



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/08/BRAND-VCD/2024-25/T533

Date: 16.08.2024

TENDER NOTICE

PROVIDING BRANDING SERVICES

Sealed tenders are invited for **Providing BRANDING SERVICES** for the conduct of an International Robotic Round Table Conclave at Kochi. The envelopes containing the tender should bear the superscription "*Tender for the Branding Service*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **21.08.2024, 12.00 Noon**. Late tenders will not be accepted. The tenders will be opened at **12.30 PM on 21.08.2024** 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

16.08.2024

SD/-

REGISTRAR



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TENDER TERMS

TENDER FOR PROVIDING BRANDING SERVICES

GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for providing Branding Services (Brandings with green protocol material (cloth print) and metal frame) for the conduct of an International Robotic Round Table Conclave be held at Kochi on 23.08.2024, 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 23th August 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 **2.5 lakh** each during last 2 years. **(Documents should be attached).**

REQUIREMENT SPECIFICATIONS

Sl.No	ITEM	SIZE	QUANTITY
Brandings with green protocol material (cloth print) and metal frame			
1.	Pillar with side branding at the front entrance	3X3X15ft	3 Nos
2.	Flag post with branding <ul style="list-style-type: none">• Flag-4X2ft• Pole height-8ft		24 Nos
3.	Brandings between the pillars at the front side of the convention center	10X8ft	5 Nos
4.	Standee at the passage	8X4ft	12 Nos
5.	Box arch at the entrance pathway and exit pathway <ul style="list-style-type: none">• Box Arch Top-16X3ft• Arch leg-3X12ft		2 Nos
6.	Branding at the entrance passage after the arch	15X10ft	1 Nos
7.	Photo point <ul style="list-style-type: none">• Backdrop 16X10ft• Platform and carpet 16X10ft		1 Nos
8.	Standee	8X4ft	10 Nos
9.	Backdrop for Registration area 22X8ft	176sq.ft	1 Nos
10.	Backdrop for Registration area 15X8ft	120sq.ft	1 Nos
11.	Signage standee for Exhibition area 2nos, Conference hall 1nos	6X3ft	3 Nos
12.	Tent cards		40 Nos
13.	Main stage front side branding	80X5ft	1 Nos
14.	Media platform branding <ul style="list-style-type: none">• Front side 40X3ft -2nos• Side branding-8X3ft -2nos	288sq.ft	1 Nos
15.	Signage standee for Media	6X3ft	1 Nos
16.	4 side branding for the Robot platform	8X6ft	4 Nos

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 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 all charges.** 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 bidder shall quote the rates for providing the Branding service in "FORM A". The 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/services 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 has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper immediately after getting the confirmed work order.
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 21.08.2024, 12.00 Noon.

The tender will be opened on the same day at 12.30 PM

Sd/
REGISTRAR, C-DIT
Dated **16.08.2024**



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No. C-DIT/08/BRAND-VCD/2024-25/T533

Date: 16.08.2024

FORM - A

COMMERCIAL BID

TENDER FOR PROVIDING BRANDING SERVICES

Quote No.

Date:

Sl.No	ITEM	SIZE	QUANTITY	UNIT RATE (Incl. GST)	AMOUNT (Incl. GST)
1	Pillar with side branding at the front entrance	3X3X15ft	3 Nos		
2	Flag post with branding <ul style="list-style-type: none">Flag-4X2ftPole height-8ft		24 Nos		
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14	Media platform branding <ul style="list-style-type: none"> • Front side 40X3ft-2nos • Side branding-8X3ft-2nos 	288sq.ft	1 Nos		
15	Signage standee for Media	6X3ft	1 Nos		
16	4 side branding for the Robot platform	8X6ft	4 Nos		
	TOTAL				

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal