



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/02/VCD/INFRA-HYT/2025-26/T766

02.02.2026

TENDER NOTICE

**PROVIDING INFRASTRUCTURE, LED WALL, SOUND & STAGE LIGHTS SERVICES
(HYATT REGENCY)**

Sealed tenders are invited for providing **Infrastructure, LED Wall, Sound & Stage Lights Services** in connection with the conduct of **Vision 2031-International Conference on Development & Democracy to be held at Hyatt Regency, Thiruvananthapuram, Kerala on 16th February 2026**. The envelopes containing the tender should bear the superscription "*Tender for Providing Infrastructure, LED Wall, and Sound & Stage Lights 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 **06.02.2026, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.10 PM on the same day (06.02.2026)** 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
02.02.2026

SD/-
REGISTRAR



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TENDER TERMS

PROVIDING INFRASTRUTURE,LED WALL,SOUND & STAGE LIGHTS SERVICES

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing **Infrastructure, LED Wall, Sound & Stage Lights Services** in connection with the conduct of **Vision 2031-International Conference on Development & Democracy to be held at Hyatt Regency, Thiruvananthapuram, Kerala on 16th 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 3 lakhs during last 3 years. **(Documents should be attached)**

REQUIREMENT SPECIFICATION

INFRASTRUCTURE, LED WALL, SOUND & STAGE LIGHTS SERVICES (HYATT REGENCY)

Sl. No	ITEM	SIZE	QUAN-TITY	DAYS
1.	Hire and labour charges for providing and fixing of Box arch leg with 4 side branding and 2D projection (according to green protocol) with a proper base of size 12ft (H) X 3ft (L) X 2ft (W) 2nos 10ft (H) X 3ft (L) X 2ft(W) 2nos		1	L.s
2.	Hire and labour charges for providing and fixing of Box arch leg with 4 side branding (according to green protocol) with a proper base of size 10ft (H) X 3ft (L) X 2ft (W)		2	L.s
3.	Hire and labour charges for providing and fixing of Standees of size 6X3ft and proper black cloth masking on back side (according to green protocol)		6	L.s
4.	Hire and labour charges for providing and fixing of Direction Standees of size 6X3ft and proper black cloth masking on back side (according to green protocol)		4	L.s
5.	Hire and labour charges for providing and fixing of Registration Standees of size 6X3Ft (according to green protocol)		2	L.s
6.	Hire and labour charges for providing and fixing of Stage platform with brand new carpet, Center step(4ft), side step and black cloth masking of size 24X12ft		1	L.s
7.	Hire and labour charges for providing and fixing of Stage platform with brand new carpet, Center step(4ft), side step and black cloth masking of size 32X12ft		1	L.s
8.	Hire and labour charges for providing and fixing of Ramp with hand rail of size 12X4ft for 2 venues		2	L.s
9.	Hire and labour charges for providing and fixing of Stage front side branding (according to green protocol) of size 10X2ft		2	L.s
10.	Hire and labour charges for providing and fixing of Stage front side branding (according to green protocol) of size 14X2ft		2	L.s

11.	Hire and labour charges for providing and fixing of LED Wall Raiser of 24X4ft size with carpet and proper Black cloth masking		1	L.s
12.	Hire and labour charges for providing and fixing of LED Wall Raiser of 32X4ft size with carpet and proper Black cloth masking		1	L.s
13.	<p>Hire and labour charges for providing, installing, testing, operating, and dismantling Indoor P3.9 LED Wall of size 24 ft × 10 ft, including all required accessories and manpower</p> <p>Requirements as per the following</p> <ul style="list-style-type: none"> • prime processor - 01 • i7/ i9 Laptop for the console - 02 • Laptop for Presentation with MS office -1nos • Av technician -01 • Scaler switcher - 01 • Podium Console Networking - 01 • Provide HDMI cable out to the Podium for presentation <p>Technicians for the entire period including transportation, installation, and dismantling for 2 venues</p>	24X10ft	1	1
14.	<p>Hire and labour charges for providing, installing, testing, operating, and dismantling Indoor P3.9 LED Wall of size 32 ft × 10 ft, including all required accessories and manpower</p> <p>Requirements as per the following</p> <ul style="list-style-type: none"> • prime processor - 01 • i7/ i9 Laptop for the console - 02 • Laptop for Presentation with MS office -1nos • Av technician -01 • Scaler switcher - 01 • Podium Console Networking - 01 • Provide HDMI cable out to the Podium for presentation <p>Technicians for the entire period including transportation, installation, and dismantling for 2 venues</p>	32X10ft	1	1
15.	Hire and labour charges for providing Slide changer for 2 venues		2	1
16.	Hire and labour charges for providing and fixing of LED WALL side masking using Black cloth in wooden frame or metal frame of size 10ft (H) X 4ft (L)		4	1

17.	Hire & labour charges for Providing and installing a 50-inch LED TV mounted on a flatbed stand, properly positioned on the stage with framed black masking for a neat appearance. Scope includes HDMI/video splitter, adequate power and signal cabling, complete installation, testing, on-site technical support, and dismantling for 2 venues		4	1
18.	Hire and labour charges for providing PA system for stage, including mixer console, complete sound setup, operator and technician, with installation, operation, and dismantling for the event duration. <ul style="list-style-type: none"> • Line array Top with stand- 4nos • Delay Monitor with stand - 2nos • Floor Wedge - 2nos • Cordless Mic- 4nos • Podium Mic- 2nos • Sound card-1nos <i>(The power cables must be properly masked and neat and clean cable-tray want to provide All accessories should be of good quality and visually appealing.)</i>		1	1
19.	Hire and labour charges for providing PA system for stage, including mixer console, complete sound setup, operator and technician, with installation, operation, and dismantling for the event duration. <ul style="list-style-type: none"> • Line array Top with stand- 6nos • Delay Monitor with stand - 4nos • Floor Wedge - 2nos • Cordless Mic- 4nos • Podium Mic- 2nos • Sound card-1nos <i>(The power cables must be properly masked and neat and clean cable-tray want to provide All accessories should be of good quality and visually appealing.)</i>		1	1
20.	Hire and Labour charges for providing Face Lights with 2 winch stands include console <i>(to adjust light intensity)</i> with proper cabling & cable masking, Technicians for the entire periods including transportation, Installation and dismantling <i>(Light stands and accessories should be of good quality and visually appealing.)</i>		8	1
21.	Hire and Labour charges for providing Face Lights with 2 winch stands include console <i>(to adjust light intensity)</i> with proper cabling & cable masking, Technicians for the entire periods including transportation, Installation and dismantling <i>(Light stands</i>		12	1

	<i>and accessories should be of good quality and visually appealing.)</i>			
22.	Hire and labour charges for providing neat and clean Single seater sofa for the dias of 2 venues <i>(Must be free of stains, marks, or scratches.)</i>		20	1
23.	Hire and labour charges for providing neat and clean Glass Teapoy for the stage area		4	1
24.	Hire and labour charges for providing and fixing of Stage flower bed (according to green protocol)	10R.ft	2	1
25.	Hire and labour charges for providing and fixing of Stage flower bed (according to green protocol)	14R.ft	2	1
26.	Hire and labour charges for providing Teapoy flower for 2 venues (according to green protocol)		4	1
27.	Hire and labour charges for providing podium with three side branding for 2 venues (according to green protocol)		2	1
28.	Hire and labour charges for providing Console masking of size <ul style="list-style-type: none"> • Front area-14X4ft • Side- 2X4ft (according to Green Protocol)		2	1
29.	Hire and labour charges for supply, installation, operation, and dismantling of 62KVA Genset with fuel for 12hrs(including previous day checking hours) for LED Wall, PA System and lights inclusive of proper Adequate electrical cabling up to the required points, power distribution, and safe electrical connections. The scope includes supply and installation of panel boards, fixing of cabling, DB settings for 2 Venues		2	2
30.	Hire and labour charges for supply, installation, operation, and dismantling of 62KVA Stand by Genset with fuel for 3hrs (including previous day checking) for LED Wall, PA System and lights inclusive of proper Adequate electrical cabling up to the required points, power distribution, and safe electrical connections. The scope includes supply and installation of panel boards, fixing of cabling, DB settings for 2 venues		2	1
31.	Hire and labour charges for providing Electrical Inspectorate license		1	L.s
32.	Hire and labour charges for providing neat and clean Cable tray		6	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 infrastructure 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.1,500/- (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.**
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 06.02.2026, 03.00 PM

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

Sd/

REGISTRAR

Dated 02.02.2026



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FORM - A

COMMERCIAL BID

**TENDER FOR PROVIDING
INFRASTRUCTURE, LED WALL, SOUND & STAGE LIGHTS SERVICES
AT HYATT REGENCY**

Quote No.

