

## **TENDER NOTIFICATION**

### **Tender Notification No. KUDSIT/541/PO AD/2025(Event Management)**

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), the Registrar invites offers for **“Event Management for the 3<sup>rd</sup> Convocation Ceremony to be held on 30<sup>th</sup> September 2025 at Travancore International Convention Centre, Green Field Stadium, Thiruvananthapuram, Kerala”** from experienced and qualified vendors.

<b>Important Dates</b>		
1	Date for Availability of Tender Document on the website	11.09.2025
2	Last Date for Bid Submission	17.09.2025 03:00 P.M
3	The date and time for the opening of the Bid	17.09.2025 4 P.M
<b>Tender Fee &amp; EMD</b>		
4	Tender fee (Inclusive of GST)	Rs. 944/-
5	EMD	Rs. 4000/-

### **General Terms & Conditions**

- Tender Documents shall be available only on the DUK Website and not for sale elsewhere.
- **Cost of tender document, Rs. 944/- (Inclusive of GST) and EMD, Rs. 4000/- 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.
- Bidders prior to submission of their bids may visit the venue for better understanding of the site.
- The **tentative date** of the 3<sup>rd</sup> Convocation Ceremony is 30.09.2025 (However, the bidders are to be aware that due to unavoidable circumstances, there may be a change in date and the bidders shall have to comply the same).
- The Convocation venue with all the installations should be ready on or before **04.00 pm on 29.09.2025**, failing which a penalty will be imposed as decided by the DUK authority. **The bidder has to arrange for loading / unloading of the items by deploying their own staff / authorized labourers of the locality and DUK in no way will be responsible for the**

**same.**

- The bidder must ensure that the materials being used are of standard quality, dimensions and other parameters and to be quoted accordingly. In case items/services are not as quoted, the same shall not be accepted. No payment, claims for such items shall be entertained.
- The bidder should deploy sufficient number of technically and professionally qualified 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.
- No advance payment will be made for the Work. 100% payment shall be made after providing the necessary services based on certification by the concerned authority within 30 days from the date of submission of bill.
- 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 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.
- Price quoted should be valid for 90 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 items from another source without any prejudice to bidders.
- DUK being the Purchaser, reserves the right to add, delete and modify the quantity of items and services originally specified in the Schedule of Requirements (**Annexure – 1**) without

any change in price or other terms and conditions at the time of award of Contract.

- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in a separate sealed envelope super scribing "Tender reference No. and due date "on or before the due date **17.09.2025, 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, Kerala**

Place: Technopark Phase IV

Date: 09.09.2025

**Registrar**

### **Pre-Qualification Requirements**

1. The bidder should have a current GST certificate and a PAN card. (Enclose copies of the relevant certificate along with the bid.)
2. The contracting agency should have successfully organized at least one event of not less than 500 people in any Central/State Govt/PSU/Autonomous Bodies in the past three years, and copies of the work order & satisfactory completion certificate should be provided.
3. A declaration undertaking on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable 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.
4. Each page of the tender document, along with all other submitted documents, must be duly signed by an authorized signatory with the Bidder's company seal and initial; otherwise, the document will be invalid. (power of attorney, if any, to be submitted).
5. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. It is mandatory for the bidders to attach a documentary proof of requisite experience, with the technical bid.
6. The schedule of items/services required is as per **Annexure-I** of this tender form and the evaluation of bid will be on the basis of total bid value. **DUK reserves the right to change the quantity or cancel the item / service required.**

[To be submitted in letter head of the supplier]

**Financial Bid****Tender Enq. No.**\_\_\_\_\_

Total amount for providing of “Event Management for the 3<sup>rd</sup> Convocation Ceremony to be held on 30<sup>th</sup> September 2025 at Travancore International Convention Centre, Green Field Stadium, Thiruvananthapuram, Kerala” as per the terms and conditions contained in the Tender document shall be Rs. \_\_\_\_\_ (Rupees. \_\_\_\_\_) including all taxes and charges.

