



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/07/SLIC-VCD/2024-25/T523

Date: 23.07.2024

TENDER NOTICE

PROVIDING INFRASTRUCTURE AND LOGISTIC RELATED SERVICES

Sealed tenders are invited for Providing creative, technical and logistic support for the conduct of a Conclave to be held at Kochi. The envelopes containing the tender should bear the superscription "*Tender for the providing infrastructure and logistic service* "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 **26.07.2024, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 26.07.2024** 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
23.07.2024

Sd/-
REGISTRAR



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PROVIDING INFRASTRUCTURE AND LOGISTIC RELATED SERVICES

TENDER TERMS

GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for providing creative, technical and logistic support for the conduct of a Conclave to be held at Kochi on 29.07.2024, 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 Kochi, Kerala on 29th July 2024.
- 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 successfully completed at least three orders of similar nature having contract value not less than 5 lakh each during last 3 years.

REQUIREMENT SPECIFICATIONS

Sl.No	ITEM	SIZE	QUANTITY
1.	Standee	4X8ft	12
2.	Convention center entrance arch		1
3.	Main Arch after security gate		1
4.	Flag post with flag branding		10
5.	LED Wall side branding <ul style="list-style-type: none">• Bottom side 30X3ft• Right and left side 6X12.5ft	240sq.ft	1
6.	Signage Board with stand for Media		1
7.	Registration Backdrop	16X8ft	1
8.	Signage Board with stand <ul style="list-style-type: none">• Lunch area-2nos• Main Hall-2nos• VIP area-1nos		5
9.	Registration Desk Tent cards		4
10.	Tent Cards for dias and other		13
11.	Face light with mixer and stand		20
12.	Sound system 4 speakers with 6 cordless Mic, 1 podium Mic and stage monitor speaker and delay speaker		10000W
13.	82 KVA Genset for 2 days		1
14.	Fuel for 12hrs including inspection hours		12hrs
15.	Electrical inspectorate license		1
16.	LED Wall with processor	300sq.ft	1
17.	Laptop-3 nos with digital switcher and splitter		1 unit
18.	50" LED TV with flatbed stand		2
19.	55" LED TV with stand and cabling		10
20.	All in one printer		1
21.	Slide changer		1
22.	Platform for LED wall	30X4X3ft	1
23.	Stage front step	6ft	1
24.	Stage Side step	4ft	2
25.	Main stage Skirting	43X3.5ft	1
26.	Podium With Branding		1

27.	Console Masking		1
28.	Teapoy		5
29.	Wooden VIP Chair		10
30.	White Sofa <ul style="list-style-type: none"> • 3 Single Seat • 6 Double seat 		15 seats
31.	Lamp Lighting with accessories		1
32.	Camera platform with proper skirting		2
33.	Media Platform with skirting and Step	20X4X3ft	1
34.	Flower bed	5ft	6
35.	Flower for teapoy		5
36.	Auditorium area Back side masking with Black curtain 88ft long and 12ft height	88X12ft	1

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 reserve the right to split the quantity of items to be supplied 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 at the rates quoted.
4. No advance payment will be made against supplies.
5. **The rate quoted by the bidder shall be inclusive of the transportation charges and installation charges at site.** Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
6. **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.**
7. The rate should be quoted for all items listed in "FORM A" of the tender and tenders which do not indicate price information for all the listed items in the tender will not be considered.
8. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
9. The rate quoted for the materials shall be firm and no enhancement will be allowed under any circumstances.

10. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
11. Agreement: The Successful bidder within 2 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper.
12. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. The 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.
13. 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.
14. **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**
15. **The last date for submission of tender 26.07.2024, 3.00 PM.**
The tender will be opened on the same day at 3.30 PM

Sd/
REGISTRAR, C-DIT
Dated **23.06.2024**



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Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/07/SLIC-VCD/2024-25/T523

Date: 23.07.2024

FORM - A

TENDER FOR PROVIDING INFRASTRUCTURE AND LOGISTIC RELATED SERVICES

Commercial Bid

Quote No.

Date:

Sl.No	ITEM	SIZE	Qty	Rate
1	Standee	4X8ft	12 nos	
2	Convention center entrance arch		1 nos	
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6	Signage Board with stand for Media		1 nos	
7	Registration Backdrop	16X8ft	1 nos	
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9	Registration Desk Tent cards		4 nos	
10	Tent Cards for dias and other		13 nos	
11	Face light with mixer and stand		20 nos	

12	Sound system 4 speakers with 6 cordless Mic, 1 podium Mic and stage monitor speaker and delay speaker		10000W	
13	82 VA Genset for 2 days		1 nos	
14	Fuel for 12hrs including inspection hours		12hrs	
15	Electrical inspectorate license		1	
16	LED Wall with processor	300sq.ft	1 nos	
17	Laptop-3 nos with digital switcher and splitter		1	
18	50" LED TV with flatbed stand		2 nos	
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35	Flower for teapoy		5 nos	

36	Auditorium area Back side masking with Black curtain 88ft long and 12ft height	88X12ft	1 nos	
	Sub Total			
	GST/Other charges if any			
	Total			

Bidder Name:

Address:

e-mail id:

Signature

Date

Office Seal