



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

No.324/VCD/CDIT/2021

18.11.2021

NOTICE INVITING EXPRESSION OF INTEREST

Subject: - Event Management- Inviting Expression of Interest from Service Providers for Empanelment - reg

C-DIT, Video Communication Division, Gorkhy Bhavan, Vanross Junction, TVM -695034 is inviting Expression of Interest (EoI) from Service Provider Agencies having capability / facilities in providing following items/ areas with regard to an event.

- a) **Sound system**
- b) **Lighting equipments**
- c) **Pandal facility including German hanger**
- d) **Diesel Generator (sound less)**
- e) **Facility for Zoom, face book and You tube live**
- f) **Outdoor light units**
- g) **LED video walls**
- h) **Stage decoration**
- i) **Flower arrangements**
- j) **Out door publicity management**
- k) **Security Service Personnel**
- l) **Facility for providing computers, Printers, tables , chairs , Fan, AC, Cooler, carpet, Podium etc**

TERMS AND CONDITIONS

1. The applicant agency must have a minimum of three years experience in event management sector and shall provide all of the items/services listed above.
2. The applicant must have experience in providing support to a minimum of three government institution / department for the conduct of events.
3. While submitting the Expression of Interest , bidders have to indicate the firm's Registration/PAN/GST Numbers and copy there of as proof of evidence.
4. Name and address of the bidder's firm should be mentioned clearly I.e, Name, House/Building No. Pin code No. etc on the cover.
5. The **Expression of interest (EoI)** should reach this office by **5pm** on **01 December 2021** to the **Registrar, CDIT, Video Communication Division, Gorkhy Bhavan, Vanross Junction, Thiruvananthapuram- 695 034.** (For details, contact 9447886486) **Application format available in website**

6. The Registrar, C-DIT, reserves the right to reject any or all the bids without assigning any reason.
7. Statutory deductions will be made from the source as per rules.
8. The agency that provided technical and logistical support to CDIT in event management will be given preference.
9. The envelop should be super scribed with **Expression of Interest for Service Providers**
10. The selected bidders will be empanelled and CDIT will obtain competitive rates from the empanelled agencies based on the requirements as and when it arises. The payment for the service rendered shall be made by Cheque. No advance payment will be made.
11. Any other terms and conditions stated in the EoI shall not be binding unless mutually agreed.
12. Interested agencies /individuals should submit application in the prescribed format (available in website)

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REGISTRAR

COPY TO:-

1. CDIT Website (www.cdit.org)