



KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION
TC 27/588 (7) & (8), “Sentinel”, Pattoor, Vanchiyoore P.O. Thiruvananthapuram–695035
Tel: 0471 2577539, 2577550, Fax: 0471 2577539
E mail- ksbcdd@gmail.com

**TENDER DOCUMENT FOR SELECTION OF
EVENT MANAGEMENT AGENCY**

FOR DESIGNING, FABRICATION AND BRANDING OF SPACE & SETTING UP
OF STALLS, STAGE & PAVILION OF BCDC EXPO 2025.

LOCATED AT ALAPPUZHA BEACH, ALAPPUZHA, KERALA- 688012
BEING ORGANISED FROM 2ND OCTOBER TO 8TH OCTOBER 2025

Tender Reference Number: KSBCDC/146/2025-P1

Online Bid Submission Starting Date	10/09/2025 @ 16.00hrs
Pre-Bid Meeting	09/09/2025 @ 11.00 AM
Last Date for Submission	22/09/2025 @16.00 hrs
Date for Technical Bid opening	23/09/2025 @17.00 hrs
Financial Bid Opening	Will be informed after Technical Evaluation.

Details about Open Tender: Open Tender Reference No.

Name of the Company	:	Kerala State Backward Classes Development Corporation (KSBCDC)
Address	:	TC 27/588 (7) & (8), "Sentinel", Pattoor, Vanchiyoar P.O. Thiruvananthapuram-695035, Phone: 0471-2577550,2577539.
Name of Work	:	Engaging Agency for Fabrication, Designing & Branding of VIP Lounge, Stalls of KSBCDC, Beneficiary Stalls, Stage, Create Ambience, etc at Beach, Alappuzha, Kerala as per the Scope of Work.
Tender Currency Settings	:	Indian Rupee (INR)
Amount Details		
Bid Processing Fee	:	Rs.5,000/-+ 18% GST (Rs.5900/-)
EMD (INR)	:	50,000/-
Expected Cost of the Work	:	Rs. 100.00 lacs (Rupees One Hundred Lacs) + GST as applicable.
Tender Dates		
Bid Document Downloading Start Date	:	10/09/2025
Pre-Bid Meeting	:	11:00 A.M. on 09/09/2025
Last Date & Time for Submission of Bid.	:	22/09/2025 at 16.00 hrs
Date & Time of Tender Opening.	:	23/09/2025 at 17.00 hrs
Bid Validity Period	:	120 days from opening of price bid
Remarks	:	<p>As part of Technical Bid, the bidders will submit the in 3D, the details of the layout plan of the venue, Culinary/Artisan Stalls, KSBCDC Pavilion, Gates, Stage area, proposed Theme, Selfie points, proposed ambience of the exhibition space, creative to be placed along compound walls of exhibition area, stage backdrop, etc.</p> <p>Each bidder who qualifies technical bid stage, shall have to make a presentation on the proposed concept & design developed by them for the exhibition based on site visit & as per scope of work before the Tender Evaluation Committee (TEC), in the office of KSBCDC, or as specified by KSBCDC. Date and time shall be notified by KSBCDC individually to the participating agencies.</p> <p>Thereafter, Financial Bids of only those Bidders will be opened, who secure 80 marks or more during Technical evaluation & presentation. The final date & time would however be intimated by KSBCDC separately.</p> <p>The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.</p> <p>It may please be noted that the EMA, shall be registered in Kerala. Also, agency who has executed assignments in Kerala or outside the State for any Govt. of Kerala agency, State/Central PSU's would be given preference.</p> <p>In case of any clarification, the bidders may contact Sri.. Sabu S,General Manager (Projects), KSBCDC at 9447700666.</p>

E-TENDER NOTICE

Kerala State Backward Classes Development Corporation Ltd. (KSBCDC) is a company fully owned by the Government of Kerala, registered under the Companies Act 1956 is organizing **BCDC EXPO- 2025** from **2nd October to 8th October, 2025**. The exhibition is to be put up at the **Alappuzha Beach** by putting up 100 number of Octonorm Craft Stalls for Beneficiaries of size 10 fts x 10 fts for showcasing and selling Handloom/Handicraft/Food/ other items. Considering it will be rainy season in Kerala and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of up to minimum 6 inches height to save from any water logging. Further, 15 numbers of Theme Based Food Stalls of size 10fts x 15fts under Pagodas on wooden platform are also required to be fabricated and placed in a separate German Hanger. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of theme-based KSBCDC Pavilion. Office cum control room for KSBCDC would also need to be put-up, all under the German Hanger. Besides, stage with **LED Backdrop (P2)**, **Two Green Rooms of size 10 fts x 10 fts (separate for Male/Female)**, small console room would also need to be fabricated along with profile light on truss **in front and both sides** of stage, good quality sound system, P.A System, banquet chairs, two seater sofa sets, fans/coolers (as per requirement), etc, for the inauguration & daily cultural programs. A dais with a side ramp is to be arranged for the inaugural function as per Scope of work. The stage area & the seating arrangement in front of the stage is to be covered/brought under the German Hanger. The stage should be adequately lit-up with moving parkin lights. Further, considering the heat and humidity, the Beneficiary Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Similarly, the KSBCDC pavilion, VIP Lounge, KSBCDC office area set-up under the German Hanger are to be air conditioned of appropriate tonnage. The stage area and food area under the German hanger are to be provided coolers/fans in appropriate numbers to keep the area cool. However, tower ACs of appropriate capacity/tonnage are to be set-up on stage for the inauguration program, on rest of the days to be replaced by coolers/fans of in appropriate size and number.

KSBCDC wishes to appoint an **Event Management Agency (EMA)** by floating this Tender on **E-TENDER portal** for organizing BCDC EXPO-2025 on behalf of KSBCDC from 2nd **October to 8th October, 2025** at Alappuzha Beach, Showcasing of Handloom/Handicraft/Food/ other items by Beneficiary and Ethnic Traditional Cuisines from across the country. Besides, cultural programs would also be organized in the evening. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, branding & manage the entire exhibition area including Beneficiary, Food Stalls, Stage, KSBCDC Pavilion, Stage, etc. The scope of work is given **in Clause XVI**). The estimated cost is Rs. 100.00 lacs (Rupees One

Hundred Lacs only) plus applicable taxes.

Bidder shall remit the tender document fee and EMD using online payment option of e- procurement system only. No exception in the case of remittance of cost of Tender Form. Bidders are advised to visit download section of e- procurement website <https://ksbcdcd.com> for detailed instructions on making online payment using internet banking facility of SBI or by any NEFT facility. The Technical and financial bids shall be submitted in online covers.

The first cover technical bid contain the following documents, should be submitted online.

1. Technical bid detail duly filled up and signed.
 - a. Financial business and technical capability sheet duly filled up and signed. (Annexure I)
 - b. If additional technical information has to be furnished, separate data sheet shall be attached.
2. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership etc.
3. Details of experience and past performance of the Tenderer on Supply offered and on those of similar nature within the past 3 years and details of current contracts in hand and other commitments.
4. Information regarding any current litigation in which the Tenderer is involved.
5. Details of GST registration including copy of registration certificate.
6. Copy of the power of attorney authorizing the signatory to digitally sign the e- tender, if any.
7. Latest available Income Tax and GST Clearance Certificates.
8. Documents in support of PAN, GST, etc if applicable.

The second cover of the financial bid should contain following documents

1. Financial bid (BOQ) duly filled up and signed (Online only).

The Kerala State Backward Classes Development Corporation Limited, reserves the right to reject or accept any e-tender either partially or wholly or to cancel the e-tendering process without assigning any reason, and the bidders shall not be eligible for any compensation in that event. The bidder is advised to submit the bids well before the stipulated date and time to avoid any kind of network issues, traffic congestions, etc. in this regard, the company shall not be responsible for any kind of such issues faced by bidder. The rules and regulations prescribed for e-tenders by the government of Kerala shall be applicable to this e-tender also. The tender forms and other documents can be downloaded from the e-tender portal www.etenders.kerala.gov.in.

Additional Conditions and other information:

The Managing Director, KSBCDC reserves the right to

- a. Postpone or extend the dates of the Tender of or to withdraw the bidding notice, without assigning any reason there of entirely at his discretion. In such an event, the bidders shall not be entitled any compensation in any form what so ever.
- b. KSBCDC Ltd may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.
- c. Reject or accept proposal.
- d. Cancel the bidding process and reject all or any of the proposals and will not be bound to accept lowest or any proposal or to give reason for the decision in the consultation with selection committee.

Payment Terms :

The payment towards the bidder will be effected as per the payment terms in the conditions given below (Clause XVIII 1 (c)).

All the relevant documents pertaining to the payment shall be submitted at the Managing Director, Kerala State Backward Classes Development Corporation Ltd., TC 27/588 (7)&(8), "Sentinel", Pattoor, Vanchiyoore P.O., Thiruvananthapuram – 695 035.

DISCLAIMER

The information contained in this Tender Document is provided to the Bidder(s) on the terms and conditions set out in this document. The document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Corporation in relation to the provision of services.

The Tender document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Corporation and any successful Bidder as identified by the Corporation, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from the tendering process unless and until a formal contract is signed and executed by duly authorized officers of the Corporation with the successful Bidder. The purpose of this document is to provide the Bidder(s) with information to assist the formulation of their proposals. This document does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this document and where necessary obtain independent advice. KSBCDC Ltd makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. KSBCDC Ltd may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

This document is the property of KSBCDC Ltd and is meant for the exclusive purpose of bidding as per the Specification, Terms, Condition and Scope indicated. It shall not be copied, distributed or recorded on any medium, electronic or otherwise, without written permission thereof. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

CONTENTS

1. Eligibility & Selection Criteria	8.
2. Submission of Bids	9.
3. Time of Completion.....	9.
4. Bid Prices.....	10.
5. Taxes and Duties.....	11.
6. General Tender Terms & Conditions for e-Procurement	12.
7. Common Tender Conditions.....	16.
8. Scope of Work	20.
9. Instructions to the Bidder.....	36.
10. Annexure I	42
11. Annexure II.....	44.
12. Annexure III	59.
13. Annexure IV	60
14. Annexure V.....	61.

