

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY*(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)*

Technopark Phase IV Campus, Kuracode Mangalapuram, Thonnakkal P O

Thiruvananthapuram – 695 317, Kerala

Ph: 0471-2788000; E-mail: purchaseoffice@duk.ac.in; Website: <https://duk.ac.in>**TENDER NOTIFICATION****Notification No. KUDSIT/548/48/Techfest/2026**

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), the Registrar invites sealed tenders under two bid system from eligible and experienced event management agencies for **“Main Stage arrangement with Proshow and Artist management in connection with the Techfest & Management fest (VYUHAM 2026) of Digital University Kerala, Technopark Phase IV campus, Thiruvananthapuram, Kerala.”**

Tender Due Dates		
1	Date for Availability of Tender Document on the website	16.10.2026
2	Last Date for Bid Submission	24.10.2026, 03:00 P.M
3	The date and time for opening of Bid	24.10.2026, 03:30 P.M
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. 1110/-
5	EMD	Rs. 4700/-

General Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- Cost of tender document, Rs. 1110/- (Inclusive of GST) and EMD, Rs. 4700/- as applicable to be submitted along with the tender as demand draft favoring **“The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram”** failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of security and agreement in prescribed format.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- The bidder should deploy sufficient number of technically and professionally qualified licensed personnel for the event. The name, designation and contact number of the coordinator should also be provided in the tender.
- The bidder has to ensure that the premises are kept clean before and after the event. The collection and disposal of garbage from the venue generated during the function has to be carried out by the firm at their risk. Disposal of garbage at the venue itself will be treated as violation of tender conditions and suitable penalty will be imposed accordingly.

- The selected agency shall be solely responsible for any damage, loss, injury/accident caused to the venue property, personnel, artists, or members of the public arising from improper installation, negligence, or equipment failure during the setup, rehearsal and event execution.
- 100% payment shall be released within 30 days from the date of submission of the bill, upon satisfactory completion of the assigned services and certification by the concerned authority or subject to the approval of the Competent Authority.
- The University will reserve the right to impose penalty and make deductions in case of the following;-
 - Non completion of work in time
 - Deviation from quality and quantity of service / items as promised
 - Non disposal of garbage and other related accessories from the venue
 - Other things which are not specified and may be deemed fit.
- The quoted rates shall be inclusive of all duties / taxes and service charges. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the General Conditions, Eligibility criteria and Format/Requirements.
- Price quoted should be valid for 120 days from the due date of the tender.
- DUK 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 thereby incurring any liability to the affected Bidder or Bidders.
- DUK reserves the right to get service from another source without any prejudice to bidders.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders shall submit their duly signed and sealed quotation, along with **all requisite documents as per prequalification and finance bid, in separate sealed envelope** super scribing "Tender reference No. and due date "on or before due date 24.10.2026, 03:00 PM.
- Late bids will not be considered.

Bid should be addressed to

The Purchase section

Digital University Kerala, Technopark Phase IV, Thonnakkal P O, Thiruvananthapuram – 695317

Place: Technopark Phase IV

Date: 16.10.2026

Registrar

Programme Details

Name of event	:	Techfest & Management fest (VYUHAM 2026)
Venue	:	Digital University Kerala, Technopark Phase IV campus
Date of event	:	30th October to 1st November 2026 (3 days)

Pre-Qualification Requirements

1. Self-attested copies of valid License/registration certificate, GST registration certificate, PAN Card & Aadhaar card etc. must be submitted along with bid.
2. The bidder must be a reputed firm having experience in the field having more than 03 years of relevant experience in providing stage arrangements and proshow managements. The firm must submit **work orders along with satisfactory completion certificate** of the work from the client.
3. The bidder shall have successfully executed at least two (2) similar assignments, each having a contract value of not less than 5 lakh, during the last three financial years, preferably for universities, colleges, educational institutions, or government organizations. The firm must submit **work orders along with satisfactory completion certificate** of the work from the client. Supporting documents with design and photographs of completed works shall be submitted.
4. A self-declaration on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable, shall agree to comply with applicable statutory requirements and safety conditions and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per the template in Annexure-II) should be given.
5. Each page of the tender document along with all other submitted documents must be duly signed by authorized signatory with Bidder's company seal and initial, otherwise, the document will be invalid. (power of attorney, if any, to be submitted).

Scope of Services

The selected agency shall be responsible for end-to-end planning, supply, installation, execution and operation of the Main Stage arrangement along with the proshow programmes and artist coordination as follows:

- **Main Stage Infrastructure** : Professional stage arrangement including the stage platform, stage backdrop and walls, steps, ramps, barricades, backdrop masking, carpeting, stage installation and all associated structures and accessories required for the safe and successful conduct of the event.
- **Proshow and Artist Management** : Complete planning, coordination and execution of proshow programmes including artist booking, liaison and coordination with artists and their representatives, management of performance schedules, technical and hospitality requirements, backstage arrangements and overall coordination to ensure the smooth and timely conduct of the programmes, subject to the approval of the University.

All of the above arrangements must be carried out in strict compliance with applicable statutory guidelines, fire safety regulations, venue policies and safety standards.

[To be submitted in letter head of the supplier in separate sealed envelope]

Financial Bid

Tender Enq. No. _____

Total amount for providing of **“Main Stage arrangement with Proshow and Artist management in connection with the Techfest & Management fest (VYUHAM 2026) of Digital University Kerala Technopark Phase IV campus, Thiruvananthapuram, Kerala”** as per the terms and conditions contained in the tender document shall be Rs. _____ (Rupees. _____) including all taxes and other charges.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Contact No:

Company Seal

Note: No additional payment shall be admissible in the accepted financial bid unless specifically approved in writing by the University.

DECLARATION

(To be provided on the letterhead of the Bidder and submit along with Technical bid)

To

The Registrar
Digital University Kerala
Mangalapuram, Thonnakkal P O
Thiruvananthapuram

Bid Ref. No.:

I / We do hereby certify that:

1. Our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Kerala or by any State/Central Board Universities, since inception of the firm / company.
2. All the terms and conditions given in the tender document with reference to above, are acceptable to us.
3. Shall agree to comply with all applicable statutory requirements and safety conditions.
4. The information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by DUK that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the University may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Contact No:

Company Seal

[To be submitted in letter head of the supplier]

DECLARATION SHEET

I, hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format: a) Name of the Bank: b) Account Number: c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

Signature Authorized Signatory Name and Designation)