



# INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)

Thonnakkal P O, Thiruvananthapuram

Kerala-695317

No: -IAV/228/ADMIN/2022

Date: 11<sup>th</sup> April 2025

To,

M/s \_\_\_\_\_

## Tender Enquiry - Design, Fabrication and installation of stalls

1. Institute of Advanced Virology (IAV) Thiruvananthapuram intends to engage a reputed event management firm with considerable experience for the design, fabrication and installation of stalls at all the 14 districts in Kerala in connection with the fourth anniversary celebrations of the Government of Kerala.
2. You are hereby requested to submit your bid in the attached tender form duly filled in all respect along with connected documents in a sealed cover super scribing "**Tender for Design, Fabrication and installation of stalls**" addressed to **The Director, Institute of Advanced Virology (IAV), Thonnakkal, Thiruvananthapuram-695317** on or before **12:00 Hrs on 15<sup>th</sup> April, 2025**. **Tender can also be dropped in Tender Box placed at administrative section situated at IAV phase 1A building. The tenders dropped / delivered at other sections of the Institute will not be considered.**
3. The tenders will be opened at **12:30 hrs on 15<sup>th</sup> April, 2025** in the presence of the available tenderers or their authorised representative.
4. The tender form and other terms and conditions are placed at enclosure to this notice.
5. ***Interested parties may inspect the site and work out the requirements between 10:00 AM to 4:00 PM on any working day upto 14<sup>th</sup> April, 2025. The Institute will not be responsible for deviation if any occurred due to submission of quotes without inspecting the site. Further clarification if any can be had from Tel. No. 0471-2710053 / 0471-2710054/ 0471-2710052.***

28/4/25  
11/4/25  
Director  
9/11/4/25



## GENERAL TERMS AND CONDITIONS

1. The event is scheduled from 21/04/2025 – 24/05/2025 at various locations throughout the state. The list of locations and dates is provided at “**Annexure I-B**”
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected. Each and every page has to be numbered and no paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise, the tender is liable to be rejected.
4. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedules to the tender are not filled in.
5. The tenders will be opened at the prescribed time in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
6. Offers received without earnest money (EMD) or with earnest money less than the amount specified shall be summarily rejected.
7. Tenderer should have the experience of organising at least **FIVE** events in the year **2024** at National Level Institutes/Govt. Organizations/ /Corporate institutions. **Proof of experience such as copy of work order / agreement etc. to be attached with the tender.**
8. The firm should have valid registration and GST and the copies of the relevant certificate shall be submitted along with the bid.
9. The schedule of items/services required is as per **Annexure ‘II’** of this tender form and the evaluation of bid will be on the basis of total bid value. ***Institute reserves the right to change the quantity or cancel the item / service required. In that case the amount paid will be based on the services actually availed.***
10. The rates quoted should be on **FIRM & FIXED** basis. The Prevailing duties/taxes must be clearly mentioned by the agencies/tenderers, wherever applicable. In case the same is not mentioned clearly, then the quoted rates will be considered as inclusive of all and no additional payment will be applicable towards taxes/duties etc.



11. The final offer is to be quoted in the price bid at **Annexure 'III'** for the services as mentioned at **Annexure 'II'**. No modifications will be allowed in the prices quoted once the contract is finalised.
12. *Institute of Advanced Virology (IAV) Thiruvananthapuram reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the financial quote. **The selected firm has to sign an agreement with the Institute regarding compliance with the terms and conditions of the tender.***
13. The Work Order shall be issued to the finalised agency by **Institute of Advanced Virology (IAV) Thiruvananthapuram** and services shall be arranged by the agency as per the time schedule and requirements projected by the institute.
14. The firm / contractor should deploy technically qualified executives who can coordinate as per the directions of IAV TVM team and can take immediate decisions on behalf of the firm. The name, designation and contact number of the coordinator should also be provided in the tender.
15. The firm / contractor must ensure that the materials being used are of standard quality, dimensions & 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.
16. IAV shall in no way be responsible for any default with regards to any statutory obligation from the side of vendor/contractor and will indemnify IAV in case of any damage or liability, which may arise on account of action of any reason.
17. The stalls at the locations as per Annexure I-B should be ready at least two days prior to the event dates. The stalls are meant for use at multiple locations throughout the schedule of events and therefore should be dismantled and re-installed as per the directions of the IAV officials.
18. The full & final payment shall be made after providing the necessary services based on certification by the concerned authority within **thirty** days from the date of submission of bill. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer. **The institute 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