I) ELIGIBILITY & SELECTION CRITERIA OF BIDDER

- a. The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership firm registration under the Indian Partnership Act 1932, LLP registered under the Limited Liabilities Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & should have been in existence for the last five years (2019-20). Please enclose Certificate of Registration/Incorporation under the respective Acts and the respective MOA/Partnership Deed.
- b. The agency must be registered in the State of Kerala with appropriate tax and other administrative authorities. Please enclose GST Registration Certificate, PAN Card.
- c. The agency must have its registered office in the State of Kerala. Valid documentary proof such as Registration Certificate, GST Registration, Trade License, or any other relevant government-issued document showing the address in Kerala must be submitted. The agencies who have executed assignment for Govt Agencies would be given preference.
- d. The applicant should not have been black listed in India during last 3 years period. Please enclose Letter of Undertaking. Agency under any litigation with Govt of Kerala or KSBCDC shall not be considered and its bid would be summarily rejected.
- e. The organization should have business turnover of at least Rs. 5.00 crores each, in any 3 years out of last 5 financial years (2019-2020 to 2023-2024). Please provide audited balance sheet of last three F.Ys & CA certificates.
- f. The bidder entity should be empanelled with any Central Govt./State Govt. agency for last one year & should have executed at least 3 events for any Government/PSU in last 5 F.Ys (2020-21 to 2024-25). Out of this, at least one event should be an exhibition by putting up to 50 stalls. Pls provide work order & completion certificate along with contact details of the concerned person on the client side.
- g. The bidder entity should have executed at least 3 Events of minimum Rs. 50 lacs value for Govt. /PSU during last 5 F.Ys (2020-21 to 2024-25). Pls provide work order & completion certificates.
- h. The applicant must have at least 10skilled manpower on its permanent roles, specializing in executing the various activities (creative designer, content copy writer, event manager, operation manager, client servicing executive, Artist Management) defined in the scope of work. Pls provide list of skilled Manpower.
- i. The applicant firm must have full-fledged Social Media Team on its permanent roles (Graphic Designer, Video Editor, Media Co-ordinator, Content writer, Video VFX) of at least 3 additional persons. Pls provide list of social media team.
- j. Pls provide proof of empanelment, work order & work completion certificate of at least one event

from the Central Govt./State Govt. agency where the entity is empaneled for past one year or more.

II) SUBMISSION OF BIDS

Submission of bid through E-Tender Portal and the representations shall be entertained through E-Tender Portal as per Provision available in E-Tender Portal.

III) PRICE OF BID

The price should be quoted inclusive of all cost with taxes as applicable.

IV) Time for completion of work:

The selected bidder for the execution of all the work will ensure completion of the work and provide Undertaking to the effect to complete the entire work as per scope of work by the evening of 1st October, 2025. The venue would be made available to the EMA in the morning of 28th September, 2025. Any lapse / shortfall on the part of the bidder may result in cancellation of contract including forfeiting of EMD and penalty as deemed fit by KSBCDC.

V) DOCUMENTS to be submitted along with the Technical Bid.

The bidder / organizer should attach following documents along with technical bid:-

- I. Relevant documents in support of last five financial years of experience (2020-21 to 2024-25) and technical competency.
- II. Valid MSE / MII / Startup etc. registration copy if claiming for any exemption as applicable.
- III. GST Registration copy.
- IV. Audited balance sheet & Turnover Certificate by Chartered Accountant for the last five financial years ending 31st March, 2024 (2019-2020 to 2023-2024)
- V. Affidavit regarding availability of tools & plants should be attached with the tender documents.
- VI. Lay-out plan of exhibition as per schedule of works. (3D)
- VII. Proof of empanelment with Central Govt./State Govt. agency for more than one year and having executed at least one similar work of organising exhibition with 50 or more stalls. Pls provide copy of work order & work completion certificate of similar work from the Central Govt./State Govt. agency where the entity is empanelled for past one year or more.

- VIII. List of skilled Man-Power & Social Media team on permanent roles.
- IX. Work order & completion certificate in respect of 3 events executed with cost of Rs. 50.00 lacs and more for Govt. / PSU in last 5 F.Ys (2020-21 to 2024-25).
- X. Proof that the agency is registered in the State of Kerala. Rent Agreement for last One Year/Electricity Bill/Telephone Bill in the Name of the Company may be submitted. Bill submitted in the name of individual/owner/official of the agency shall not be considered as adequate proof.

VI) Bid prices:

1. KSBCDC reserves the right to place the work order for the products/Items listed in this tender in whole or in part.
2. No escalation of the contract price shall be made on account of any variations in costs of labor, travelling and materials, taxes, duties and levies or any other cost component affecting the total cost in fulfilling the obligations under the contract.
3. The contract price shall be the only payment, payable by KSBCDC to the successful bidder for completion of the contractual obligations under the contract, subject to the terms and payment conditions specified in the contract.
4. Rate should be firm for the period of bid. Request for enhancement of the rate during the bid period will not be entertained under any circumstances. The price approved by KSBCDC for procurement will be inclusive of levies and taxes, packing and forwarding, freight along with loading & unloading , delivery and assembling and any change in these shall have no effect on price during the scheduled period of contract.
5. The successful tenderer shall submit the agreement in ₹200/- stamp paper and with the period specified in the letter or acceptance of his tender/work order.
6. The successful bidder shall furnish security deposit in the form of DD/Cash, for an amount equivalent to 5% of the value of the contract within 5 days of receipt of Work Order.

VII) Taxes and Duties:

1. All the taxes, duties, levy and all other charges applicable and shall be valid for delivery on the basis to the designed delivery points. All payments will be subjected to tax deduction at source as applicable /required at the prevailing tax rates. KSBCDC shall not pay any increase in duties, taxes and surcharges and other charges on account of any revision, enactment during the period of validity of the Bids and also during the contract period. The decision of KSBCDC in this regard will be final and binding and no disputes in this regard will be entertained.
2. An agreement in a Kerala Stamp Paper worth Rs.200/- has to be executed between KSBCDC and the successful bidder within seven days after publishing the award of contract.
3. The successful bidder shall submit the agreement in stamp paper and within the period specified in the letter of acceptance of his tender /supply order.
4. By submitting the bid it is presumed that the bidder has verified the tender documents and technical specifications of the items /products in details and has quoted the tender rate accordingly.
5. The items supplied against the tender must strictly conform to the specifications as prescribed in tender. If there is any variation in the specifications of the items/products supplied the same has to be replaced.
6. The tender should be for all the items of work details in BOQ.
7. Once the tender has been accepted, the bidder will be liable to supply the products/ execute the works to the destinations as per the purchase/work order within the time stipulated for delivery.
8. Time is the essence of this bid and hence the bidder should see that the products delivered /works executed on time stipulated without fail.
9. The delivery should be made on supply point mentioned in order on or before due date and failing of this can lead to penalty/damages decided by the corporation.
10. If the bidder fails to honor the purchase /work order or fails to execution of works in time, KSBCDC will make its own arrangement for execution of works at the cost of the bidder. If KSBCDC incurs any loss to this account, the amount will be recovered from the bidder.
11. No interest shall be paid to bidder for belated payments from customer KSBCDC.
12. Quality complaints: any kind of quality complaints, if noticed will be made good from the Event Management Agency (EMA) bill from any other amount due to the supplier from the KSBCDC as a part of contractual obligation.

VIII) General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for selection of Event Management Agency for designing, Fabrication and Branding of Space & Setting up of stalls, stages & Pavilion of BCDC EXPO 2025. The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of KSBCDC of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e- procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

IX) Online Bidder Registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost. Bidders may contact E-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: etendershelp@kerala.gov.in or helpetender@gmail.com for assistance in this regard.

X) Online Tender Process:

The tender process shall consist of the following stages:

1. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
2. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in only and shall not be available elsewhere.
3. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission

of bid is allowed and manual bids shall not be accepted under any circumstances.

4. **Opening of Technical Bid and Bidder short-listing :** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
5. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time which will be notified later.

XI) Documents Comprising Bid :

The First Stage (Technical Cover based on 2 cover tender system): Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

1. Banker's name, address, Account number and details.
2. For registered company, certificate of registration copies of PAN, Aadhar etc. of all partners.
3. Attested Copies of PAN, GST and GST registration.
4. Certificate of Work Experience of Bidder.
5. Audited Financial Statement of the last three years.
6. Copy of EMD and Tender Fee remittance Receipt through SBI or NEFT.
7. A signed undertaking from an authorized signatory or Power of Attorney
8. Form of Undertaking.

KSBCDC doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

XII) Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of **Rs. 5000/- + Tax** and Earnest Money Deposit of **Rs.50,000/-**. The Bid security of 5% of the tender price is required to protect the KSBCDC against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e- Procurement system:

- i. State Bank of India (SBI) Internet Banking: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.

ii. **National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS):**

If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT / RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e- Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT/RTGS payment otherwise payment would result in failure in e- Procurement system.

As NEFT payment status confirmation is not received by e- Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

For RTGS the timings that the banks follow may vary depending on the customer timings of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

XIII) NEFT/RTGS payment should be done according to following guidelines: -

I. **Single transaction for remitting Tender document fee and EMD :**

Bidder should ensure that tender document fees and EMD are remitted as one single transaction.

II. **Account number as per Remittance Form only :** Account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are

- i. Remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.
- ii. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT / RTGS remittance.

- III. **Only NEFT/RTGS Remittance Allowed:** Account to Account transfers, State Bank Group Transfers (GRPT), Payments from NRE Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment type to GRPT or any other payment mode.
- IV. **Amount as per Remittance form :** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- V. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e- Procurement system for tracking the payment.
- VI. **One Remittance Form per Bidder and per Bid :** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.
- Any transaction charges levied while using any of the above modes of online payment has been borne by the bidder. The Event Management Agency (EMA)'s bid will be evaluated only if payment status against bidder is showing “Success” during bid opening.

XIV) SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click “Bidders Manual Kit” link on the home page.

It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

XV) COMMON TENDER CONDITIONS:

1. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
2. The tenders should be in the prescribed form which can be obtained from the www.etenders.kerala.gov.in. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
3. Indenting tenderers should furnish their tenders vide www.etenders.kerala.gov.in. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or subject to conditions are liable to be rejected.
4. The tenders will be opened on the appointed day and time in the office of the undersigned, in the presence of such of those tenderers or their nominees who may be present at that time.
5. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to the Corporation or such action taken against him as KSBCDC think fit.
6. The final acceptance of the tenders rests entirely with the Corporation who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
7. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.
8. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The Event Management Agency (EMA) shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified (SEVEN DAYS) will entail the penalties set out in para 11 below.
9. (a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender deposit a sum equivalent to 5 per cent of the value of the contract as security deposit for the satisfactory fulfillment of the contract less the amount of money deposited by him along with his tender. If the successful tenderer fails to deposit the Performance Guarantee and execute the agreement as stated above, the earnest money deposited by him will be forfeited to KSBCDC and contract arranged elsewhere at the defaulter's risk and any loss incurred by

KSBCDC on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If then defaulting firm is a registered firm their registration is liable to be cancelled.

(b) In cases where a successful tenderer, after having made partial execution/work fails to fulfill the contracts in full, all new work done may at the discretion of Managing Director KSBCDC, be executed by means of another tender/ quotation or by negotiation or from the next higher tenderer (L2) who had offered to execute the work and the loss, if any, caused to KSBCDC shall thereby together with such sums as may be fixed by KSBCDC towards damages be recovered from the security deposit and if the security deposit is insufficient to cover the loss/ damages caused then at the risk and cost of the successful Tenderer (L1).

(c) Even in cases where no alternate work order is issued, the proportionate portion of the security deposit based on the cost of the work not executed at the rate shown in the tender shall be forfeited and balance alone shall be refunded.

10. The Performance Guarantee/Security Deposit shall, subject to the conditions specified herein, be returned to the Event Management Agency (EMA) within three months after the expiration of the contract, but in the event of any dispute arising between KSBCDC concerned and the Event Management Agency (EMA), KSBCDC shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from KSBCDC to the Event Management Agency (EMA). In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.

11. (a) All payments to the EMA will be made by the Managing Director, KSBCDC in due course:-

(i) Transfer of fund through Bank Accounts.

(ii) As stipulated in the Rules of e-procurements.

(b) All incidental expenses incurred by KSBCDC for making payments outside the district in which the claim arises shall be borne by the Event Management Agency (EMA).

12. In case the Event Management Agency (EMA) becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the Event Management Agency (EMA) shall commit any act of insolvency or case in which under any clause or clauses of this contract the Event Management Agency

(EMA) shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Managing Director, KSBCDC to the Event Management Agency (EMA), be determined as it deems fit. But such determination of the contract shall be without any prejudice to any right or remedy of the KSBCDC against the Event Management Agency (EMA) or his sureties in respect of any breach of contract therefore committed by the Event Management Agency (EMA). All expenses and damages caused to KSBCDC by any breach of contract by the EMA shall be paid by the EMA to KSBCDC, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

13. (a) In case the Event Management Agency (EMA) fails to execute the work within the time provided for the same, or in case the Event Management Agency (EMA) commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for KSBCDC (if they shall think fit to do so) to arrange for the execution of the said work/things from elsewhere or on behalf of KSBCDC to put an end to this contract and in case KSBCDC shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other money shall then or any time during the continuance of this contract be payable by the Event Management Agency (EMA) to KSBCDC under and by virtue of this contract, it shall be lawful for KSBCDC from and out of any moneys for the time being payable or owing to the Event Management Agency (EMA) from KSBCDC under or by virtue of this contract or otherwise to pay and reimburse to KSBCDC all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the Event Management Agency (EMA) afore said.

(b) In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Courts at Thiruvananthapuram only.

14. Any sum of money due and payable to the Event Management Agency (EMA) (including security deposit returnable to him) under this contract may be appropriated by KSBCDC or any other person authorized by KSBCDC and set off against any claim of KSBCDC for the payment of a sum of money arising out of or under any other contract made by the Event Management Agency (EMA) with the KSBCDC or any other person authorized by KSBCDC. Any sum of money due and payable to the successful tenderer or EMA from KSBCDC shall be adjusted against any sum of money due to KSBCDC from him under any other contracts.
15. Every notice hereby required or authorized to be given may be either given to the Event Management

Agency (EMA) personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the EMA by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the EMA on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.

16. The tenderer shall undertake to execute all the work as per the specifications and conditions.
17. No representation for enhancement of rates once accepted will be considered.
18. Tenderers should be prepared to complete the work subject to the penalty clause for forfeiture of security in the event of default or failure to complete the work within the stipulated period.
19. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the KSBCDC.
20. The successful bidder shall execute an agreement in Kerala Stamp Paper value of ₹200 purchased in the Kerala state within a period of seven days from the date of issue of intimation of the acceptance of the tender. Agreement received from a tenderer after the above time limit will not be considered.

XVI) Scope of Work

The Agency would be required to provide/undertake the following Work/Services during the event.

1. The Event Management Agency (EMA) would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme-based ambience during the BCDC EXPO-2025 at Alappuzha Beach, Kerala.
3. The lay out plan and design including welcome gates and material to be used will have to be approved from KSBCDC beforehand.
4. The entire exhibition area would need to be cordoned off (as per requirement) using tin barricades for safety and exclusivity.
5. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the BCDC EXPO exhibition is fully set up by the morning on 1st October, 2025. The bidder would be handed over the site latest by 28th September, 2025.
6. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land-owning agency i.e. Maritime Board by 11th October 2025, after the event.
7. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible. Fire exits must be provided with prominent signs.
8. The selected bidder would be required to tie up with the Municipal Authorities, Police & Traffic Police, etc, so that the work of BCDC EXPO-2025 is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Fire Service, Excise Department, ET, FSSAI, Taxation department (GST), Labor Department, Licensing Branch, Local Police, Traffic Police, Health Department, Alappuzha Municipal Corporation, Electricity Board/supply company, etc. would be the responsibility of selected bidder. KSBCDC would however facilitate the selected bidder in getting these permissions/Licenses.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, fire brigade, fire retardant spray, sand buckets, chair, tables, canopies, public address system, sound system for cultural programs, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, adequate number of house-keeping staff for maintaining cleanliness, etc.
10. The agency shall organize the BCDC EXPO in full compliance with the Green Protocol guidelines prescribed by the Government of Kerala. This includes adopting eco-friendly practices such as banning single-use

plastics, promoting reusable and biodegradable materials, and implementing effective waste segregation and disposal measures in accordance with the guidelines issued by the Suchithwa Mission. The agency must coordinate with local bodies and authorized agencies for the proper collection, recycling, and disposal of all event-related waste.

11. **100** octomom Craft Stalls of size 10fts x 10fts on wooden platforms of around 6 inches high are to be put up for the Artisans. Each Craft stall must have Two tables (one octomom & one wooden), 2 chairs, One steel Rack with 3 shelves (wherever required), two electrical point, 3 spot lights, dustbin, front cover for securely closing stall at night, etc. However, number of additional chairs/tables may be provided based on demand/requirement of the artisans on payment basis by Artisans.
12. Considering it will be rainy season in the Kerala State and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of minimum 6 inches high to save from any water logging. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Adequate flood light provision is to be made within the craft zone enclosure.
13. The EMA shall also construct 15 theme-based Food Stalls for culinary experts under German Hanger raised on wooden platform of around 6 inches in height to help save from water accumulation due to heavy down pour. The size of each food stalls would be 10fts x 15fts for culinary experts. Food Stalls are to be given three tables with frills & plastic sheets, 4 electrical point (5 AMP Plug) & Two chairs each along with 3 LED lights, dustbin, 2 pedestal fans. Extra Two Power Point connections (15 AMP Plug) are to be provided in each Food Stall. The side walls shall be of flex on wooden frames with rear flex wall with creative depicting Food/Sweet items with curtain like sliding opening for passage into the cooking area. Adequate light facility is to be provided in the food area under the German hanger.
14. Two Theme based covered Refreshment Zones with sufficient capacity to comfortably seat 25-30 persons, rectangular long tables of 4fts height having daily changeable plastic sheets on top & frills and high-top tables (as required) are to be provided in front of food stalls. The Refreshment Zones are to be included within the German Hanger where food stalls have been set-up to protect from Sun/Rain. The area is to be further decorated using drop down, ethnic material, etc. Sufficient numbers of large sized coolers are to be provided in the food stall area/refreshment zone under the German Hanger to take care of hot & humidity prevalent in the city venue.
15. Cooking area is to be set-up behind every food stall provided with 2-3 tables for cooking, covered from top to protect from rain. The cooking area behind the stalls would need to be covered from the rear & sides, so that it is not visible to the visitors. Water facility is to be given for each cooking area/Food Stall. Further, temporary sewage clearing facility to the nearest manhole is to be created for draining waste water from the cooking area behind each food stall. Dustbins to be provided in the cooking area

- with frequent clearance for cleanliness & hygiene. A separate area is to be provided for cleaning of utensils for the Food Stalls with proper drainage facility.
16. The bidder will have to facilitate the culinary experts coming from different parts of the country to get cooking & serving wares, cooking gas, raw material, etc.
 17. The selected bidder has to ensure that the whole complex is fully lit up like a stadium and all food stalls have sufficient electricity and power points.
 18. All the electrical cables and wires should be properly insulated and placed at the back of stalls fully secured from human contact. Wires are required to be insulated with due care because the city venue is expected to receive good rainfall to avoid any short circuit and electric shock to any visitor, artisan, worker. Wires of proper current carrying capacity should be used and ensure there is no power outage due to overheating or burning of wires. There should not be any loose wires. Silent eco- friendly Gen sets installation of required capacities for the event would be the responsibility of the selected bidder with the required permission from concerned agencies.
 19. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
 20. Removal of garbage from the site and its disposal to the nearest Municipal Corporation dust bin is the responsibility of selected bidder.
 21. The selected bidder would also be responsible for constructing a stage and green room separately for Male & Female Artists. All the expenditure on ambience creation, Good quality sound system (stand mikes, cordless mikes, Mapple Mike, etc as per requirement of performing artists) & adequate movable parkin light arrangements on truss in front of the stage and on both sides for the cultural program would be the responsibility of the selected bidder. All permissions required for cultural program from concerned authorities has to be arranged/taken by the EMA.
 22. Publicity panel/standees & directional signages in Malayalam/English, hoardings, flex branding panels outside campus wall of Alappuzha Beach would need to be carried out by the selected EMA. Pole branding would also need to be put up in the vicinity of the venue. Masking with ethnic print along with Hoarding on Scheme & Programs of KSBCDC would be put up on the inside of the boundary wall, entrance gates, behind stages and at other prominent places in the venue wherever boundary wall is visible from inside. The design & content for the same would be provided by KSBCDC. The Flex to be used for branding must be of STAR QUALITY for Good Get-up of printing.
 23. The EMA shall also ensure that due publicity on Social Media and through Newspaper Advertisement is given to cultural programs. The creative in this regard should be got approved from KSBCDC.
 24. It shall be the responsibility of the selected bidder to set up KSBCDC office with furniture (revolving chairs, sofas, Tables), internet facility, 4 laptops with printer, steel almirah, storage for pantry & other

- items, light, fixture, socket points, carpet, AC, Fan, cooler (as required), etc for executing the work of BCDC EXPO-2025. The KSBCDC office will have facia depicting Name of KSBCDC & its logo.
25. A control Room is also required to be set-up for coordinating & maintaining the event. Staff of the EMA are to be placed here 24 x 7 for properly maintaining & operating of the event.
 26. It may please be noted that KSBCDC shall provide the name of artisans and food vendors/cuisine experts. The EMA will not entertain any artisan/food vendor directly. In case it is found that un-authorised stall/vendor is put up inside the venue, it will be the responsibility of the EMA to evict such un-authorised vendor/stall. Failure by the EMA to evict such un-authorised vendor/stall will be viewed very seriously and heavy penalty would be charged from the EMA and deducted from its Performance Bank Guarantee.
 27. The entire open stretch/ground is to be covered by new & clean green mesh carpet (properly taped/pasted/pegged to ground) and the area from the main entrance gate to KSBCDC Pavilion and from gate to stage/dais for inaugural function is to be covered by Red Carpet.
 28. Extensive Promotion of the event on Social Media using digital platforms with arrangement for live feeds. Radio Jingles to be played on FM Channels, Advertisement on Local Cable Network. Distribution of Leaflets as handouts at prominent places and through Newspaper insertions during the BCDC Exhibition period.
 29. The Photographer and Videographer are to be deployed at least two days before the start of the event so that the work in progress captured can be put up on social media for creating interest amongst the public.
 30. The Scope of the work is summarized here below;

