



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
Chithranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone : 0471-2380910, 912

No. C-DIT/01/VCD/KBS-PUBL/2024-25/T575

06.01.2025

TENDER NOTICE
PROVIDING PUBLICITY SUPPORT SERVICES

Sealed tenders are invited for providing **Publicity Support Services** for the conduct of International Children's Sanitation Summit at Nishagandhi Auditorium, Thiruvananthapuram. The envelopes containing the tender should bear the superscription "Tender for the Publicity services" 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 **14.01.2025, 12.00 Noon**. Late tenders will not be accepted. The tenders will be opened at **12.30 PM on 14.01.2025** 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.cdit.org

Thiruvananthapuram

06.01.2025

SD/-

REGISTRAR



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TENDER TERMS
PROVIDING PUBLICITY SUPPORT

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for providing Publicity support service for the conduct of an International Children's Sanitation Summit to be held at Nishagandhi Auditorium, Thiruvananthapuram on 18th& 19th January 2025, 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 BIDDERS

- 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 18th and 19th of January 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 three orders of similar nature having contract value not less than 1.0 lakh each during last 3 years. (Documents should be attached)

REQUIREMENT SPECIFICATION

PUBLICITY SUPPORT SERVICE

Sl.No	ITEM	SIZE	QUANTITY	DAYS
1.	Metal frame with Black cotton cloth printing including fixing charges (Green Protocol)	8X4 ft	10 Nos	2
2.	Publicity board with black Cotton cloth printing for fixing at the various locations in the city including fixing and transportation charges (Green protocol)	10X8 ft	15 Nos	2
3.	Metal frame with black cotton cloth for the masking of console including fixing (Green Protocol)	22X4 ft	1 Nos	2
4.	Podium Branding – Vinyl Sticker with foam Sheet	4x2 ft	1 Nos	L.s

OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for Providing Publicity Support service 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 Publicity Services by 6.00 pm on 17/01/2025 and shall execute the work as per the directions of C-DIT from 8.00 am of 18th January 2025 to 9.00 PM of 19th January 2025.**
4. **The programme will be completed by 9.00 pm on 19th January 2025 and the successful bidder who has executed work shall dismantle the entire Boards by 11.00 pm and shall vacate the entire equipment by 12.00 am on 20.01.2025.**
5. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or 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 bidder shall be inclusive of all charges including Transportation charges.** Rates quoted by the bidder shall be valid for a period of one month from the date of opening of the tender.

8. **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.**
9. The bidder shall quote the rates for providing the Publicity support service in "FORM A". The tenders which do not indicate price information for all the listed items in the tender will not be considered.
10. **The bidders shall submit the rates in "FORM A" in a sealed envelope.**
11. The rate quoted for the Materials/Services shall be firm and no enhancement will be allowed under any circumstances.
12. **The bidder has to submit Rs.1,000/- (Rupees One Thousand only) as Tender fee along with the bid as Demand draft (from any Nationalised/scheduled bank) drawn in favour of "The Registrar, C-DIT" payable at Thiruvananthapuram.**
13. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
14. 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.
15. Authority: The authority for the acceptance of the tenders rests exclusively with the 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.
16. **In Case of doubt:**
If the bidder has a doubt on technical specifications or on terms & conditions stipulated above, please contact **Smt Parvathy Thampi HoD (MCSD), in Mobile No: 9400463941 or Shri AR Thampi in Mobile No. 9895006798.**
17. **The last date for submission of tender 14.01.2025, 12.00 Noon**
The tender will be opened on the same date at 12.30 pm

Sd/

REGISTRAR

06.01.2025



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FORM - A
COMMERCIAL BID
TENDER FOR PROVIDIG PUBLICITY SUPPORT SERVICES

Quote No.

Date:

Sl.No	ITEM	Size	Days	Quantity	Unit Rate Incl GST	Amount Incl GST
1	Metal frame with Black cotton cloth printing including fixing charges (Green Protocol)	8X4ft	2	10 Nos		
2	Publicity board with black Cotton cloth printing for fixing at the various locations in the city including fixing and transportation charges (Green protocol)	10X8ft	2	15 Nos		
3	Metal frame with black cotton cloth for the masking of console including fixing (Green Protocol)	22X4ft	2	1 Nos		
4	Podium Branding - Vinyl Sticker with foam Sheet	4X2ft	2	1 Nos		
	TOTAL					

Bidder Name:

Address:

e-mail id:

Mobile No.

Signature

Date

Office Seal