



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone : 0471-2380910, 912

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No. C-DIT/03/VCD/WCDD-PUBL/2024-25/T599

01.03.2025

**TENDER NOTICE**

**PROVIDING BRANDING SERVICES**

Sealed tenders are invited for providing **BRANDING Related Services** in connection with the conduct of State level Vanitha Dinam 2025 to be held at **Kanakakkunnu, Nishagandhi Auditorium, Thiruvananthapuram, Kerala on 08<sup>th</sup> March 2025**. The envelopes containing the tender should bear the superscription "*Tender for Providing branding 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 05.03.2025, 12.00 Noon. Late tenders will not be accepted. The tenders will be opened at 12.30 PM on the same day (05.03.2025) 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.cditi.org](http://www.cditi.org)

Thiruvananthapuram  
01.03.2025

SD/-  
REGISTRAR



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**TENDER TERMS**

**PROVIDING BRANDING SERVICES**

**GENERAL TERMS AND CONDITIONS**

- a) This tender is invited for providing **Branding Services** at Thiruvananthapuram for the conduct of **Vanitha Dinam** held at **Kanakakkunnu, Nishagandhi Auditorium**, 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 on 8<sup>th</sup> of March 2025.
- 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 1.00 lakh each during last 3 years. **(Documents should be attached)**

## REQUIREMENT SPECIFICATION

### BRANDING SERVICES

Sl.No	ITEM	SIZE	QTY	DAYS
1.	Thematic Box arch with wings for the Entrance	1	1	L.s
2.	Branding Boards	8X4ft	10	L.s
3.	Direction Standees	6x3ft	4	L.s
4.	Box Arch Leg at the VVIP Entrance	120sqft	2	L.s
5.	Console Masking	24x4	1	L.s
6.	Podium Branding 4x2 vinyl stickering with foam sheet	4x2	1	L.s

### OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for effecting 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 branding service by 08.00 am on 08/03/25 and shall execute the work as per the directions of C-DIT from 10.00 am of 8<sup>th</sup> March 2025 to 09.00 PM of 8<sup>th</sup> March 2025.**
4. **The programme will be completed by 9.00 pm on 8<sup>th</sup> March 2025 and the successful bidder who has executed work shall dismantle the entire Structure by 12.00 am and shall vacate the entire equipment by 2.00 am on 09.03.2025.**
5. The undersigned does not bind him/herself to accept the lowest tender and reserve himself the rights of accepting the whole or an part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
6. No advance payment will be made against supplies.
7. **The rate quoted by the Tenderer 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**
8. 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.

9. 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
10. **The Bidder with GST registration should quote rate for the unit shown in the list including GST and tenders which do not indicate this essential information will not be considered.**
11. The bidder shall quotes the rates for providing the Branding support in "FORM A". The tenders which do not indicate price information for all the listed items in the tender will not be considered.
12. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
13. The rate quoted for the materials/Services shall be firm and no enhancement will be allowed under any circumstances.
14. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.

**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 tenders 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 in Mobile No: 9447886486 or Shri AR Thampi in Mobile No. 9895006798.**
19. **The last date for submission of tender 05.03.2025, 12.00 Noon**  
**The tender will be opened on the same date at 12.30 p.m**

Sd/  
REGISTRAR  
Dated 01.03.2025



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01.03.2025

**FORM - A**  
**COMMERCIAL BID**

**TENDER FOR PROVIDING BRANDING SERVICES**

Quote No.

Date:

Sl.No	ITEM	SIZE	QTY	DAYS	Amount Inclu- sive GST
1.	Thematic Box arch with wings for the Entrance	1	1	L.s	
2.	Branding Boards	8X4ft	10	L.s	
3.	Direction Standees	6x3ft	4	L.s	
4.	Box Arch Leg at the VVIP En- trance	120sqft	2	L.s	
5.	Console Masking	24x4	1	L.s	
6.	Podium Branding 4x2 vinyl stickering with foam sheet	4x2	1	L.s	
<b>TOTAL (In Figures)</b>					
<b>TOTAL (In Words)</b>					

**Bidder Name:**

**Address:**

**Mobile No.**

**e-mail id:**

**Date**

**Signature**

**Office Seal**