Sr	Particulars
1.0	BENEFICIARY/ARTISAN FOOD & SWEET STALL
	<ul style="list-style-type: none"> Arts & Crafts Stalls - 100 No. of Octonom stalls with the minimum size of 10X10 Sq. Ft. for Artisans for showcasing/selling of Handloom/Handicraft Items. Considering rainy season in the Kerala State and heavy rains anticipated, thus the craft Stalls are to be placed under German Hanger and placed on wooden platform of around 6 inches high to save from any water logging. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air- conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Adequate flood light provision is to be made within the craft zone enclosure. Arts & Crafts stall area under the German Hanger is to be decorated using all the promotional collateral of BCDC EXPO-2025, artisans stall facia with logo of BCDC EXPO-2025 & KSBCDC, Name of Arts/ Crafts, Place of Artisans/ Craftsman. Small Story Boards of size 2 fts x 4 fts to be placed on sun board in each Craft Stall bringing out background of the artisan, product, process/method of production, etc. The story would be provided by KSBCDC in respect of each Artisan. 2 Tables (One Octonom & one wooden), 2 Chairs, 2 Electric Point (5 AMP), 3 spot lights, one pedestal fan, one dustbin, Iron Shelves (wherever required), front cover for closing stall at night for safety, Carpet, etc. each would be provided for 100 stalls. If required, additional Tables and chairs will be provided to the artisans on payment basis by artisans. Stall Facia, Table Facia will be as per actual size of the Stalls and octomom table with BCDC EXPO Logo. The same has to be approved by the KSBCDC before installation Adequate space between stalls for free movement of visitors. Only new & clean material to be used for construction of Octonom.
1.2	<ul style="list-style-type: none"> Food Stalls - 15 No. of stalls of size 10 fts x 15 fts covered under German Hanger raised on wooden platform of around 6 inches in height to help save from water accumulation due to heavy down pour. The German Hanger housing food area shall be air cooled with provision for sufficient number of coolers & fans, as per requirement. 3 Tables, 2 Chairs, 6 Electric Points (two points of 15 AMP Plug for use of freezers & heating ovens & 4 points of 5 AMP Plug), 3 Focus LED white lights, two pedestal Fan, two dustbin, branding on back wall with photo of food craft of that particular

	<p>stall, front cover for closing stall at night for safety, Carpet, etc. If required additional Tables and chairs will be provided to the culinary experts on payment basis.</p> <ul style="list-style-type: none"> • Theme based stall Fascia be created by using BCDC EXPO logo, Name of Food Item, Place of Food/Culinary Expert. • Cooking area is to be set-up behind every food stall provided with 2-3 tables for cooking, covered from top to protect from rain. The cooking area behind the stalls would need to be covered from the rear & sides, so that it is not visible to the visitors. Water facility is to be given for each cooking area/Food Stall. Further, temporary sewage clearing facility to the nearest manhole is to be created for draining waste water from the cooking area behind each food stall. Dustbins to be provided in the cooking area with frequent clearance for cleanliness & hygiene. A separate area is to be provided for cleaning of utensils for the Food Stalls with proper drainage facility. • Two Theme based covered Refreshment Zones (Table & Chairs, stools, Hand Knitted Wooden Cot, etc.) with sufficient capacity to comfortably seat 25-30 persons, 20 Catering Table with frill and Top cover, 20 high-top bar tables, 10 Jumbo coolers, 40 chairs, 2 Thematic Décor, are to be provided in front of food stalls. The Refreshment Zones are to be included within the German Hanger where food stalls have been set-up to protect from Sun/Rain. The area is to be further decorated using drop down, ethnic material, etc. Proper lighting with parkan lights. Sufficient number of large sized coolers is to be provided in the food stall area/refreshment zone under the German Hanger to take care of hot & humidity prevalent in the city venue. • Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the KSBCDC before installation.
2.0	AMBIENCE CREATION, STAGE, KSBCDC PAVILION & KSBCDC OFFICE CUM CONTROL ROOM
2.1	<p><u>Welcome Gate Theme Based</u></p> <p>Theme Based Box Gates with Size of 75 Ft. width X 35 Ft. Height (or as per space available) and another 2 Box Gate with the size 30Ft. X 40Ft (or as per space available) for entry from main road and exit to the parking area. Size of the gate may vary as per the actual requirement and availability of space.</p> <p>Arrangement of adequate number of Rain Covers & large umbrellas at main entry/exit gates to protect visitors during unexpected downpours.</p> <p>The Gate should be firmly fixed with truss support and inside of the gates should be the replica of outside the gate i.e., both sides of the gate should look alike. Two backlit panels</p>

	<p>on each side of entrance gate of size 6 fts x 10 fts displaying the picture of Hon'ble Chief Minister of Kerala and Hon'ble Minister of SC/ST and Other Backward Classes, Govt. of Kerala. One backlit KSBCDC EXPO logo on top of entrance gate with "KSBCDC" to be put up on top of the Gate of size 8 fts x 2 fts, LED parkans with T-stand to light up the gate on either sides, etc.</p> <p>Back Gate opening in parking area shall work as fire exit for evacuation in case of any emergency in consultation with the Fire Brigade, Cochin.</p>
2.2	<p><u>Flower Decoration</u></p> <p>All Entrance and Exit Gates, KSBCDC pavilion & Stage area is to be decorated with props and flowers for the Inaugural Function. Floral Design, One Big Floral Centre piece be placed, etc for venue decoration.</p>
2.3	<p><u>Venue Decoration:</u></p> <ul style="list-style-type: none"> Entire Exhibition area is to be decorated to provide ethnic, carnival, mela look in line with the theme, ethnic dropdowns, (such as Balloon, Metal Lanterns, Streamer Banner, Large Paper Lanterns), Decorative Colourful Lights, Decorative Plants Colorful Drapes on trees with serial mirchi colorful lights on all trees and bush/shrubs inside & those nearby trees/bushes on either side outside the venue, Decorative Plants on pathways/corners/KSBCDC Pavilion/KSBCDC office, Signages in English/Malayalam, buntings, Pathways and aisle should be decorated from all sides. Trees and Poles to be decorated by using serial lights, props, etc. Fencing on all sides with tin barricades to secure the venue/open field (wherever required), masking with ethnic material/hoarding of the venue wherever required or as directed by the KSBCDC. At least 10 (Ten) Artistic theme corners/Selfi Points are to be created in the exhibition venue apart from this a separate Kid Zone is also required to be created on one side of the venue. All theme corners/Selfi Points should have coloured parkan lights on each side (if two sided/3D). Each Artistic Theme MUST have BCDC EXPO Logo prominently placed on it. Two mobile charging stations are required to be installed at accessible points for public convenience. QR Code-based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information. <p>Visitor Footfall Monitoring</p>

- A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis. EMA shall submit a daily status report during the event including footfall estimates, highlights of the day, media/social media coverage, and any challenges encountered. Consolidated data shall be submitted to KSBCDC post event.
- **Red Carpet in the passage from the Gate to the KSBCDC Pavilion and from Gate to the Stage/dais for inauguration ceremony** is to be covered. The entire pathway and the exposed ground inside the venue is to be covered by green mash carpet properly taped/pasted/pegged to the ground for neatness and to avoid accident due to tripping of visitors.
- **PA system with speakers** in entire venue for public announcement (in Malayalam & English) for effective communication with visitors and running of light instrumental music. Guidelines of local authority to be strictly followed by EMA.
- **Whole venue including inside German Hanger is to be lit up fully like a Stadium.** (White Metal Lights; Tower LED lights; LED Parcan Lights, LED Serial Lights; White Sodium Lights, Dome white light, etc.) The lights are also to be deployed in adequate number outside the venue on footpath, trees, bushes, colorful mirchi lights, designer lights with different kind of figures, etc so that venue appears distinctly lit up from a distance to attract attention of passersby. The number of lights to be put up will be as per requirement to light-up the entire venue like a stadium with no dark spots.
- Acrylic BCDC EXPO Cut Out in English & Malayalam with font size of 10X6Ft. (excluding platform height).
- Total Carpet area would be as per actual requirement of the venue & layout plan. New Carpets to be used for covering entire KSBCDC pavilion, no stains, no stitching/patches/cut will be allowed, if found, EMA shall be liable for penalty as decided by the competent authority.

Following may be arranged as part of Dais on stage for Inaugural function:-

- a) 15-20 Good Quality Chairs of which Two Chairs for VVIPs/Dignitaries.
- b) Matching Tables on Dais.
- c) Two stage Podium with BCDC EXPO Logo to be displayed prominently.
- d) Mike on Podium, one Mike on Table and one Cordless Mike.

	<p>e) Comparer for Inaugural Function.</p> <p>f) Flower pots on Dais Table.</p> <p>g) Flower Decoration on Stage/Dais/seating area in front of stage.</p> <p>h) The entire stage/dais for Guests/Press/Visitors is to be placed under german hanger of adequate size, with 20 three seater sofas, 20 two seater sofas, 30 center tables, 50 que Manager, 500 good quality banquet chairs with clean white covers. Extra 400 chairs may also be arranged for the inaugural function.</p> <p>i) Adequate tonnage of Air conditioner & 20 jumbo coolers, 20 pedestal fans are to be provided in the stage area for the inaugural function.</p> <p>Side ramp with support railing, Red Carpet, Ethnic decoration for the VVIPs to move on dais during inaugural function. Jumbo coolers and pedestal fans are also required for the audience during inaugural function & cultural programmes.</p> <p>Good quality Shawls & bouquet for the felicitation of VVIPs and dignitaries (as per requirement).</p> <p>Traditional Welcome for the inaugural program. (To arrange Singari Melam).</p>
2.4	<p>One working office for KSBCDC is to be created of about 1000 Sq. Ft. Area with furniture (6 modular chairs, 20 high back chairs, 20 plug points, 2 two seater sofas, 2 Centre Tables), internet facility, 4 core i5/i7 laptops with one color laser jet printer, 4 keyboard & Mouse, wifi connection of 100 MBPS, Refrigerator (not less 300 lts., Steel Almirah, CCD coffee machine with all consumables, storage for pantry & other items, light, 2 Mobile charging station, 10 LED light, fixture, 1 glass cutted window, 1 glass door, 4 Multi-tasking staff, socket points, carpet, AC, 4 pedestal Fan, cooler (as required), Carpet. The KSBCDC office will have facia depicting Name of KSBCDC & its logo. The office of KSBCDC is to be setup under the same German Hanger as KSBCDC Pavilion.</p> <p>Theme based KSBCDC Pavilion containing VIP Lounge, Lounge for officials & reception area is to be created in 3500 Sq. Ft. (as per space available) under Germen Hanger Area with Electrical Points, Office Tables, High Back/ Traditional Chairs, Sofas (as per requirement), LED TV for display of short movies on schemes of KSBCDC, Carpet with proper Light Arrangements, 2 pole flag, 2 Tower Air Conditioners of required capacity, side tables, centre tables. Seating Arrangement in the lounge area for officials, visitors.</p> <p>Separate locked Pantry with storage facility having provision of CCD Tea/Coffee vending machine with two operators in proper uniform for Tea/coffee Arrangement & 2000 Number of Drinking water (250 ml bottles) on each day for guests for executing work of exhibition. 50 food packets for lunch & evening snacks for 30 people, of good quality for the office staff</p>

	<p>of KSBCDC on daily basis.</p> <p>A dedicated Help Desk and a Lost & Found counter, equipped with registers and two attendants, shall be placed at the main entry gate throughout the event duration.</p> <p>Arrangements for the Press Conference at the time of Inauguration of BCDC EXPO event and closing of the event. Backdrop, seating arrangement-Tenderents for media person. Media kit and food packets (100 in number) for the media during inaugural function.</p> <p>VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day.</p> <p>The scheme of the KSBCDC would be displayed separately under a pagoda set up near the entrance gate by using 15 Acrylic Sandwich LED Panels on stand with carpet. A/C/cooler and proper lighting arrangement.</p> <p>Pantry with all facility of refrigerator, serving Microwave like a Mini Kitchen with Borosil crockery for atleast 50 PAX at a time, A branded Coffee vending machine to be installed in the VIP Pavilion for 10 days. A serving staff in proper uniform should also be deployed for 10 days. 2 Number of well-dressed serving staff from reputed institute, 2 care taker (for tea, coffee) will remain present in the VIP Pavilion.</p> <p>Two steel rack for placing brochures, One table & two bar chairs in the reception area.</p> <p>20 VVIP wooden cushion chair, 10 two-seater wooden sofas with similarity of wooden chair, 1 thematic décor, PA system, 2 way conference system, wifi connection (100 MBPS), 4 security bouncer, 15 centre table, 5 round table glass, LED wall for outside, L shape reception with reception table, 2 Receptionist, for VIP pavilion, if required EMA will make arrangements for more chair & table. This setup will be separate from the Stage Tables & Chairs.</p> <p>Separate Toilets (Bio Toilet) for the VVIPs & Dignitaries attached to the KSBCDC Pavilion. Dedicated house-keeping staff to be deployed for keeping the toilet clean and hygienic.</p> <p>The entire VIP room, Lounge area, KSBCDC office, Pantry is to be accommodated under German Hanger with adequate air conditioning & lighting. If required, fans may also be placed. The VIP room, lounge is and KSBCDC office should have flower pots, green plant pots, etc for beautification.</p>
2.5	<p><u>Stage & Green Room</u></p> <p>One theme-based stage size of 50ft. X 30ft. in waterproof German Hanger completely covered as per actual size of ground.</p> <p>Fabrication of separate Green Rooms (Ladies & Gents separate) of size 10ft X 10ft each</p>

	<p>with mirrors, fans/coolers, hangers, Chairs/Sofas, Changing Room, Light, Drinking water and other necessary items/equipment as required. Proper Carpeting on the Floor to be maintained. This is to be setup behind the stage area under pagoda of adequate size.</p> <p>A LED Backdrop (latest quality to avoid distortion of image) size of 32ft X 15ft (as per actual size) at the back stage. 4 LED TV with comfort screen for live streaming of the event/advertisement of KSBCDC.</p> <p>Seating Arrangements for visitors, decorative items around the seating area. 20 jumbo coolers, 20 pedestal fan, 500 Banquet Chairs (additional 400 chairs for inaugural function) to be used with sashes, 20 Two-seater Sofas, 20 three seater sofas, 30 centre tables.</p> <p>Two Podium with proper branding of BCDC EXPO & flower decoration for inaugural function.</p> <p>Requisite lights on truss in front of the stage and both sides of stage (6 Parkan moving head on each of 3 truss with controller, 12 LED Parcan from back, 20 LED Parcan from front on stand, One smoke M/c, Light Control Board) ambience & good quality sound system (such as stand mikes, cordless mikes, Mapple Mike, P.A system, base, top, monitor, sound mixer, LED parcans, T-truss, sharpee, duel bass per side, duel tops per side, musicians monitor, side fills tower, 4 hand cordless mikes, D1 Box for Keyboard Guitar, AKG corded mike for musicians, etc as per requirement of performing artists), Arrangement of mattress for live performances as per artist requirement, etc.</p>
2.6	<p>Parking Space with Parking Supervisors</p> <p>The EMA will make necessary Arrangement for parking along with parking staff and security around the venue. The Branding of BCDC EXPO should also be done in Parking Area.</p>
2.7	Levelling and cleaning of venue before and after the event
3.0	UTILITIES
3.1	<p>10 No of well-dressed Housekeeping Staff & 5 sweepers from reputed Agency for 24 hrs with House-keeping Material & adequate Garbage pickup arrangement.</p> <p>EMA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done.</p> <p>Four Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of the event.</p>
3.2	<p>Security arrangements TO BE DEPLOYED FROM A VERY REPUTED AGENCY ONLY.</p> <p>15 No. of Security Guards (10 Male & 5 Female or as per requirement on the instruction of KSBCDC), One Security Supervisors during visiting hours of BCDC EXPO and 10 Security</p>

	<p>Male Guards in night shift in proper uniform, gear/required equipment. 10 promoter for multi-tasking.</p> <p>Two No. of Door Frame Metal Detectors along with Frisking Cabin for Female at entry gate.</p> <p>5 Bouncers on each day during inaugural function & Cultural Program.</p> <p>Baggage X-Ray Machine at entry gate (Baggage Scanner), 4 hand held Metal Detector, 4 Door Metal Detector. 30 No. (or as required) of Walkie – Talkie</p> <p>50 Nos. of CCTV Head Moving Cameras of HD Quality (or as required) with complete monitoring system and recording backup for entire BCDC EXPO Duration 24X7, with Control Room setup and responsible Monitoring Team.</p> <p>The EMA will make the Arrangement of Wheel Chairs at Entry Gate for the Divyang.</p>
3.3	<p><u>Power Arrangement.</u></p> <p>Silent Eco-friendly Generators (of required number & capacity) to meet emergent power requirement with operators and regular diesel supply for uninterrupted power, as per power requirement assessment.</p> <p>Further taking temporary electric connection of required load is the responsibility of the EMA. The security deposit for temporary electric connection is to be paid by the EMA. Payment of actual electric consumption on temporary connection shall be reimbursed by KSBCDC on production of proper bill from electricity supplier.</p> <p>EMA shall also make provision for uninterrupted power backup (UPS) for the control room, KSBCDC Pavilion, and press/media briefing area to ensure smooth functioning during fluctuations.</p>
3.4	<p><u>Fire Fighting Arrangement</u></p> <p>100 Fire extinguishers, 10 Sand Buckets, 10 water drums on stands, etc. (Exact number to be decided in consultation with local fire brigade authorities).</p> <p>One Fire Brigade for 24 hrs. The EMA can approach Fire Brigade Office for requisitioning Fire Brigade Engine. KSBCDC to extend assistance if required. Payment for requisitioning Fire Engine shall be borne by the EMA.</p>
3.5	<p>10 Separate Good Quality Mobile Toilets each for ladies & gents & one toilet for the differently abled person.</p> <p>One Bio Toilet for the VIP should be installed as part of the KSBCDC Pavilion and must be properly maintained/cleaned regularly.</p> <p>Sanitation staff to be deployed for cleaning/sanitizing the toilets and must carry out cleaning every half an hour to ensure complete cleanliness and hygiene.</p>

	Hand soap, paper napkin, Toilet tissue rolls, Toilet fragrance, etc in toilets for maintaining hygiene during the entire period of the exhibition.
3.6	5 number of water tankers (or as required) for each day to facilitate culinary experts for cooking & cleaning. Also, tankers daily for drinking water separately. There should be piped connection for providing water to the Food/Sweet stalls.
3.7	<u>Medical Arrangement.</u> Provision of One Fully Equipped Ambulance with One Doctor , One Paramedic staff & necessary first aid/medicine.
4.0	PROMOTION & PUBLICITY AT VENUE
4.1	Uniform branding of flex on wooden frames outside boundary wall(one parallel to the main road, front side of the main gate), on barricading facing the parking/utilities and inside portion exposed portion of boundary wall with Schemes of KSBCDC and Theme related pictures. Masking by white cloth/ with cloth having ethnic pictures on the inside of the exposed portion of the boundary wall, entrance gates, behind stage, toilet zone, other prominent places in consultation with KSBCDC officials, etc.. Only New & Clean material to be used. The design & content for the same would be provided by KSBCDC. The Flex to be used for branding must be of STAR QUALITY for Good Get-up of printing.
4.2	Designing & fabrication of Welcome & Collage Standees (25 Nos of size 3 Ft. x 6 Ft. or as required) on wooden frames. 100 number (or as required and instructed) of Pole branding of size 4 X 2 Ft. for pulling on all electric poles leading to the venue. Pole branding at the Venue, size of 4Ft X 3Ft (as per requirement) Publicity Panels of size 6 Ft X 8 Ft inside venue as required. Table Facia, Stall Facia (Food & Craft) on neatly pasted sun board will be as per the actual size of the already constructed and Octonom stalls. The EMA will do the actual measurement of each stall and prepare the Facia accordingly in wooden frame. The designs, size and content will be finalized by KSBCDC. Direction Panels (Nos. of size 3 Ft x 2 Ft as per requirement). All the flex used for branding must be of Star Quality for Good Get-up with fine quality printing. No faded/poor quality of printing on flex will be installed in and outside of the venue. 500 Invitation Cards, 50000 pamphlet (A5 size, 70 GSM) and Parking stickers printed as per design. E-Invitation to be designed accordingly and circulated. Delivery of Invites to be

	ensured by EMA with delivery proof.
4.3	<p><u>Social/Electronic / Print Media / Promotion</u></p> <p>EMA will design creatives of newspaper advertisement with due approval of KSBCDC. The approved advertisement to be released on three days of the event in prominent Malayalam/English Newspapers. EMA to submit media plan for approval to KSBCDC. Size of the advertisement to be decided in consultation with KSBCDC. Payment for release of advertisements to be reimbursed by KSBCDC to the EMA.</p> <p>EMA will design, print and distribute Pamphlets through Newspaper insertions daily in prominent colonies.</p> <p>EMA will do the radio publicity before and during the event. Content & Media Plan to be approved by KSBCDC. The script, its recording to be done by EMA as per directions/approval of KSBCDC. Payment to be made by EMA. EMA will do the TV/audio visual advertisements/publicity before and during the BCDC EXPO event.</p> <p>EMA will record and provide the edited videos. The content would be finalized by the KSBCDC.</p> <p>Making arrangements & payment by EMA for the visits of the Bloggers, Youtubers to visit the BCDC EXPO and create publicity on social media platform. KSBCDC to be consulted in every case. The EMA will have to start the social media activities one week prior to start of the event. The Social Media should be done very aggressively on all digital mediums like Facebook, X, Instagram, Google, YouTube, Whatsapp, etc. with consultation with KSBCDC.</p> <p>The social media promotion should be monitored on regular basis and compliance report must be submitted to KSBCDC on daily basis.</p> <p>Pre-launch activities 5-6 daily post on each social media platform one week before start of the events, key highlights of the BCDC EXPO, participation of traditional Arts & Crafts and Culture, etc.</p> <p>A dedicated manpower will be deployed at the venue for the entire duration of the BCDC EXPO for the Live Coverage on Social Media like Facebook, Instagram, X, YouTube, etc. The dedicated manpower will cover all the important events like inauguration of the event, cultural programme activities, daily visitor feedback, etc.</p> <p>A dedicated team will be deployed for above indicated activities for the social media by the EMA. The Social Media team will directly report to the KSBCDC officials during the event.</p>

