



No: -IAV/433/R&D/2025/02

Date: 3<sup>rd</sup> September 2025

To:

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

\_\_\_\_\_

**Limited Tender Enquiry for Event Management**

1. Institute of Advanced Virology (IAV) Thiruvananthapuram intends to engage a reputed event management firm with considerable experience for conduct of three-day conference from **September 18th to 20<sup>th</sup>, 2025** at **IAV campus, Thonnakkal, Thiruvananthapuram - 695317**.
2. You are hereby requested to submit your bid in the attached tender form duly filled in all respects along with the connected documents in a sealed cover superscribing "**Tender for Event Management**" addressed to The Director, Institute of Advanced Virology (IAV), Thonnakkal, Thiruvananthapuram-695317 on or before **11.30 Hrs on 12<sup>th</sup> September 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. **Earnest Money Deposit of Rs. 5,000/-** (Rupees Five thousand only) in the form of Demand Draft, favouring Institute of Advanced Virology (IAV), Thiruvananthapuram, payable at Thiruvananthapuram, is required to be submitted along with the tender. Tenders without EMD will be summarily rejected.
4. The tenders will be opened at **12:30 hrs on 12<sup>th</sup> September 2025** in the presence of the available tenderers or their authorised representative.
5. The tender form and other terms and conditions are placed at enclosure to this notice.
6. Interested parties may inspect the site and work out the requirements between 10:00 AM to 4:00 PM on any working day up to 11<sup>th</sup> September 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.

Director



**GENERAL TERMS AND CONDITIONS**

1. The event is scheduled on **September 18<sup>th</sup>-20<sup>th</sup>, 2025** at **IAV campus, Thonnakkal, Thiruvananthapuram -695317.**
2. The vendors are advised to visit the venue and acquaint with the conditions and requirement before submitting the quote and it will be assumed that the quote is submitted after ascertaining the requirements and local conditions.
3. 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.
4. 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.
5. 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.
6. 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.
7. Offers received without earnest money (EMD) or with earnest money less than the amount specified shall be summarily rejected.
8. Tenderer should have the experience of organising at least **FIVE** similar functions in the year **2024/2025** at National Level Institutes/Govt. Organizations/ /Corporate institutions. **Proof of experience such as copy of work order / agreement and event pictures etc. to be attached with the tender.**
9. The firm should have valid registration and GST and the copies of the relevant certificate shall be submitted along with the bid.
10. 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.**

11. 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.
12. 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.
13. 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.**
14. The Work Order shall be issued to the finalised agency by the **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.
15. The firm/contractor should deploy sufficient number of technically and professionally qualified personnel for the event. They have to depute a technically qualified executive who can coordinate the events 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.
16. All the installations (carpeting, backdrop, Chairs, speakers, podium with mic, lighting, side wings and all banners, green room etc) should be ready on or before 05:00 PM on **17<sup>th</sup> September 2025**, failing which penalty will be imposed as decided by IAV TVM authority. All the required furniture and fittings are to be brought to the site latest by 12:00 Noon on **17<sup>th</sup> September 2025**. **The firm has to arrange for loading/unloading of the items by deploying their own staff / authorised labourers of the locality, and Institute in no way will be responsible for the same.**
17. 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.
18. **The contractor 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. All the equipment, spares etc of the firm has to be cleared from Institute premises by 13:00 Hrs on 21<sup>st</sup> September 2025.** Disposal of garbage at the venue itself will be treated as violation of tender conditions and suitable penalty will be imposed accordingly.

19. 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.
20. The full & final payment shall be made after providing the necessary services based on certification by the concerned authority. 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.

**Sd/-  
Director**

**PARTICULARS OF THE BIDDER**

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	
2	Firm's registration type & details	
3	GST Registration No. (attach copy of certificate)	
4	Experience in providing five similar services during the year 2024/2025 (Attach proof such as workorder / agreement separately)	
5	Details of EMD for Rs. 5000/- (DD No., date & bank details)	
6	Name, Designation and contact details of the coordinator	

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

SIGNATURE \_\_\_\_\_

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

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

To:

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

**Ref.:** Your Notice Inviting Tender No..... dated .....

**Sub:** Event management for IAV conference on **September 18<sup>th</sup> -20<sup>th</sup> ,2025**

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, the actual requirements and local 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 the schedule of item with your Notice Inviting Tender under reference.

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

**Annexure-‘II’****Schedule of Items required**

Sl. No	Particulars	Qty	Unit	Unit Rate	Total Rate
<b>Branding outside the venue building</b>					
1	Standeers – Event with sponsors, including design and printing (4ft x 8ft) (W x H)	3	Nos		
2	Direction placards with stands (dining, parking, toilets etc)	10	Nos		
<b>Conference venue area</b>					
1	Carpet (20ft x 20ft) (L x B)	400	Sqft		
2	Window glass door masking (white standard opaque material) (6ft x10 ft) (W x H)	540	sqft		
3	Round table for 6 with table cloth	18	nos		
4	Chair without armrest for round tables	110	nos		
5	Table and chair set for compering	1	Nos		
6	Registration table with table placards and chairs (4ft x 2.6ft) (W x H)	2	Nos		
7	Water can with dispenser (outside venue hall)	2	Nos		
8	Paper glass	300	Nos		
9	Waste bins	2	Nos		
A	<b>Visuals</b>				
7	Projector with stand	2	Nos		
8	Fixed Screen (200 inches)	1	Nos		
9	Laptop	2	Nos		
10	HDMI cable (10m)	5	Nos		
11	Cue Commander	2	Nos		
12	55 inch display with stand	2	Nos		
13	HDMI splitter with 4 output with adapters (Lightning port to HDMI and USB C to HDMI)	1	nos		
B	<b>Sound</b>				
14	Sound systems for with 2 speakers with sound engineer	1	Nos		
15	Cordless microphone (clean & sanitised)	4	Nos		
16	Head worn microphone	2	Nos		
17	Podium microphone	1	nos		

<b>Dining Area</b>					
1	Main sponsor stall [6m x 2m] (W x L) with carpet, frilled table – 2 nos, chair with cover – 4 nos, power connection	1	Nos		
2	Stall (3m*2m) with carpet, frilled table – 1 nos, chair with cover – 2 nos, power connection	4	Nos		
3	Kiosk (frilled table – 1 nos, chair with cover – 2 nos)	5	nos		
4	Dining table of 6 seating capacity with frills	15	Nos		
5	Chairs without handrest + chair covers	150	Nos		
6	Floor carpeting for dining	5300	Sqft		
7	White cloth wall masking of the dining with a height of 3m	70	metre		
8	Water can with dispenser	4	Nos		
9	Paper glass	400	Nos		
10	Waste bin	4	Nos		
11	Table with table cloth and frills for serving food	10	Nos		
12	Washbasin with plumbing support for water inlet and drain outlet	2	Nos		
13	Handwash solution	8	Nos		
14	Poster stand (90cm*120cm)– Double Sided	20	nos		
	<b>Misc</b>				
	Tax as applicable				
	Any other charges				
	<b>Total Amount</b>				

<b>Additional Requirement (optional)</b>					
1	Pedestal Fan with necessary power connection requirements	15	Nos		
	Tax as applicable				
	Any other charges				
	<b>Total Amount</b>				

Note: The firm has to arrange for the necessary wire, cables, fibre cables and other electrical fittings required for the installation of the electrical devices and modem/router at the venue and stage. There is no permanent electrical fittings/electricity connection/internet facility in the venue.

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



**Annexure “III”**

**PRICE BID**

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **IAV campus, Thonnakkal, Thiruvananthapuram -695317**.

I / We \_\_\_\_\_ on behalf of M/s  
\_\_\_\_\_ hereby undertake  
to carry out the event management for conduct of conference from **September 18<sup>th</sup> -20<sup>th</sup>**  
**2025**, as specified in the **Annexure "II"** of IAV– TVM tender No: - IAV/433/R&D/2025/02 dated  
3<sup>rd</sup> September 2025 for an amount of Rs.  
\_\_\_\_\_(Rupees \_\_\_\_\_  
\_\_\_\_\_only). The above quoted amount is inclusive of all in accordance  
with statutory liability, service charges, administrative charges, service tax etc. as applicable.

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

### **UNDERTAKING BY THE TENDERER**

I / We have carefully gone through the various terms and conditions mentioned in the tender document of **Event Management** for conduct of conference from **September 18<sup>th</sup> - 20<sup>th</sup>, 2025**. I agree to all the conditions and offer to organize the event in **IAV campus, Thonnakkal, Thiruvananthapuram -695317**.

I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

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

Dated: \_\_\_\_\_ (Authorized Name & Signatory of Agency/firm with stamp)