**Annexure 'I'**

**PARTICULARS OF THE BIDDER**

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	
2	Firms registration type & details	
3	GST Registration No. (attach copy of certificate)	
4	Experience in providing the similar services (Attach proof such as workorder / agreement separately)	
5	Name, Designation and contact details of the coordinator	

Date: - \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place: - \_\_\_\_\_

(Name of the authorised signatory of Agency/firm with stamp)

**Annexure-'I-A'**

To:

The Director  
Institute of Advanced Virology (IAV),  
Thonnakkal P O,  
Thiruvananthapuram – 695 317

**Ref.:** Your Notice Inviting Tender No IAV/228/ADMIN/2022 dated 11th April,2025

**Sub:** Design, Fabrication and installation of stalls

Sir/ Madam,

1. I / we have carefully gone through all the terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
2. I/We, hereby confirm that we have understood all the terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

Date: - \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place: - \_\_\_\_\_

(Name of the authorised signatory of Agency/firm with stamp)

## ANNEXURE I-B

Sl no	Date	District	Location
1	21/04/2025 – 27/04/2025	Kasargode	Kalikkadavu stadium, Peelikkode
2	22/04/2025 – 28/04/2025	Wayanad	SKMJ School, Kalpatta
3	23/04/2025 – 29/04/2025	Patanamthitta	Sabarimala Edathavalam,
4	24/04/2025 – 30/04/2025	Idukki	Vazhathoppu VHSS ground, Cheruthoni
5	25/04/2025 – 01/05/2025	Kottayam	Nagampadam ground
6	03/05/2025 – 13/05/2025	Kozhikode	Kozhikode beach
7	04/05/2025 – 10/05/2025	Palakkad	Indira Gandhi Stadium opposite ground
8	06/05/2025 – 12/05/2025	Alappuzha	Alappuzha Beach
9	07/05/2025 – 13/05/2025	Malappuram	Kottakunnu
10	08/05/2025 – 14/05/2025	Kannur	Police ground
11	11/05/2025 – 17/05/2025	Kollam	Ashraamam ground
12	17/05/2025 – 23/05/2025	Ernakulam	Marine drive ground
13	17/05/2025 – 23/05/2025	Thiruvananthapuram	Puthirikkanadam ground
14	18/05/2025 – 24/05/2025	Thrissur	Swaraj ground, Student corner



**Schedule of Items required**

SI No	Particulars	Quantity
1	Design, Fabrication and installation of stall of the following dimensions with backdrops along with 3D model as per the content provided by the Institute. The scope shall include all lightings and electrical connections within the stall.	
	(6x2) m	1
	(3x2) m	1
2	Table (1 no) and chair(2nos)	Each stall
3	Brochure Stand	1 each
4	Design, Fabrication and installation of selfie points (6 ft) as per the direction of IAV officials	1
5	LED TV – 43” with necessary connections	1 each

Note: The firm has to arrange for necessary wires cables and other electrical fittings required for installation of the electrical devices at the venue and stage.

Date: - \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place: - \_\_\_\_\_

(Name of the authorised signatory of Agency/firm with stamp)

**PRICE BID**

SI No	Particulars	Quantity	Unit rate	Taxes	Total Rate
1	Design, Fabrication and installation of stall of the following dimensions with backdrops along with 3D model as per the content provided by the Institute. The scope shall include all lightings and electrical connections within the stall.				
	(6x2) m	1			
	(3x2) m	1			
2	Table (1 no) and chair(2nos)	Each stall			
3	Brochure Stand	1 each			
4	Design, Fabrication and installation of selfie points (6 ft) as per the direction of IAV officials	1			
5	LED TV – 43" with necessary connections	1 each			

The above quoted amount is inclusive of all in accordance with statutory liability, service charges, administrative charges, service tax etc. as applicable.

Date: - \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place: - \_\_\_\_\_

(Name of the authorised signatory of Agency/firm with stamp)