**Convocation Event Management****Schedule of Items**

<b>Sl.No.</b>	<b>Elements</b>	<b>Qty.</b>	<b>Total Amount</b>
<b>A</b>	<b>STAGE ARRANGEMENT</b>		
1	Back drop	16ft x 10ft	
2	Riser for LED screen	10ft x 4ft x 2 Nos.	
3	Wooden VIP chair on stage	7 Nos.	
4	Teapoy	3 Nos.	
5	Sofa for Chief Guest - photoshoot	1 No.	
6	Podium with branding	2 Nos.	
7	Flower on stage front	36 ft	
8	Flower on teapoy	3 Nos.	
9	Flower boquet for VIPs	5 Nos.	
10	Single stem flower boquets	20 Nos.	
11	Stage carpet	56 ft X20 ft	
12	Side panels for stage	16 ft X 10 ft X 2 Nos.	
13	Stage front masking with cloth	56 ft X 3 ft	
14	Red carpet - fresh	300 ft	
15	Inauguration setup - vilakku & accessories	1 Set	
<b>B</b>	<b>AUDIO VISUALS</b>		
14	LED screen	10 ft X 8 ft X 2 Nos	
15	Server for LED screen	1 No.	
16	Sound system with delay speakers	8000 Watts	
17	Floor monitor speaker	2 Nos.	
18	Centre fill speakers	2 Nos.	
19	Podium mic	4 Nos.	
20	Chordless mic	4 Nos.	
21	LED par lights for branding uplight	20 Nos.	
22	LED par for face lighting	12 Nos.	
23	LED TV for stage	2 Nos.	
24	Facebook live with internet	1 No.	
25	Photography	1 No.	
26	Videography with editing	1 No.	

27	Mixer for facebook live for double camera	1 No.	
28	Chief Guest's speech recording in pendrive	1 No.	
<b>C</b>	<b>BRANDING</b>		
29	Round badge	75 Nos.	
30	Entrance arch at front main gate	18 ft X 10 ft	
31	Standees on road 8ft x 4ft	4 Nos.	
32	Standees inside venue 8ft x 4ft	4 Nos.	
33	Vertical flags on lamp post 4ft x 3ft	20 Nos.	
34	Flags poles on walkway with flag size 3ft x 2ft	12 Nos.	
35	Branding board at stadium entry	10 ft X 8 ft	
36	Branding board on left & right side road	10 ft X 8 ft X 2 Nos	
37	Photo booth backdrop 8ft x 8ft	1 No.	
<b>D</b>	<b>OTHERS</b>		
38	Tables for counter	10 Nos.	
39	Genset -62kv	1 No.	
40	Fuel 12 hrs Including Checking on Previous Day	120 Ltrs.	
41	Full Size Mirror With Stand - 5ft High	2 Nos.	
42	Coat hanger with plastic hangers	2 Nos.	
43	Sofa for Chief Guest - double seater	1 No.	
44	Sofa for lounge area	3 Nos.	
45	Single seater sofa inside hall for guest	9 Nos.	
46	Curtain masking at lounge area	30 ft X 8 ft	
47	Queue manager	16 Nos.	
48	EMCEE - comparing	1 No.	
49	Transportation & labour		
<b>Total Amount (inclusive of all taxes and charges)</b>			

(Authorized Name & Signatory of Agency/firm with stamp)

**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, the undersigned, declare that:

1. I / We do hereby certify that 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.
  - a. All the terms and conditions given in the tender document with reference to above, are acceptable to us.
1. I/We also certify that 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:

Company :

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	

(Authorized Signature with Stamp)



**CHECK LIST FOR ATTACHMENTS**

**(Put a “tick” in the appropriate column)**

<b>Sl. No.</b>	<b>Attachment</b>	<b>Yes</b>	<b>No</b>
1	Address Proof		
2	Copy of PAN Card		
3	Copy of GST Registration Certificate		
4	Proof of Experience		
5	EMD		
6	Tender fee		
7	Signed copy of Tender form		
8	Declaration Forms		