



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

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone : 0471-2380910, 912

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No. C-DIT/01/VCD/KSITM-BRAND/2025-26/T749

09.01.2026

**TENDER NOTICE**

**PROVIDING BRANDING SERVICES**

Sealed tenders are invited for providing **BRANDING Related Services** in connection with the conduct of **AI FUTURECON 2026 to be held at Leela Ravis, Kovalam on 23<sup>rd</sup> January 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 **16.01.2026, 12.00 PM**. Late tenders will not be accepted. The tenders will be opened at **12.10 PM on the same day (16.01.2026)** 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](http://www.cdit.org)

Thiruvananthapuram  
09.01.2026

SD/-  
REGISTRAR



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**TENDER TERMS**

**PROVIDING BRANDING SERVICES**

**GENERAL TERMS AND CONDITIONS**

- a) This tender is invited for providing **AI FUTURECON 2026 to be held at Leela Ravis, Kovalam on 23<sup>rd</sup> January 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

### BRANDING SERVICES REQUIREMENT AT KOVALAM LEELA RAVIS

Sl. No	ITEM	QTY	UNIT
1.	Hire and labour charges for providing and fixing of Branding boards (according to green protocol) at the venue of size 6X4ft	20	Nos
2.	Hire and labour charges for providing and fixing of publicity board (according to green protocol) of size 15X10ft at different locations	5	Nos
3.	Hire and labour charges for providing and fixing of publicity board (according to green protocol) of size 10X8ft at different locations	10	Nos
4.	Hire and labour charges for providing and fixing of Photo point (according to green protocol) according to program theme with installations and acrylic letters 200Sq.ft	1	Nos
5.	Hire and labour charges for providing and fixing of Standees (according to green protocol) of 6X3ft size with 2D installations using form sheet according to program, theme	6	Nos
6.	Hire and labour charges for providing and fixing of Standees with 2D installations using Form sheet (according to green protocol) of 6X3ft size	15	Nos
7.	Hire and Labour charges for providing and fixing of Registration area branding (according to green protocol)	800	Sq.ft
8.	Hire and labour charges for providing and fixing of table branding at the Registration area (according to green protocol)	4	Nos

### 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. 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
9. **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.**
10. 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.
11. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
12. The rate quoted for the materials/Services shall be firm and no enhancement will be allowed under any circumstances.
13. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.

#### **14. 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
15. **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.

16. **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.

17. **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.**

18. **The last date for submission of tender 16.01.2026, 12.00 PM**

**The tender will be opened on the same date at 12.10 PM**

**Sd/**

**REGISTRAR**

Dated 09.01.2026



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09.01.2026

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

**TENDER FOR PROVIDING BRANDING SERVICES**

**AT KOVALAM LEELA RAVIS**

Quote No.

Date:

Sl. No	ITEM	QTY	UNIT	AMOUNT
1.	Hire and labour charges for providing and fixing of Branding boards (according to green protocol) at the venue of size 6X4ft	20	Nos	
2.	Hire and labour charges for providing and fixing of publicity board (according to green protocol) of size 15X10ft at different locations	5	Nos	
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7.	Hire and Labour charges for providing and fixing of Registration area branding (according to green protocol)	800	Sq.ft	

8.	Hire and labour charges for providing and fixing of table branding at the Registration area (according to green protocol)	4	Nos	
	<b>TOTAL(In Figures)</b>			
	<b>TOTAL (In Words)</b>			

**Bidder Name:**

**Address:**

**Mobile No.**

**e-mail id:**

**Date**

**Office Seal**

**Signature**