

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY

(Established by Govt. of Kerala Vide Act No: 10 of 2021 dated 30/10/2021)

Technocity Campus, Kuracode Mangalapuram, Thonnakkal

Thiruvananthapuram – 695 317, Kerala

Ph: 0471-2788000

E-mail: purchaseoffice@duk.ac.in

NOTICE INVITING QUOTATION

KUDSIT/443/12/PO AD/2025

The Registrar of the Kerala University of Digital Sciences, Innovation and Technology, in Trivandrum, invites quotations from qualified event management firms to provide services for the Induction Program of Digital University Kerala. This event is tentatively scheduled for July 28, 2025, at the CDAC Hall, Technopark Phase I.

The scope of work includes the detailed requirements outlined below:

Sl. No.	Description	Specification/Qty
1	BACKDROP ON TWO SIDES	12FT X 8FT X 2 NOS
2	TEAPOY	2 NOS
3	BRANDING ON EXISTING PODIUM	1 NO
4	FLOWER DÉCOR IN STAGE FRONT	20FT
5	FLOWER ON TEAPOY	2 NOS
AUDIO VISUALS		
6	LED PAR LIGHTS FOR BRANDING UPLIGHT	12 NOS
BRANDING		
7	STANDEES FOR BRANDING	8FT X 4FT - 2 NOS
8	BANNER NEAR NILA	6FT X 4FT - 1 NOS
OTHERS		
9	PLASTIC CHAIR WITH COVER	200 NOS
10	TABLES FOR COUNTER	20 NOS
11	WASH COUNTER	2 NOS
12	ROSE BOQUETS	10 NOS
13	TRANSPORTATION & LABOUR	
14	Miscellanies if any	

- The bidder must submit their quotation in a sealed envelope addressed to the Registrar at Digital University Kerala. The envelope should be clearly marked with the subject: "Quotation for Event Management – Induction Program 2025". The deadline for submitting the quotation is 17th July 2025, at 3:00 PM IST. Quotations will be opened on the same day at 3:30 PM.
- The Registrar of Digital University Kerala (DUK) reserves the right to accept any or all quotations either in part or in full without assigning any reasons.
- Bid Validity: The submitted offer must remain valid for a minimum period of three months from the date of opening of the quotations

- Any changes or additional requirements during the event should be promptly communicated and agreed upon.
- Price quoted should be inclusive of GST, transportation, loading and unloading, and labour charges, etc.
- The entire work is to be conducted on or before July 27, 2025, evening.

For further information, please contact:

Purchase Section,

Kerala University of Digital Sciences, Innovation and Technology,

Technopark Phase IV, Kuracode, Mangalapuram, Thonnakkal P.O,

Thiruvananthapuram – 695 317

Phone: +91 471 2788000

Email: purchaseoffice@duk.ac.in

10.07.2025

Registrar

Financial Bid
Enq. No._____

Total amount for providing event management services for the Induction Program of Digital University Kerala as per the terms and conditions contained in the document shall be Rs. _____
(Rupees. _____) including all taxes.

Sl. No.	Description	Specification/Qty	Amount(Incl of all charges)
1	BACKDROP ON TWO SIDES	12FT X 8FT X 2 NOS	
2	TEAPOY	2 NOS	
3	BRANDING ON EXISTING PODIUM	1 NOS	
4	FLOWER DÉCOR IN STAGE FRONT	20FT	
5	FLOWER ON TEAPOY	2 NOS	
	AUDIO VISUALS		
6	LED PAR LIGHTS FOR BRANDING UPLIGHT	12 NOS	
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	OTHERS		
9	PLASTIC CHAIR WITH COVER	200 NOS	
10	TABLES FOR COUNTER	20 NOS	
11	WASH COUNTER	2 NOS	
12	ROSE BOQUETS	10 NOS	
13	TRANSPORTATION & LABOUR		
14	Miscellanies if any		
Grand Total			

Authorized Signatory
Name, Address with
Rubber stamp

[To be submitted in letter head of the supplier]

BID FORM

To,

The Registrar

Kerala University of Digital Sciences, Innovation and Technology,
Technopark Phase IV, Kuracode, Mangalapuram, Thonnakkal P.O,
Thiruvananthapuram – 695 317

Dear Sir,

Sub: Bid form

Ref: KUDSIT/443/12/PO AD/2025

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, to complete delivery & commissioning of all Items specified in the contract within the period as per the Work Order.
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL **<http://www.duk.ac.in>**, the official website of DUK and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GST Registration Number.

PAN Number.
8. Dated thisday of..... 2025

Authorized Signatory
Name, Address with
Rubber stamp

[To be submitted in letter head of the supplier]