT SPECIFICATION

BRANDING SERVICES REQUIREMENT AT NISHAGANDHI AUDITORIUM

Sl. No	ITEM	SIZE	QTY	DAYS
BRANDINGS				
1.	Hire and Labour charges for providing and fixing of Thematic entrance gate with 2D installations, platform and carpet of total size 67ft (L) X 15ft (H) based on program theme (according to green protocol) Entry passage area clearance size 13ft(L) X 12ft(H)		1	L.s
2.	Hire and labour charges for providing and fixing of Branding boards at the passages of the venue of size 8X4ft (according to green protocol) based on the program theme	8X4ft	15	L.s
3.	Hire and labour charges for providing and fixing of Publicity Board with 2D projections at different locations at the city area (according to green protocol)	10X8ft	10	L.s
4.	Hire and labour charges for providing and fixing of 6X3ft Standees as directions for the venue (according to green protocol)	6X3ft	8	L.s
5.	Hire and labour charges for providing and fixing of Theme based custom entrance arch pillar with 2d projections on backdrop (according to Green protocol) of size <ul style="list-style-type: none">• Arch leg- 12ft(H) X 3ft(L) X 2ft(W)- 3nos• Backdrop- 16X12ft-1nos		1	L.s
6.	Hire and labour charges for providing theme based photo point area with platform, carpet, acrylic letters with light of 2ft height and 2D projections and installation in the backdrop Backdrop size- 12X10ft-1nos Acrylic letters height- 2ft For the first day program		1	L.s
7.	Hire and labour charges for providing synthetic Paper wrist band with branding of the event (according to green protocol)		3000	L.s

8.	Hire and labour charges for providing A5size Multi colour Invitation notice with envelop A5 size Pages-4nos (220GSM Glossy Art paper) Center stapling, creasing and folding Envelop with Multi color printing		500	L.s
9.	Hire and labour charges for providing and fixing of Console Masking of Front area- 20ft X4ft-1nos Side area- 4X2ft-2nos		1	L.s
10.	Hire and labour charges for providing and fixing of 50inch flatbed TV Back side Black cloth masking with frame (according to green protocol)		2	L.s

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 complete the setting up of entire 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 an 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 supplies.
6. **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**
7. 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.
8. **The bidder has to submit Rs.1,500/-. (Rupees One Thousand Five hundred only) as Tender fee as Demand draft (from any Nationalised/scheduled bank) drawn in favour of "The Registrar, C-DIT" payable at Thiruvananthapuram.**
9. **No exemption for MSME's.**

10. 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
11. **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.**
12. The bidder shall quote the rates for providing the Branding support in "FORM A". The tenders which do not indicate price information for all the listed items in the tender will not be considered.
13. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
14. The rate quoted for the materials/Services shall be firm and no enhancement will be allowed under any circumstances.
15. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.

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 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.

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 in Mobile No: 9447886486 or Shri AR Thampi in Mobile No. 9895006798.**

20. **The last date for submission of tender 20.02.2026, 03.00 PM**

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

Sd/
REGISTRAR
Dated 14.02.2026



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No. C-DIT/02/IT-BRAND/2025-26/T784

14.02.2026

FORM - A
COMMERCIAL BID

TENDER FOR PROVIDING BRANDING SERVICES

Quote No.

Date:

Sl. No	ITEM	SIZE	QTY	DAYS	AMOUNT WITH GST (In Rs)
BRANDINGS					
1	Hire and Labour charges for providing and fixing of Thematic entrance gate with 2D installations, platform and carpet of total size 67ft (L) X 15ft (H) based on program theme (according to green protocol) Entry passage area clearance size 13ft(L) X 12ft(H)		1	L.s	
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10	Hire and labour charges for providing and fixing of 50inch flatbed TV Back side Black cloth masking with frame (according to green protocol)		2	L.s	
TOTAL (In Figures)					
TOTAL (In Words)					

Bidder Name:

Address:

Mobile No.

e-mail id:

Date

Signature

Office Seal