

KSHPWC/1311/2025-PA

05-01-2026

Notice Inviting Tender (NIT)

As per Kerala Store Purchase Manual, 2013

Name of Work

Providing Venue Arrangements for “SAVISHESHA”- Carnival of the Different- JOB FEST ”

Venue

Government Women’s College, Vazhuthacaud, Thiruvananthapuram

Date of Event

20-01-2026

1. Notice Inviting Tender (NIT)

Sealed tenders are invited from experienced and eligible firms/agencies for **providing comprehensive venue arrangement services** for the “SAVISHESHA”- Carnival of the Different- JOB FEST” to be conducted at Government Women’s College, Vazhuthacaud on 20-01-2026, in accordance with the provisions of the **Kerala Store Purchase Manual (SPC) 2013** and amendments thereafter and also relevant Government Orders.

2. Tender Details

Department / Office :

Kerala State handicapped Persons Welfare Corporation Ltd

Tender No.

KSHPWC/1311-01/2025-PA

Name of Procuring Entity :

Managing Director, Kerala State Differently Abled Persons Welfare Corporation Ltd

Method of Tendering

Open Tender

Form of Contract :

Item Rate Contract

Period of Contract :

Up to completion of event and dismantling

3. Important Dates

Tender Notification Date :

06-01-2026

Direct purchase from KSHPWC from

Tender Form purchase facility 06.01.2026

Last Date & Time for Receipt of Hard Copies 13-01-2026, 4.00 PM

Date of Opening of Price Bid 13-01-2026, 4.30 00 PM

4. Scope of Work

The successful bidder shall supply, erect, maintain, operate and dismantle all infrastructure and services required for the event, including but not limited to the items listed in the Schedule of Requirements . All arrangements shall be completed at least **one day prior** to the event and maintained throughout the event period.

5 . Schedule of Requirements

Sl. No	Description of Item	Quantity / Specification
1	Backdrop – Assembly Hall	20 x 10
2	Food Area Panthal with side covering	60 x 30
3	Table	75 Nos
4	Chair with Covers	150 Nos
5	Broadband uninterrupted Connection with Laptops	10 Laptops
6	Tent with Backdrop – Registration Counter	20 x 20 ft
7	Table with Frill	70 Nos
8	Chair	300 Nos
9	Sign Boards	6 x 3 ft =10 Nos
10	Pedestal Fan (Main Stage)	20 Nos
11	Backdrop	40 x 10 ft
12	Carpet	60 x 40 ft
13	Stage Cooler	2 Nos
14	Sound System (Code less mics 3, wired mic 2, & Console) with extension board whenever necessary	20000 watts
15	E-Toilet with ramp for one toilet	5 Nos (1 out of 5 with ramp)
16	Face Lights	12 Nos
17	40 KV Generator with Diesel	1 Set
18	Tent	2 Nos – 20 x 20 ft
19	Drinking water facility	5 points

Note: To change the requirements shall solely vested to the MD ,KSHPWC

6. Eligibility Criteria

1. The bidder shall be a registered firm/agency with valid GST registration.
2. The bidder shall be a registered firm and shall submit the registration certificates
3. The bidder shall have **minimum 2 years' experience** in providing event/venue arrangements for Government or reputed institutions.
4. The bidder shall not have been blacklisted by any Government Department or PSU.
5. Copies of experience certificates/work orders shall be enclosed.

6. Enclosures

1. Copy of EMD payment proof
2. Item List as per requirements
3. Quoted Price items wise
4. Registration Details
5. PAN CARD
6. GST Certificate
7. Experience Certificate

7. Earnest Money Deposit (EMD) & Tender form Fee

- **EMD Amount** : 1% of quoted amount (Maximum up to 5000)
- **Mode** : Demand Draft / Bank Guarantee / Online (as applicable) in the name of Managing Director, Kerala State Handicapped Persons Welfare Corporation
- EMD of unsuccessful bidders will be returned after finalization of tender.
- Tender Form Fee: 1500+18% of GST (Payable at KSHPWC Head Office while fetching the tender form)

8. Evaluation of Tender

1. The bid will be evaluated first for requirements, eligibility and compliance.
2. The bidders accomplishing the requirements, eligibility and compliance will only be financially evaluated and accepted
3. The **Lowest Responsive Bidder (L1)** will be considered for award of contract, subject to reasonableness of rates.

9. Terms and Conditions

1. All materials supplied shall be of good quality and safe for public use.
2. The bidder shall comply with all safety, electrical and fire norms.
3. Any damage to public property during execution shall be made good by the contractor at his own cost.
4. Payment will be made after successful completion of the event and submission of bill, subject to the completion of the works.
5. No advance payment shall be made at any circumstances.
6. Penalty shall be imposed for delay, poor quality or non-performance from the bill amount due to the contractor/bidder.
7. The quoted amount shall include all the taxable amounts. No hidden charges shall be entertained.
8. All unforeseen immediate requirements, shall be anticipated by the bidder and ready to accomplish in the time.
9. The site shall be ready to handover one day before the launch of programme
10. The bidder shall do site inspection prior to the submission of quote

10. General Conditions

- Sealed tenders for the supply of the materials as specified should be addressed to the Officer mentioned below in a sealed cover with the tender number and name shown duly superscribed on the cover.
- The Procuring Entity reserves the right to accept or reject any or all tenders without assigning any reason.
- The decision of the Procuring Entity shall be final and binding.
- Matters not specifically mentioned shall be governed by **Kerala Store Purchase Manual, 2013**
- The bidder shall execute the agreement in stamp paper of Rs. 200

MANAGING DIRECTOR