	<p>A dedicated budget may be proposed/decided in consultation with KSBCDC before start of the social media campaign. A utilization certificate would be furnished by the EMA in this regard. The cost being part of overall quoted cost of the event by the EMA.</p>
4.4	<p><u>Photography & Videography:</u></p> <p>One Photographer (3 still camera) & one videographer (3 HD Video Camera) for the inaugural function & 1 Photographer (2 still camera) & 1 videographer (2 HD Video Camera) for other days of exhibition from 10.00 AM to 9.30 P.M.</p> <p>4G/5G Internet Broadband with Wifi facilities of appropriate speed to be provided during the BCDC EXPO for Live streaming of the BCDC EXPO event, or as required.</p> <p>Photographer & Videographers to be deployed two days before start of the event for shooting of BCDC EXPO event for live streaming and virtual tour. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting. Photo shoots of the products and interview with the Artisans/visitors to be obtained about their experiences.</p> <p>The Agency/Vendor has to submit all the designed/developed/created data/content in appropriately segregated folders. Daily recordings/photographs of the event may also be provided on a daily basis to KSBCDC. The vendor will provide all the above media content in a newly purchased 4TB hard drive to KSBCDC. Further, the Vendor has to keep the backup of all the media content/data for at least 6 months and has to furnish the same if required by KSBCDC.</p> <p>Promo/ Teaser Videos/Posters will be created by the EMA for promotion on social media platform before start of the BCDC EXPO event.</p> <p>Post event videos/creatives to be created by the EMA and submitted within 3 days after successful completion of the BCDC EXPO.</p> <p>15 minute and 8 minute films covering the event, its inauguration, interview with artisans/visitors depicting their feedback/experiences, cultural programs, visit by dignitaries, etc. with voice over, graphics, etc is to be prepared and first cut submitted to KSBCDC within 3 days of culmination of the event. Final film to be submitted within 7 days incorporating the changes/suggestions given by KSBCDC.</p> <p>EMA has to submit two copies of colour booklet in hard format containing photographs of, selfie points, gate, all stalls, food stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event for KSBCDC record.</p>
5.0	<p>MISCELLANEOUS</p>

5.1	2 Ushers in traditional dress for the BCDC Pavilion. Two Extra Usher for the Inauguration day.
5.2	<p>300 number of Photo I-Card with Logo strip printing of BCDC EXPO-2025, Stall Number, Name of Artisan, Type of Product, Place, etc with jacket and string.</p> <p>75 Nos. of Id-Cards with logo of BCDC EXPO, Name of Officials, etc. for the officials with Lanyard and String. 100 Nos. of Id-Cards with logo of BCDC EXPO for the Media with Lanyard and String.</p> <p>50 Nos. of Chef Caps, 50 Aprons, 300 hand gloves.</p> <p>300 Nos. of Caps & 300 Nos. of T-Shirts (of different sizes – 38, 40, 42, 44).</p> <p>Caps, T- Shirts & Aprons will have Logo of BCDC EXPO. The design and material of the T-shirt, Cap and Aprons would be finalized with KSBCDC.</p> <p>150 Nos. of good quality T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of KSBCDC.</p>
5.3	Insurance Cover of Rs.10.00 Cr for the entire period of the exhibition
5.4	All permissions from local authorities. Expenditure incurred thereof is to be borne by the EMA
6.0	OUTDOOR PUBLICITY
6.1	The EMA shall also be carrying out Outdoor Publicity of the event one week prior to start of the event. The outdoor publicity shall be carried out through PRD empaneled agencies at PRD rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor publicity based on the approved media plan at PRD approved rates.

XVII) INSTRUCTIONS TO THE BIDDERS:

1. PROPOSED PROJECT

Kerala State Backward Classes Development Corporation Ltd. (KSBCDC) is a company fully owned by the Government of Kerala, registered under the Companies Act 1956 is organising BCDC EXPO- from 2nd October to 8th October, 2025. The exhibition is to be put up at the Alappuzha Beach in Kerala by putting up 100 number of Octonom Craft Stalls for Beneficiaries of size 10 fts x 10fts for showcasing Handloom/Handicraft items. Considering it will be rainy season in Kerala and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of up to 6 inches height to save from any water logging. Further, 15 numbers of Theme Based Food Stalls of size 10fts x 15fts under Pagodas on wooden platform are also required to be fabricated and placed in a separate German Hanger. The Event ManaE-Tenderent Agency (EMA) shall be required to Design, Fabricate & Branding of theme-based KSBCDC Pavilion. Office cum control room for KSBCDC would also need to be put-up, all under the German Hanger. Besides, stage with **LED Backdrop (P2)**, **Two Green Rooms of size 10 fts x 10 fts (separate for male/female)**, small console room would also need to be fabricated along with profile light on truss **in front and both sides** of stage, good quality sound system, P.A System, banquet chairs, two seater sofa sets, fans/coolers (as per requirement), etc, for the inauguration & daily cultural programs. A dais with a side ramp is to be arranged for the inaugural function as per Scope of work. The stage area & the seating Arrangement in front of the stage is to be covered/brought under the German Hanger. The stage should be adequately lit-up with moving parkin lights. Further, considering the heat and humidity, the Beneficiary Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Similarly, the KSBCDC pavilion, VIP Lounge, KSBCDC office area set-up under the German Hanger are to be air conditioned of appropriate tonnage. The stage area and food area under the German hanger are to be provided coolers/fans in appropriate numbers to keep the area cool. However, tower ACs of appropriate capacity/tonnage are to be set-up on stage for the inauguration program, on rest of the days to be replaced by coolers/fans of in appropriate size and number.

2. REJECTION OF BIDS

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a) If the bidders have not submitted the proof of payment of bid before the closing date and time.
- b) If the bidder tries to put any influence. It will be blacklisted for a period of One year.
- c) If the bidder furnished false information.
- d) If the Authorised Signatory has not signed with official seal on the bid document.
- e) Any bid received after the bid due date/time prescribed in the Tender Document.
- f) Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- g) If Price is indicated in the Technical Document.
- h) Bids shall remain valid for 120 days after the date of Bid opening prescribed by KSBCDC. A Bid valid for a shorter period shall be rejected as non-responsive.
- i) If the bidder is not empanelled with any Central Govt./State Govt. agency for last one year and has not executed at least one similar work of organising exhibition with 50 or more stall for the same Organization/Authority where the bidder is empanelled.

3. OBLIGATIONS OF KSBCDC

All material for creative will be provided by the KSBCDC while creative will be developed by the EMA.

4. CRITERIA FOR SELECTION OF BIDDERS SELECTION CRITERIA

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria (based on presentation) will be 30 while Financial Criteria will be 70. The agency who quotes lowest in the financial bid shall be given 70 marks. The financial quotes of other bidders shall be computed as follows;

$(L-1 \text{ divided by } L_x) \text{ multiplied by } 70$ wherein X is the bid quoted by L 2, L3, L 4.

a. Composite Score of the Bidders:-

Composite Score of the Bidders shall be worked out as under:

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	30	
(B)	Financial score	70	
Composite Weighted Score of the Bidder (A+B)			

The Bidders who has secured the highest Composite Score shall be declared the Preferred Bidder.

- b. The Technical Evaluation shall be based on the presentation made by the bidder before **Tender Evaluation Committee (TEC)** covering the proposed **concept, approach, theme and design of the exhibition based on the scope of work**. The quantity and details of various components, manpower teams may also be indicated during presentation. The soft copy of the presentation may also be given to KSBCDC after the presentation. **The TEC shall recommend for opening of Financial Bid of only those Bidders, whose Bid(s) have been found to be Responsive and who score 80 marks or more out of 100 marks after Technical Evaluation.**

- c. Financial Score 70 Marks

The financial bid is to be quoted in the prescribed format as at **Annexure-2**.

- d. KSBCDC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. In case of any ambiguity while comparing the rates offered by the bidders, KSBCDC reserves all the rights to decide on the issue of identifying selected bidder.

- e. Special Conditions for Evaluation

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then KSBCDC reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

XVIII) GENERAL TERMS & CONDITIONS

I. (a) Liquidated Damages:- The entire work as listed in the scope of work is to be completed by 6.00 P.M on 1st October, 2025. The bare space will be handed over to the EMA in the morning of 28th September, 2025. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency or the bidder's account.

Further, in case of delay to deliver the work within stipulated program, KSBCDC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that KSBCDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, KSBCDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

If the bidder sublets the assignment and it comes to the notice of KSBCDC at a later stage the penalty of 25% of contract value shall be imposed on the bidder and this amount shall be deducted from his payment.

(b) Performance Guarantee

- i. The selected bidder shall submit Performance Guarantee / Demand Draft equal to 5% of the contract price or as mentioned in the LOI to the **Managing Director** KSBCDC at the time of signing of Agreement, in the given format, issued from any Scheduled Bank.
- ii. The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- iii. Format of Performance Guarantee will be provided to shortlisted bidder along with the LOI.

(c) Payment Terms

The stages of payment shall be as under:-

Instalment	Deliverables	Percentage
1 st	Completion of the entire work related to organization of the BCDC EXPO-2025 event. Successful Inauguration of BCDC EXPO-2025.	40 %
2 nd	After Successful Completion of the BCDC EXPO-2025 Event	30 %
3 rd	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st & 2 nd Installment along with all the supporting bills and invoices and scrutiny thereof.	30 %

- a) EMA has to submit soft copy & two copies of colour booklet in hard format containing photographs of all the work done by EMA including selfie points, gate, all stalls, food stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event.
- b) KSBCDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- c) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- d) In case of any dispute, decision of competent authority will be final and binding.
- e) The bidder must furnish a declaration (**as per Annexure-V**) to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.

II. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or relay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the KSBCDC will be final and conclusive.

III. Arbitration

- a) If a dispute of any kind whatsoever arises between the KSBCDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the KSBCDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceedings shall be held at Thiruvananthapuram and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The

jurisdiction of the court will be within the State of Kerala.

- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the KSBCDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IV) Additional Work :

In case of any additional work assigned by the KSBCDC beyond the scope of work or ask for supply for additional material and services the additional costing shall be calculated based on the unit rates mentioned by the agency in the financial bid and accordingly payment shall be released by the KSBCDC.

V) Cancellation / Postponement of Programme

In case the organizing of the BCDC Exhibition is cancelled or postponed due to any reason, no claims shall be made by the bidder on KSBCDC.

VI) ANNEXURES (To be filled up and submitted by the bidders)

- a) Annexure-1:-Technical Proposal Submission Letter
- b) Annexure-2:- Financial Bid Format
- c) Annexure-3:- Obligation / Compliance to be Ensured by Bidder
- d) Annexure-4:- Indemnity Undertaking
- e) Annexure-5:- Declaration for Non Blacklisted/Non Banned
- f) Annexure-6:- Bid Security Declaration

**TENDERS FOR SELECTING EVENT MANAGEMENT AGENCY FOR CONDUCTING BCDC EXPO -
2025**

TECHNICAL BID

Bidder's Profile

General Information

1	Name of the Bidder	
2	Date & Year of Registration of the Firm/LLP/Company	
3	Registered/Main Office Address (Submit registration certificate/GST registration/Trade Certificate)	
4	CIN/LLP Number	
5	Permanent Account Number	
6	GST registration No	
7	No of Partners/Directors	
8	Name of Partners/Directors	
9	No of Staffs	

Eligibility Criteria

1	Whether the firm/company/LLP meets all the eligibility criteria (Yes/No)		
2	No of years of experience		
3	Date and year of registration		
4	No. of Partners/Directors (as on closing date of tender)		
5	Annual turnover in any 3 years out of last 5 FYs (Submit audited financial statements)	FY	Turn Over

6	Details of Empanelment with any central/State Govt agency for last one year	
---	---	--

Details of any 3 Exhibition done in the last 5 years (Submit work order and completion certificate)

Name of Organization for which the event was held	Description of the event	Nature of organization (Govt Department/PSU/Autonomous Body/firm)

FINANCIAL BID FORMAT

(On letter head of the Agency)

Tender Document No. : _____

To:

[Location, Date]

To,

General Manager (Projects)
Kerala State Backward Classes Development Corporation
TC 27/588 (7) & (8), “Sentinel”,
Pattoor, Vanchiyoor P.O.
Thiruvananthapuram-695035,

Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the KSBCDC Pavilion&Artisan/Food stalls for organising BCDC EXPO 2025 from 2nd october to 8th October, 2025 at Alappuzha Beach, Alappuzha as per the Terms of Reference given in this Tender Document within the time specified and in accordance with the specifications, design and instructions as per “Instructions to Bidders and General Terms & Conditions”. The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANIZING BCDC EXPO-2025 EXHIBITION AT ALAPPUZHA BEACH, ALAPPUZHA, KERALA FROM 2nd OCTOBER to 8th OCTOBER 2025

1	2	3	4	5	6	7	8	9
S.No.	Particular	Description	W ft	H ft	D ft	Qty	Rate per unit / sq ft/ mtr or the unit as applicable	Amount
A	Craft Stall	Craft Stalls Setup						
1	Octonorm Stall	Octonorm stall structure with standard partitions	10	8	10	100		
2	around 6" Raised Platform with carpet	around 6-inch waterproof raised platform with carpet finish on wooden batten frame Material Spec: Waterproof Platform on Wooden Batten	10		10	100		
3	Octonorm Table with Front Printing	Standard octonorm table with customised front branding print Material Spec: Standard Size				100		
4	Catering Table with Frill and Top Cover	Iron catering table with wooden finished top, frill, and top cover. Material Spec: Iron Stand with Wooden Finished Top				30		
5	Octonorm Shelves	Octonorm Iron/Ply shelves	3		2.5	10		
6	Fascia	Fascia Material Spec: Black Back Flex on Iron/ wooden Frame	10	1.5		100		
7	Spot light (3 Each Stall)	Octonorm mounted spotlights (3 per stall) Material Spec: Octonorm Lights				300		
8	5 Amp Plug Point (2 Each Stall)	Electrical plug point (5 Amp, 2 per stall)				200		
9	Small Dustbin	Small dustbin (standard plastic/steel as per site requirement)				100		
10	Story Board Designing and Printing	Story Board Designing and Printing Material Spec: 3MM Sunboard Eco Flex Vinyl	2	4		100		

11	German Hanger with Sufficient Air Condition Tonnage	German Hanger with Sufficient Air Condition Tonnage Material Spec: As per Requirement and Layout to cover 100 stall with raised wooden platform around six inch				Tonnage as per requirement		
12	Pedestal fan	Pedestal fan				100		
13	Chairs	2 chairs per stall				200		
B	Food Stall Area 10 x 15 ft	Food Stall				15		
1	Side Wall	Side Wall Material Spec: Ply Back wall with flex mounted	10	8		30		
2	Back Wall	Back Wall Material Spec: Ply Back wall with flex mounted	12	8		15		
3	around 6" Raised Platform with carpet	around 6-inch waterproof raised platform with carpet finish on wooden batten frame Material Spec: Waterproof Platform on Wooden Batten	15		10	15		
4	Catering Table with Frill and Top Cover	Iron catering table with wooden finished top, frill, and top cover Material Spec: Iron Stand with Wooden Finished Top				50		
5	Front Fascia	Front Fascia Material Spec: Black Back Flex on Iron/ wooden Frame	15	1.5		15		
6	Bottom Branding of Stall	Bottom Branding of Stall Material Spec: Black Back Flex on Iron/ wooden Frame	15	3		15		
7	LED Light 100 Watt	LED Light 100 Watt				45		
8	5 Amp Plug Point (4 Each Stall)	5 Amp Plug Point (4 Each Stall)				60		
9	15 AMP Plug Point (2 Each Stall)	15 AMP Plug Point (2 Each Stall)				30		
10	Small Dustbin	Small dustbin (standard plastic/steel as per site requirement)				30		
11	German Hanger with Top and Side wall Drapping	German Hanger with Top and Side wall Drapping with raised wooden platform around 6 inch	15		15	15		
	Kitchen Area covered from Top, Back and	Kitchen Area covered from						

12	Side	Top, Back and Side	15		10	15		
13	Pedestal fan	Pedestal fan				30		
14	Chairs	2 chairs per stall				30		
C	Refreshment Zone	Refreshment Zone						
1	Thematic Refreshment Zone with top Cover	Thematic Refreshment Zone with top Cover	40	10	40	2		
2	Catering Table with Frill and Top Cover	Iron catering table with wooden finished top, frill, and top cover				20		
3	Chairs/ Mudda or Thematic Chairs	Chairs/ Mudda or Thematic Chairs				40		
4	Thematic Décor	Thematic Décor				2		
5	Standing Bar Table with glass Top	Standing Bar Table with glass Top				20		
6	Jumbo Cooler	Jumbo Cooler				10		
D	Stage Area	Stage Area						
1	Stage with Platform and Carpet	Stage with Platform and Carpet	50	3	30	1		
2	Stage cover with German Hanger	Stage cover with German Hanger	60		300	1		
3	Stage VIP Chairs	Stage VIP Chairs				15		
4	Stage Podium	Stage Podium with Front Branding				2		

5	LED TV with Comfort Screen stand	LED TV with Comfort Screen stand				4		
6	LED Backdrop	LED Backdrop	32	15		1		
7	Jumbo Cooler					20		
8	Pedestal fan					20		
9	Chairs for Audience					500		
10	3 Seater Sofa					20		
11	2 Seater Sofa					20		
12	Que Manager					50		
13	Centre Table	Standard Size				30		
14	Green Room	2 Green Rooms near Stage Area	10		10	2		

		(separate for male/female)						
E	KSBCDC Office	KSBCDC Office						
1	German Hanger with Sufficient Air Condition tonnage with raised wooden platform around 6 inch	German Hanger with Sufficient Air Condition tonnage Material Spec: Approx 1000 Sq.ft (All side Cover from Draping inside and Outside should be cover with thematic branding) with around 6" Platform and Carpet						
2	MODULAR TABLE	MODULAR TABLE				6		
3	Highback Chairs	Highback Chairs				20		
4	Plug Points	Plug Points				20		
5	CORE i5/i7 Laptop	CORE i5/i7 Laptop with color laserjet printer- 1				4		
6	Key Board and Mouse	Key Board and Mouse				4		
7	Wifi Connection (100 MBPS)	Wifi Connection (100 MBPS)				1		
8	Refrigerator	Refrigerator (not less than 300 ltr)				1		
9	Steel Almirah	Steel Almirah				1		
10	CCD Coffee Machine with all Consumables without any limit	CCD Coffee Machine with all Consumables without any limit				1		
11	Water Bottle (250 ML)	Water Bottle (250 ML)				2000 bottles per day		
12	Multi Tasking staff	Multi Tasking staff				4		
13	Glass door	Glass door				1		
14	Glass cutted window	Glass cutted window	4	2		1		
15	Food Packets for Lunch (Per Day)	Food Packets for Lunch (Per Day) of Standard Quality				30		
16	Evening Snacks (Per Day)	Evening Snacks(Per Day) of Standard Quality				30		
17	Mobile Charging Station	Mobile Charging Station				2		
18	2 Seater Sofa	2 Seater Sofa				2		

19	Centre Table	Centre Table				2		
20	LED Metal light 100 Watt	LED Metal light 100 Watt				10		
21	Pedestal fan	Pedestal fan				4		
E	KSBCDC Pavillion	KSBCDC Pavilion						
1	German Hanger with Sufficient Air Condition tonnage	German Hanger with Sufficient Air Condition tonnage and Tower AC Unit Material Spec: Approx 3500 Sq.ft (All side Cover from Thematic Cover inside and Outside should be cover with thematic branding) with around 6" Platform and Carpet						
2	Pole Flag	Pole Flag				2		
3	CM, Ministers photo frame with photo	PM, President Photo Frame with photo/collage	2	4		1 (Size of collage as per requirement)		
4	VVIP Wooden Cushion Chairs	VVIP Wooden Cushion Chairs				20		
5	Wooden Sofa with similarity of wooden Chair (2 Seater)	Wooden Sofa with similarity of wooden Chair (2 Seater)				10		
6	Centre Table	Centre Table				15		
7	Enclosure for Minister with Desk Table and Chairs	Enclosure for Minister with Desk Table and Chairs Material Spec: Capacity of at least 6 PAX				1		

8	Pantry	Pantry Material Spec: Pantry with all facility of Refrigerator, Serving, Microwave like a mini kitchen with Borosil crockery for atleast 50 PAX at a time				1		
9	Round Table Glass	Round Table Glass				5		
10	White Pod Cushioned Chairs	White Pod Cushioned Chairs				20		
11	LED wall for outside	LED wall for outside	12	8		1		
	L shape Reception with Reception	L-shape Reception with Reception Table						

12	Table					1		
13	German Clipon panels for KSBCDC scheme	German Clipon panelsfor KSBCDC scheme	3	6		20		
14	Receptionist	Receptionist in traditional attire				2		
15	Serving Staff well dressed from reputed institue or company	Serving Staff well dressed from reputed institute or company				2		
16	Care Taker (For Tea, Coffee)	Care Taker (For Tea, Coffee)				2		
17	Thematic Décor	Thematic Décor inside the KSBCDC Pavilion				1		
18	Thematic Lighting job	Thematic Lighting job				1		
19	False Ceiling	False Ceiling Material Spec: It should be thematic				1		
20	PA System	PA System				1		
21	2 Way Conference System	2 Way Conference System				1		
22	Wifi Connection (100 MBPS)	Wifi Connection (100 MBPS)				1		
23	Security Staff - Bouncer	Security Staff – Bouncer				4		
F	Technical	Technical						
1	PA System for complete venue	PA System for complete venue Material Spec: to cover complete venue for announcement and background music alongwith mic and other equipments				1		
2	3 Way Sound system for cultural performance with complete tech rider	3 Way Sound system for cultural performance with complete tech rider Material Spec: Sound should be JBL/ RCF as per artist techrider with MIC, Top, Bass, Subs, Delay, Flying				1		
3	Delay LED Screen	Delay LED Screen Material Spec: Across the venue to broadcast BCDC Video and other material, LED wall should be P4 Outdoor with maximum brightness and zero dot with 8ft riser and complete flex branding	10	10		6		

		Skirting						
--	--	----------	--	--	--	--	--	--

4	Delay Plasma	Delay Plasma Material Spec: Delay Plasma for Stage (Comfort Screen)				4		
5	Lighting for Stage	Lighting for Stage Material Spec: Appropriate Lightings with support of Box Truss which Included (LED Warm light : 40 Nos., Moving Head: 20 Nos., Blinder : 10 Nos., Profile : 4 Nos., LED RGB Par: 100 Nos.				1		
6	LED RGB Par light for Venue	LED RGB Par light for Venue				200		
7	Still Cameraman	Still Cameraman Material Spec: 3 Camera on the day of Inauguration and 2 Camera on others day				1		
8	Videographer	Videographer Material Spec: 3 Camera on the day of Inauguration and 2 Camera on others day				1		
9	Documentary Film with VO and Script of Event	Film of 8 Minutes of Walkthrough, Highlights of event which shoot on 8K Quality included professional voice over and Cinematic effects Film of 15 Minutes of Walkthrough, Highlights of event, Feedback of visitor, Interview of beneficiaries which shoot on 8K Quality included professional voice over and Cinematic effects				1		
10	Hard Disk of 4 TB	A branded 4 TB External SSD Hard disk need to be handed over with all events design, photos, videos and Raw Data to KSBCDC				1		

11	QR Code- based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information. Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis.	QR Code-based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information.				1		
12		Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis.				1		

13	Power Arrangement	Silent Eco friendly Generators (of required number & capacity) to meet emergent power requirement with operators and regular diesel supply for uninterrupted power, as per power requirement assessment. Further taking temporary electric connection of required load is the responsibility of the EMA. The security deposit for temporary electric connection is to be paid by the EMA. Payment of actual electric consumption on temporary connection shall be reimbursed by KSBCDC on production of proper bill from electricity supplier.						
G	Manpower	Manpower						
1	Housekeeping for 24 Hrs	Housekeeping for 24 Hrs Material Spec: Should be from reputed firm in well dress				15		
2	Security Staff - Male (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM)	Security Staff - Male (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM) Material Spec: Should be from reputed firm in well dress				10		

3	Security Staff - Female (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM)	Security Staff - Female (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM) Material Spec: should be from reputed firm in well dress				5		
4	Security Staff - Male (for 12 Hrs) in Night Shift (09:00 Pm to 09:00 AM)	Security Staff - Male (for 12 Hrs) in Night Shift (09:00 Pm to 09:00 AM) Material Spec: Should be from reputed firm in well dress				10		
5	Male Bouncer in Day Shift	Male Bouncer in Day Shift Material Spec: Should be from reputed firm in Formal				5		
6	Sweepers for 24 Hrs	Sweepers for 24 Hrs Material Spec: Should be from reputed firm in Formal				10		
7	Promotor	Promotor Material Spec: For Multi Tasking				10		
H	Fire, Medical and Scurity Equipments	Fire, Medical and Scurity Equipments						
1	Baggage Scanning Machine	Baggage Scanning Machine				1		
2	Hand Held Metal Detector	Hand Held Metal Detector				4		
3	Door Metal Detector	Door Metal Detector				4		
4	CCTV	CCTV Material Spec: CCTV across the venue with online access on multiple device				50		
5	Fire Extinguisher	Fire Extinguisher Material Spec: CO2 and ABC				100		
6	Sand Bucket	Sand Bucket				10		

7	Water Drums	Water Drums				10		
8	Fire Brigade for 24 HRS	Fire Brigade for 24 HRS				1		
9	Ambulance with First Aid	Ambulance with First Aid Material Spec: Ambulance should be with facility of Oxygen support and Para Medical staff with Daily Health Check up and Suffiecient Medicines and First Aid Materials				1		
10	Walkie Talkie	Walkie Talkie Material Spec: High Defination qulaity voice Walkie Talkie				30		
I	Misc & Infrastructure work	Misc & Infrastructure work						
1	Complete Tin Barricading with support of Bamboo on Metal Pipe	Complete Tin Barricading with supprt of Bamboo on Metal Pipe Material Spec: Approx 400 Running meter in height of 8ft				11000 sq ft		
2	Carpeting	Carpeting Material Spec: New Non Woven Synthetic Carpet across the venue as per layout (Final Payment should be calculated on basis of sq.ft used)				95000 sq ft		
3	Thematic Gate	Thematic Gate Material Spec: Welcome Gate with Material of Plywood and Paint finish/ Vinyl Pasted as per proposed design which included "BCDC EXPO 2025" in 3D MDF cutted 16MM, KSBCDC Logo in Acrylic Lited and Letter in Vinly Plotter cut Pasted, LSP Logo in centre 3d Lited Acrylic Logo, The gate sholud look similar from Both Side	75	35		1		

4	Thematic Gate (Replica of Main Gate)	Thematic Gate (Rplica of Main Gate) Material Spec: Replica of Main Gate with Material of Plywood and Paint finish/ Vinyl Pasted as per proposed design which included "BCDC EXPO 2025" in 3D MDF cutted 16MM, KSBCDC Logo in Acrylic Lited and Letter in Vinly Plotter cut Pasted, LSP Logo in centre 3d Lited Acrylic Logo, The gate sholud look similar from Both Side	30	40	2		
5	BOX Gate at Parking Area	BOX Gate at Parking Area Material Spec: BOX Gate with support of truss or Scaff Holding	20	4	12	1	
6	Selfie Booth (Thematic)	Selfie Booth (Thematic) Material Spec: Thematic selfie Booth Across the venue with 3D look				10	
7	Typo of the event	Typo of the event Material Spec: BCDC EXPO-2025 in English or local language of 10X6Ft. (excluding platform height) on raised platfrom which be acrylic 3d lighted at entrance and should be finished with top quality				1	
8	Pagoda Tent (as per requirement)	Pagoda Tent Material Spec: for Multi Purpose	16		16	10	
9	Venue Light	Venue Light Material Spec: Venue lighting should be placed on appropriate place to lit up venue like stadium with supprt of Scaff Holding, Poles (Scaff Holding should be covered with Event Branding.LED Metal light (100 Watt)				600	
10	Light Decoration	Light Decoration Material Spec: Complete Venue should be décor with colorfull lights like Mirchi Lights and Colorfull Halogen				LS	
10	Truss pandal	Truss pandal Material Spec: Appropriate Tuss Pandal for Covering patway from Sunrays and Rain as per Layout with thematic color drapping				LS	

11	Props And Decoration Material	Props And Dcoration Material Material Spec: Complte venue should be décor in such a mela and carnival look, Props and décor should be in synch with proposed theme and design. Props for craft stall, stage, welcome, food stall shold be specific with area				LS		
12	Flower Pots and flower decoration	Flower Pots				150		
13	Portable Washroom with Toiletries	For Male and Female Separate				20		
14	Portable Washbasin					6		
15	Water Dispenser with Bisleri Bottle Reill of 25 Ltr	Daily refill of water without any limit with Paper cup				5		
16	Dustbin	Big size dustbin with BIN Cover				40		
J	Printing Material/ Collateral	Printing Material/ Collateral						
1	Outdoor randing to Cover tin Barricading and Msking inside the Venue	Outdoor Branding to Cover tin Barricading and Msking insode the Venue	16	8		200		
2	Pole Branding	Pole Branding	2	4		100		
3	Drop Down	Drop Down	2	4		100		
4	Standee	Standee	3	6		50		
5	Welcome Standee	Welcome Standee	4	8		20		
6	Pole Flag outdoor(12ft Height)	Pole Flag outdoor (12ft Height)	3	5		50		
7	Cap	Cap				300		
8	Apron	Apron				50		
9	ID Card with Lanyard	ID Card with Lanyard Material Spec: For Artisan (PVC), Lanyard Printed				50		
10	ID Card with Lanyard	ID Card with Lanyard Material Spec: For Officials(PVC), Lanyard Printed				75		
13	ID Card with Lanyard	ID Card with Lanyard Material Spec: For Media (PVC), Lanyard Printed				50		
14	Pamphlet	Pamphlet Material Spec: A5 Size, 70 GSM				50000		

15	Invitation Card	A5 Sized Invitation card Printing on Premium important paper and dispatch to relevant Address				500		
K	Publicity	Publicity						
1	Newspaper Advertisement	Newspaper Advewrtisement Pre Event, During the Event						
2	Radio Publicity	Radio Publicity before 2 days if the event till last day of event						
3	Social Media	Social Media						
4	Pamphlet Distribution	Pamphlet Distribution						
5	Outdoor Ooh	Outdoor Ooh						
L	Insurance	Insurance						
1	Insurance Cover of 10 Crore	Insurance Cover of 10 Crore Material Spec: Insurance should cover 10 Crore which include all type of Damage, Cancellation of event				1		
M	Permissions	Permissions						
1	Police Permission	Police Permission				1		
2	Fire Permission	Fire Permission				1		
3	Food & Drug Department Permission	Food & Drug Department Permission				1		
4	Health Department Permission	Health Department Permission				1		
5	Collector Office Permission	Collector Office Permission				1		
6	Local Municipal Corporation Permission	Local Municipal Corporation Permission				1		
7	Any Other Permission related to the Event	Any Other Permission related to the Event				1		
N	Design and Concept							
1	Development of Concept, Designing of collaterals and all printing material	2D, 3D, Motion Graphics, Social Media Post, Promotional Material it means complete designing, theme development, Adaptation without any limit for all material using during the event, Post event all raw file, production file need to be handed over to the KSBCDC without any						

		additional cost						
TOTAL								
GST 18%								
GRAND TOTAL								

	Grand Total	Rs.
--	-------------	-----

OUTDOOR PUBLICITY	
6	The EMA shall also be carrying out Outdoor Publicity of the event one week prior to start of the event. The outdoor publicity shall be carried out through PRD empaneled agencies at PRD rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor publicity based on the approved media plan at PRD /BOC approved rates.

Note:-The Price is to be quoted composite Head wise by the Bidding Agency.

The above cost is exclusive of GST. The taxes will be chargeable as per applicable rule. Payment to the Agency will be released after deduction of TDS as applicable.

Signature of the Bidder with Seal

OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER
(On letter head of the Agency)

Sr.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

Signature of the Bidder with seal

**INDEMNITY UNDERTAKING
(On Letter head of the Agency)**

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. The Managing Director, KSBCDC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure the Managing Director, KSBCDC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

I hereby declare that I am sole responsible on behalf of M/s for giving such declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

UNDERTAKING

(On letter head of the Agency)

NON BLACKLISTED / NON BANNED PARTY

It is hereby certified that M/s.....is not blacklisted/debarred by Govt. of India or its undertakings /any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities / Statutory Body / Autonomous Body as on date.

M/sis not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required by Kerala State Backward Classes Development Corporation (KSBCDC)for organizing BCDC EXPO-2025.

M/s___ would immediately inform KSBCDC in case of any change in the situation any time hereinafter.

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

(Seal) Date

End of Document.