Date:

Sl. No	ITEM	SIZE	QTY	DAYS	AMOUNT WITH GST (In Rs)
1	Hire and labour charges for providing and fixing of Box arch leg with 4 side branding and 2D projection (according to green protocol) with a proper base of size 12ft (H) X 3ft (L) X 2ft (W) 2nos 10ft (H) X 3ft (L) X 2ft(W) 2nos		1	L.s	
2	Hire and labour charges for providing and fixing of Box arch leg with 4 side branding (according to green protocol) with a proper base of size 10ft (H) X 3ft (L) X 2ft (W)		2	L.s	
3	Hire and labour charges for providing and fixing of Standees of size 6X3ft and proper black cloth masking on back side (according to green protocol)		6	L.s	
4	Hire and labour charges for providing and fixing of Direction Standees of size 6X3ft and proper black cloth masking on back side (according to green protocol)		4	L.s	
5	Hire and labour charges for providing and fixing of Registration Standees of size 6X3Ft (according to green protocol)		2	L.s	

6	Hire and labour charges for providing and fixing of Stage platform with brand new carpet, Center step(4ft), side step and black cloth masking of size 24X12ft		1	L.s	
7	Hire and labour charges for providing and fixing of Stage platform with brand new carpet, Center step(4ft), side step and black cloth masking of size 32X12ft		1	L.s	
8	Hire and labour charges for providing and fixing of Ramp with hand rail of size 12X4ft for 2 venues		2	L.s	
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14	<p>Hire and labour charges for providing, installing, testing, operating, and dismantling Indoor P3.9 LED Wall of size 32 ft × 10 ft, including all required accessories and manpower</p> <p>Requirements as per the following</p> <ul style="list-style-type: none"> • prime processor - 01 • i7/ i9 Laptop for the console - 02 • Laptop for Presentation with MS office - 1nos • Av technician -01 • Scaler switcher - 01 • Podium Console Networking - 01 • Provide HDMI cable out to the Podium for presentation <p>Technicians for the entire period including transportation, installation, and dismantling for 2 venues</p>	32X10ft	1	1	
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16	Hire and labour charges for providing and fixing of LED WALL side masking using Black cloth in wooden frame or metal frame of size 10ft (H) X 4ft (L)		4	1	
17	Hire & labour charges for Providing and installing a 50-inch LED TV mounted on a flatbed stand, properly positioned on the stage with framed black masking for a neat appearance. Scope includes HDMI/video splitter, adequate power and signal cabling, complete installation, testing, on-site technical support, and dismantling for 2 venues		4	1	
18	<p>Hire and labour charges for providing PA system for stage, including mixer console, complete sound setup, operator and technician, with installation, operation, and dismantling for the event duration.</p> <ul style="list-style-type: none"> • Line array Top with stand- 4nos • Delay Monitor with stand - 2nos • Floor Wedge - 2nos • Cordless Mic- 4nos • Podium Mic- 2nos 		1	1	

	<ul style="list-style-type: none"> • Sound card-1nos <p><i>(The power cables must be properly masked and neat and clean cable-tray want to provide All accessories should be of good quality and visually appealing.)</i></p>				
19	<p>Hire and labour charges for providing PA system for stage, including mixer console, complete sound setup, operator and technician, with installation, operation, and dismantling for the event duration.</p> <ul style="list-style-type: none"> • Line array Top with stand- 6nos • Delay Monitor with stand - 4nos • Floor Wedge - 2nos • Cordless Mic- 4nos • Podium Mic- 2nos • Sound card-1nos <p><i>(The power cables must be properly masked and neat and clean cable-tray want to provide All accessories should be of good quality and visually appealing.)</i></p>		1	1	
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23	Hire and labour charges for providing neat and clean Glass Teapoy for the stage area		4	1	
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26	Hire and labour charges for providing Tea-poy flower for 2 venues (according to green protocol)		4	1	
27	Hire and labour charges for providing podium with three side branding for 2 venues (according to green protocol)		2	1	
28	Hire and labour charges for providing Console masking of size <ul style="list-style-type: none"> • Front area-14X4ft • Side- 2X4ft (according to Green Protocol)		2	1	
29	Hire and labour charges for supply, installation, operation, and dismantling of 62KVA Genset with fuel for 12hrs(including previous day checking hours) for LED Wall, PA System and lights inclusive of proper Adequate electrical cabling up to the required points, power distribution, and safe electrical connections. The scope includes supply and installation of panel boards, fixing of cabling, DB settings for 2 Venues		2	2	
30	Hire and labour charges for supply, installation, operation, and dismantling of 62KVA Stand by Genset with fuel for 3hrs (including previous day checking) for LED Wall, PA System and lights inclusive of proper Adequate electrical cabling up to the required points, power distribution, and safe electrical connections. The scope includes supply and installation of panel boards, fixing of cabling, DB settings for 2 venues		2	1	
31	Hire and labour charges for providing Electrical Inspectorate license		1	L.s	

32	Hire and labour charges for providing neat and clean Cable tray		6	L.s	
	TOTAL (In Figures)				
	TOTA (In Words)				

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal