



INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)

Thonnakkal P O, Thiruvananthapuram

Kerala-695317

No. IAV/228/ADMIN/2022

Date: 05.01.2026

To,

M/s _____

Tender Enquiry- Design, Fabrication and installation of stall

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 stall at St. Albert's College, Ernakulam scheduled during the 38th Kerala Science Congress scheduled to be held from 30th January to 2nd February 2026.
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 superscribing "**Tender for Design, Fabrication and Installation of stall**" addressed to **The Director, Institute of Advanced Virology (IAV), Thonnakkal, Thiruvananthapuram-695317 on or before 12:00 Hrs on 15th January 2026**. Tender can also be dropped in the Tender Box placed at the administrative section situated at the IAV phase 1A building. **The tenders dropped/delivered at other sections of the Institute will not be considered.**
3. The tenders are to be submitted with an EMD of Rs.5000/- (Rupees Five thousand only) in the form of demand draft in favour of Director, IAV payable at Trivandrum.
4. Pre-bid meeting for discussing the particulars of the tender shall be held at **12:00 Hrs on 9th January 2026 at IAV campus.**
5. The tenders will be opened at **12:30 Hrs on 15th January 2026** in the presence of the available tenderers or their authorised representative.
6. The tender form and other terms and conditions are placed at the enclosure to this notice.

Sd/-

Director



GENERAL TERMS AND CONDITIONS

1. The event is scheduled from 30th January to 2nd February 2026 at **St. Albert's College, Ernakulam.**
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. Tenderer should have the experience of organising at least **FIVE** similar functions in the preceding two years (**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.**
7. The firm should have valid registration and GST and the copies of the relevant certificate shall be submitted along with the bid.
8. 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 items / services actually availed.**

9. Photographs of similar work carried out by the firm shall be attached along with the bid. Representational image of the requirement of the Institute is given at **Annexure 'II-A'** for reference of the bidders.
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 items/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 requirement of the 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 on the side of vendor/ contractor and will indemnify IAV in case of any damage or liability, which may arise on account of the action of any reason.

17. The stall at the location should be ready at least two days prior to the event dates.

18. 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.

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 (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)

Annexure 'I-A'

To:

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

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

Sub: Design, Fabrication and installation of stall

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.

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

Schedule of items required

| SI No | Particulars | Details | Qty / Sq. ft | Unit Rate | Total Rate |
|-------|---|---|--------------|-----------|------------|
| 1. | Stall centre backdrop (6m)- 1 nos * | Ply base backdrop and flex mounting 20 ft x 8ft (WxH) | 160 | | |
| 2. | Stall side wings (3m) -2 nos * | Ply base backdrop and flex mounting 10ftx8ft (WxH) | 160 | | |
| 3. | Box type front pillar- vertical * | Ply base with flex mounting, 2ft x 10ftx 2ft (WxHxD) | 2 nos. | | |
| 4. | Box type backlit front fascia with CNC cutting - horizontal * | Backlit, 18ftx 2ftx 2ft (WxHxD) | 1 nos. | | |
| 5. | Backlit boards (acrylic printed) | 3.5ft x 5ft (WxH) | 4 nos. | | |
| 6. | Backlit table (acrylic printed) | 4ft x 2.5ft x 2ft (WxHxD) | 2 nos. | | |
| 7. | Raised platform with grey carpet | 20 ft x 4inch x 8ft (WxHxD) | 160 | | |
| 8. | Spot light/MLD flood lights | 10W LED type or equivalent | 8 nos. | | |
| 9. | Box type logo backlit | 1ft x 1ft (WxH) | 4 nos. | | |
| 10. | Backlit Institute logo | 2.5ft diameter | 1 nos. | | |
| 11. | Chair | Cushion chair with arm rest | 4 nos. | | |
| 12. | Glass table | Round (four people siting) | 1 nos. | | |
| 13. | Foldable/ Zig-zag metal brochure stand | Clean, metal finish stand | 1 nos. | | |
| 14. | QR code table placard for scanning (as per provided design) | Table placard type QR code with proper back support | 4 nos. | | |
| 15. | Designing cost & other charges | | | | |
| | Tax as applicable | | | | |
| | Total Amount | | | | |

*The work has to be carried out as per the approved design.

Note: The firm has to arrange for the necessary wires, 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.

Annexure 'II-A'



Annexure "III"

PRICE BID

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in St. Albert's College, Ernakulam.

I / We _____ on behalf of M/s _____ hereby

undertake to carry out the Design, Fabrication and installation of stall for conduct of 38th Kerala Science Congress, as specified in the **Annexure "II"** of IAV– TVM tender No. IAV/228/ADMIN/2022 dated 05.01.2026 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 Design, Fabrication and installation of stall for the 38th Kerala Science Congress scheduled to be held from 30th January to 2nd February 2026. I agree to all the conditions and offer to organize the event in the St. Alberts College, Ernakulam.

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)