



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/08/BAGLYN-VCD/2024-25/T534

Date: 16.08.2024

TENDER NOTICE

SUPPLY OF BAGS, LANYARDS AND BADGES

Sealed tenders are invited for the **Supply of Bags, Badge & Lanyards** for the conduct of an International Robotic Round Table Conclave at Kochi. The envelopes containing the tender should bear the superscription "*Tender for the Supply of Bags, Badge & Lanyards*" 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

SUPPLY OF BAGS, LANYARDS AND BADGES

GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for **Supply of Bags, Badge & Lanyards** 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 requirement 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.

REQUIREMENT SPECIFICATIONS

Sl.No	ITEM	SIZE	QUANTITY
	Branding and Printing		
1.	<p><u>Branded bag</u> Laptop sleeve cum cover for laptops upto 16 inch</p> <p>Material- water and dust repellent polyester fabric which protects device from water and dust.</p> <p>High-grade polyester fabric on the outside hides a shockproof material that protects against shocks and bumps and the inner soft lining layer protects device from scratches.</p> <p>Laptop bag needs 2 compartments, the main compartment for the device and additional front pocket to carry accessories like charges, pen drive, hard disk, mouse.</p> <p>The laptop sleeve must have a handle to carry like a briefcase</p> <p>Design needs to allows to carry the bag with comfort</p>	27.94 x 3.05 x 40.64 cm	450 Nos
2.	<p><u>Lanyard (Multi Colour)</u> 500 GSM thickness Tag Material: Polyester Saturn</p> <ul style="list-style-type: none">• DIC-100nos• Exhibitors-60nos• Delegate-100nos• Participators-300nos		560 Nos
3.	Magnetic type button badge for Officials		30 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. **Design related to Sl. 1, 2 & 3 shall be provided by CDIT and should be finalized in consultation with Deputy Director (VCD).**

4. 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.
5. No advance payment will be made against supplies.
6. **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.
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 the supply of Bags and Lanyards 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. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
12. Authority: The authority for the acceptance of the tender's 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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FORM - A

COMMERCIAL BID

TENDER FOR THE SUPPLY OF BAGS, BADGES & LANYARDS

Quote No.

Date:

Sl.No	ITEM	SIZE	QUANTITY	UNIT RATE (Incl. GST)	AMOUNT (Incl. GST)
1	Branded bag (As per the tender specification)	27.94 x 3.05 x 40.64 cm	560 Nos		
2	Lanyard (Multi Colour) (As per the tender specification)		420 Nos		
3	Magnetic type button badge for Officials		30 Nos		
	TOTAL				

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal