



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-

27 Phone: 0471-2380910, 912

No. C-DIT/09/VCD/ KSIDC-RTC_HILT/2026-27/T864

Date: 08.09.2026

**TENDER NOTICE FOR PROVIDING VIDEO
DOCUMENTATION AND VIDEO
CONFERENCING SOLUTIONS**

Sealed tenders are invited for **Providing video documentation and video conferencing solutions** for the conduct of three day programme to be held at Hotel Hilton in Thiruvananthapuram city from 16th to 18th September 2026. The envelopes containing the tender should bear the superscription *“Tender for Providing Video documentation and Conferencing Solutions”* 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 **11.00 AM, 14.09.2026**. Late tenders will not be accepted. The tenders will be opened at **11.10 AM on 11.09.2026** 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

08.09.2026

SD/-

REGISTRAR



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“Tender for Providing Video documentation and Video Conferencing Solutions ”

GENERAL TERMS AND CONDITIONS

This Tender is invited ***“Tender for Providing Video documentation and Video Conferencing Solutions”*** in connection with the conduct of a programme to be held from **16th to 18th September 2026** in Hotel Hilton, one of the projects undertaken by C-DIT

- a) Three no's of two camera units with live editing and video conferencing facility to be provided from **16th to 18th September 2026** at Hotel Hilton.
- b) Still photography to be provided from **16th to 18th September 2026** at Hotel Hilton.
- c) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

ELIGIBILITY CRITERIA OF BIDDER

- a) The bidder shall be an **Indian company/firm** engaged in providing similar services related to **video documentation and Conferencing** with adequate in-house capability to cater to the requirements at Thiruvananthapuram, Kerala.
- b) The bidder shall be a company/firm **established and operating in India**.
- c) The bidder shall possess a **valid GST registration**.
- d) The bidder shall have a **valid PAN** issued by the Income Tax Department.
- e) The bidder shall **not have been blacklisted** by any Department/Organisation of the Government of India, State Governments, or PSUs.
- f) To qualify for award of the work, the bidder must have **successfully completed at least two multi camera video documentation** each having a **contract value of not less than 1.0 lakhs**, during the **last three years**. (Supporting documents shall be enclosed.)
- G) Photo and video documents of 2 Events in which VVIPs and VIPs participated in the live streaming sector must be attached.

REQUIREMENT SPECIFICATIONS

a) 2 camera video documentation with live editing and video conferencing from 16th to 18th September 2026 at Hotel Hilton.

b) Photo documentation from 16th to 18th September 2026 at Hotel Hilton.

Sl No	ITEM	Qty	Unit	Days
MEDIA				
1.	Hire and Labour Charges for Providing and Setting Up Two-Full HD Camera Video Documentation with live editing of the three-day event, including 2 professional video cameras, 2 cameramen, camera assistant(s), complete programme video recording. This project must include the provision of video switcher, capture devices, monitors, audio integration, cables, connectors, tripods and other required accessories, along with proper camera positioning, installation, configuration, testing and operation throughout the programme. The scope shall also include transportation, loading and unloading, installation, fixing, dismantling and removal of equipment, cameraman/camera assistant, batta, technical support and all other incidental expenses, complete in all respects with uninterrupted and professional two-camera video documentation.	3	Set	3 days
2.	Hire and Labour Charges for Providing and Setting Up Video Conference Arrangements with the necessary Video Conference console, equipment, cables, connectors and accessories, including deployment of a qualified Video Conference Technician for installation, configuration, testing and operation during the event. The Video Conference platform shall be selected and approved by the client. The scope shall also include obtaining and providing the required license or subscription for the selected Video Conference platform for the duration of the event or as specified. The Video Conference system shall be integrated with the two-camera setup used for live streaming, enabling the live video feed from both cameras to be transmitted through the selected Video Conference platform. The scope shall include all necessary Technical & human resources required for the programme.	3	Set	3days
3	Hire and Labour Charges for Providing Still Photography Services for capturing high-quality photographs of the seminars and entire event, using a professional digital camera with suitable lenses and necessary accessories, operated by an experienced professional still photographer.	1	Nos	3days

OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives.
2. C-DIT reserves the right to split the items/services among one or more bidders, at the sole discretion.
3. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted item as per the rates quoted.
4. **The rate quoted by the bidder shall be inclusive of all charges.** Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
5. **The bidder shall submit an amount of ₹1000/-** 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 . Intending bidders can also remit the payment in CDIT accounts. Tender fee is compulsory. No exemption for MSME registered firms.
6. The following terms of payment shall be applicable for the contract.
 - ☐ 40% up on completion of the Project.
 - ☐ 60% up on submission of bills with supporting documents
7. **The rate should be quoted for the unit 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 video documentation and Video conferencing and Still photography in FORM A. The tenders which do not indicate price information for the listed items in the tender will not be considered.
9. **The bidders shall submit the rate in “FORM A “in sealed envelope.**
10. C-DIT reserves the right to cancel any or all tenders without assigning any reasons whatsoever.

- 11. Authority:** The authority for the acceptance of the tender's rests exclusively with the C-DIT. C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
- 12.** At any time prior to the deadline for submission of tenders, the C-DIT may for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.
- 13. In case of doubt:**
If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact **Sri Manoj Krishnan DD(VC), in Mobile No: 9447886486 or Abhinav Suresh in Mobile No: 8848237175**
- 14. The last date for submission of tender is 11.00 AM. 14.09.2026,
The tender will be opened on the same day at 11.10 AM**

Sd/
REGISTRAR, C-DIT
Dated **08.09.2026**



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Phone: 0471-2380910, 912

No. C-DIT/09/VCD/ KSIDC-RTC_HILT/2026-27/T864

Date: 08.09.2026

FORM A : Commercial Bid

Tender for providing video documentation and Video Conferencing Solutions

Quote No.

Date:

Commercial Bid

- 2 camera video documentation with live editing and video conferencing solutions at **Hotel Hilton from 16th to 18th September 2026** (for details on technical specifications refer Requirement specifications)
- Still Photography at Hotel Hilton from 16th to 18th September 2026

SL.N O	ITEM	Qty	Unit	Days	Amount including GST
MEDIA					
1.	Hire and Labour Charges for Providing and Setting Up Two-Full HD Camera Video Documentation with live editing of the three-day event, including 2 professional video cameras, 2 cameramen, camera assistant(s), complete programme video recording. This project must include the provision of video switcher, capture devices, monitors, audio integration, cables, connectors, tripods and other required accessories, along with proper camera positioning, installation, configuration, testing and operation throughout the programme. The scope shall also include transportation, loading and unloading, installation, fixing, dismantling and removal of equipment, cameraman/camera assistant, batta, technical support and all other incidental expenses, complete in all respects with uninterrupted and professional two-camera video documentation.	3	Set	3 days	
2.	Hire and Labour Charges for Providing and Setting Up Video Conference Arrangements with the necessary Video Conference console, equipment, cables, connectors and accessories, including deployment of a qualified Video	3	Set	3 days	

	Conference Technician for installation, configuration, testing and operation during the event. The Video Conference platform shall be selected and approved by the client. The scope shall also include obtaining and providing the required license or subscription for the selected Video Conference platform for the duration of the event or as specified. The Video Conference system shall be integrated with the two-camera setup used for live streaming, enabling the live video feed from both cameras to be transmitted through the selected Video Conference platform. The scope shall include all necessary Technical & human resources required for the programme.				
3	Hire and Labour Charges for Providing Still Photography Services for capturing high-quality photographs of the seminars and entire event, using a professional digital camera with suitable lenses and necessary accessories, operated by an experienced professional still photographer.	1	Nos	3days	
	Total in Figures				
Total in Words:					

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal