



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone : 0471-2380910, 912

No. C-DIT/09/VCD/KMB_INFRA/2026-27/T866

09.09.2026

TENDER NOTICE

PROVIDING INFRASTRUCTURE AND BRANDING SUPPORT SERVICES

Sealed tenders are invited for providing “**Infrastructure and Branding Support Services**” for the Kerala Maritime Board for the celebration of **Maritime Day**, to be held at **Hotel Le Meridien, Kochi, on 24.09.2026**. The envelopes containing the tender should bear the superscription “*Tender for Providing Infrastructure and Branding Support 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 **16.09.2026, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.30 PM on the same day (16.09.2026)** 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
09.09.2026

SD/-
REGISTRAR



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TENDER TERMS

PROVIDING INFRASTRUCTURE AND BRANDING SUPPORT SERVICES
GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing “Infrastructure and Branding Support Services” for the Maritime Day celebration for the Kerala Maritime Board at Le Meridien, Kochi, on 24.09.2026, 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)**

REQUIREMENT SPECIFICATION

FOR INFRA STRUCTURE AND BRANDING SERVICES

SL.NO	ITEM	QTY	UNIT	DAYS
BRANDINGS				
1.	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch with four-side branding and 2D projection elements , designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: Arch Leg- 14 ft (H) × 3 ft (L) × 2 ft (W) – 2 Nos Arch Top- 24 ft (L) × 3 ft (H) × 2ft (W)- 1nos	2	Set	LS
2.	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch Legs with four-side branding and 2D projection elements , designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: 12 ft (H) × 3 ft (L) × 2 ft (W) – 2 Nos	1	Set	LS
3.	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch Legs with four-side branding and 2D projection elements , designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: 10 ft (H) × 3 ft (L) × 2 ft (W) – 2 Nos	1	Set	Ls
4.	Hire and Labour Charges for providing, supplying, and fixing Event Standeers of size 6 ft (H) × 3 ft (W), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes standee fabrication, printed	4	Nos	Ls

	branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.			
5.	Hire and Labour Charges for providing, supplying, and fixing Registration Standees of size 6 ft (H) × 3 ft (W), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes standee fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	1	Nos	Ls
6.	Hire and Labour Charges for providing, supplying, and fixing Registration Backdrop of size 8 ft (H) × 12 ft (L), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	1	Nos	Ls
7.	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch with four-side branding and 2D projection elements , at the entrance of Oman Hall designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: Arch Leg- 8 ft (H) × 2 ft (L) × 2 ft (W) - 2 Nos Arch Top- 10 ft (L) × 2 ft (H) × 2ft (W)- 1nos	1	Set	Ls
8.	Hire and Labour Charges for providing, supplying, and fixing Stage Front side Branding of size 3.5 ft (H) × 42 ft (L), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	1	Nos	Ls
9.	Hire and Labour Charges for providing, supplying, and fixing Branding board for the stage as Stage side wings of size 13 ft (H) × 6 ft (L), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	2	Nos	Ls

10.	Hire and Labour Charges for providing, fixing, and dismantling Console Masking, including suitable masking materials and support arrangements, executed in accordance with the applicable Green Protocol requirements. Dimensions: • Front Area: 19 ft × 4 ft – 1 Nos • Side Area: 2 ft × 4 ft -2 Nos	1	Nos	Ls
INFRASTRUCTURE				
11.	Hire and Labour Charges for providing, fixing, and dismantling LED Wall Raiser of size 32 ft (L) × 4 ft (W) × 3ft (H), including new carpet and proper Framed black cloth masking for a neat and finished appearance. The scope includes fabrication, support structure, carpet laying, black cloth masking, fixing, installation, finishing, and dismantling after the event.	1	Nos	Ls
12.	Hire and Labour Charges for Providing and Fixing of Stage Front and Side Steps of size 8 ft (L) × 3.5 ft (H), including necessary structural support, proper fixing and alignment, carpet covering, black cloth masking, and all required labour, materials, accessories and finishing works, complete in all respects with a neat and professional finish.	1	Set	Ls
13.	Hire and Labour Charges for Providing, Laying, Fixing and Dismantling of Brand-New Synthetic Carpet for the stage of size 42 ft × 16 ft, proper laying and fixing/sticking of the carpet on the stage surface with suitable adhesive or fixing method, ensuring proper alignment, wrinkle-free installation and neat finishing. The item shall include transportation to and from the site, loading and unloading, labour charges, necessary tools and accessories, dismantling and removal of the carpet from the site after completion of the event, and all other incidental charges, complete in all respects as required.	1	Set	Ls
14.	Hire and Labour Charges for Providing and Fixing of Stage Front and Side Masking using good-quality black cloth with suitable supporting frame, including proper fixing, stretching and alignment of the cloth to ensure a uniform, wrinkle-free and clean appearance. The item shall include all necessary materials, frame, accessories, labour, transportation, installation, dismantling and removal after completion of the event, complete in all respects with a neat and professional finish.	1	Set	Ls

15.	Hire and Labour Charges for providing, supplying, fixing, and dismantling Wooden VVIP Chairs with protocol towels for the Main Stage, including transportation, installation, and removal after the event.	15	Nos	1day
16.	Hire and Labour Charges for providing, supplying, fixing, and dismantling Wooden Glass Teapoy for the Main Stage, including transportation, installation, and removal after the event.	4	Nos	1day
17.	Hire and Labour Charges for providing, supplying, fixing, and dismantling Wooden Podium with three-side branding, including suitable structural support, branding/printing, finishing, installation, alignment, and dismantling after the event, in accordance with the applicable Green Protocol requirements	1	Nos	L.s
18.	Hire and Labour Charges for providing, fixing, maintaining, and dismantling Flower Bed Decoration of size 5ft length for the Main Stage, using fresh natural flowers including Roses and Orchids, arranged suitably as per the design and in accordance with the applicable Green Protocol requirements. The scope includes providing and fixing the flower bed for the Inaugural Session, subsequent removal, and complete replacement with a fresh new flower bed for the Valedictory Session, including flower arrangements, required support/base, installation, maintenance, and dismantling.	6	Nos	1day
19.	Hire and Labour Charges for providing, fixing, maintaining, and dismantling Table Top Flower Bunches for the Main Stage, using fresh natural flowers including Roses and Orchids, arranged suitably as per the design and in accordance with the applicable Green Protocol requirements. The scope includes providing and fixing fresh table-top flower bunches for the Inaugural Session, removal after the session, and complete replacement with fresh new flower bunches for the Valedictory Session, including flower arrangement, required bases/supports, installation, maintenance, and dismantling.	4	Nos	1day
20.	Hire and Labour Charges for providing, fixing, and dismantling Media Platform of size 20 ft (L) × 4 ft (W) × 3ft (H), including carpet and proper Framed black cloth masking for a neat and finished appearance. The scope includes fabrication, support structure, carpet laying, black cloth masking, fixing, installation, finishing, and dismantling after the event.	1	Nos	Ls

21.	Hire and Labour Charges for providing, fixing, and dismantling Camera Platform of size 8 ft (L) × 4 ft (W) × 3ft (H), including carpet and proper Framed black cloth masking for a neat and finished appearance. The scope includes fabrication, support structure, carpet laying, black cloth masking, fixing, installation, finishing, and dismantling after the event.	2	Nos	Ls
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OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for effecting the entire infrastructure and Branding services 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 and Branding Support 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 shall submit an amount of ₹1500/- as Tender fee in the form of a Demand draft (from any Nationalized/scheduled bank) drawn in favor of The Registrar, C-DIT payable at Thiruvananthapuram.**
9. **Tender fee is compulsory. No exemption for MSME registered firms.**
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 dis-

cretion 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 quotes 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**

20. The last date for submission of tender 16.09.2026, 03.00 PM

The tender will be opened on the same date at 03.30 PM

Sd/

REGISTRAR

Dated 09.09.2026



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No. C-DIT/09/VCD/KMB_INFRA/2026-27/T866

09.09.2026

FORM - A
COMMERCIAL BID

PROVIDING INFRASTRUCTURE AND BRANDING SUPPORT SERVICES

Quote No.

Date:

SL.NO	ITEM	QTY	UNIT	DAYS	AMOUNT WITH GST
BRANDINGS					
1	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch with four-side branding and 2D projection elements , designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: Arch Leg- 14 ft (H) × 3 ft (L) × 2 ft (W) - 2 Nos Arch Top- 24 ft (L) × 3 ft (H) × 2ft (W)- 1nos	2	Set	LS	
2	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch Legs with four-side branding and 2D projection elements , designed and executed in accordance with the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: 12 ft (H) × 3 ft (L) × 2 ft (W) - 2 Nos	1	Set	LS	
3	Hire and Labour Charges for providing, fabricating, installing, and dismantling Box Arch Legs with four-side branding and 2D projection elements , designed and executed in accordance with	1	Set	Ls	

	the applicable Green Protocol requirements, including a proper and stable base/support structure. The scope shall include fabrication, branding application, projection surface preparation, structural supports, fixing, installation, alignment, finishing, and dismantling after the event. Dimensions & Quantity: 10 ft (H) × 3 ft (L) × 2 ft (W) – 2 Nos				
4	Hire and Labour Charges for providing, supplying, and fixing Event Standeers of size 6 ft (H) × 3 ft (W), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes standee fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	4	Nos	Ls	
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6	Hire and Labour Charges for providing, supplying, and fixing Registration Backdrop of size 8 ft (H) × 12 ft (L), including proper black cloth masking on the backside, in accordance with the applicable Green Protocol requirements. The scope includes fabrication, printed branding, support structure, fixing, installation, finishing, stability arrangements, and dismantling after the event.	1	Nos	Ls	
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	ance with the applicable Green Protocol requirements. The scope includes providing and fixing the flower bed for the Inaugural Session, subsequent removal, and complete replacement with a fresh new flower bed for the Valedictory Session, including flower arrangements, required support/base, installation, maintenance, and dismantling.				
19	Hire and Labour Charges for providing, fixing, maintaining, and dismantling Table Top Flower Bunches for the Main Stage, using fresh natural flowers including Roses and Orchids, arranged suitably as per the design and in accordance with the applicable Green Protocol requirements. The scope includes providing and fixing fresh table-top flower bunches for the Inaugural Session, removal after the session, and complete replacement with fresh new flower bunches for the Valedictory Session, including flower arrangement, required bases/supports, installation, maintenance, and dismantling.	4	Nos	1day	
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21	Hire and Labour Charges for providing, fixing, and dismantling Camera Platform of size 8 ft (L) × 4 ft (W) × 3ft (H), including carpet and proper Framed black cloth masking for a neat and finished appearance. The scope includes fabrication, support structure, carpet laying, black cloth masking, fixing, installation, finishing, and dismantling after the event.	2	Nos	Ls	
TOTAL (In Figures)					
TOTAL (In Words)					

Bidder Name:

Address:

Mobile No.

e-mail id:

Date

Office Seal

Signature