DEPARTMENT OF INDUSTRIES AND COMMERCE

DISTRICT INDUSTRIES CENTRE, MALAPPURAM

LIMITED TENDER INVITATION NOTICE

District Industries Centre Malappuram is organizing an **'MSME - Exhibition -2025 at The Kottakkunnu , Malappuram, Kerala from 2025 August 30 to 2025 Sept 3 .**

Event Details

Exhibition	:	**2025 August 30 to 2025 Sept 3**
Venue	:	**The Kottakkunnu , Malappuram,**
Exhibition Timing	:	**11 AM to 8.30 PM**
WORK DEATILS		
Nature of Work	:	**Exhibition Pavilion Stall Arrangement & Stage Arrangement.**
Publish Date	:	**13/08/2025**
Bid Submission Start Date	:	**13/08/2025, 11 AM**
Bid Submission End Date	:	**22/08/2025 , 11 AM**
Pre-Qualification Details	:	**Bidder Shall have Experience in similar Events in Kerala.**
Bid Opening Date	:	**22/08/2025 , 12 PM**
Tender opening Place	:	**DIC , Malappuram , Civil Station**
Tender Submission place	:	**Ernad Taluk Industries Office , Mini Civil Station Manjeri**
Tender Fees	:	**750 /-**
Tender Value	:	**3,00,000/-**
EMD	:	**3000/- (DD in Favor of General Manger , DIC Malappuram)**

On behalf of District Industries Centre Malappuram, the ADIO Ernad Taluk , Taluk Industries office Manjeri & Organizing Committee intends to engage the services of an Agency for venue arrangements, arranging and allied activities **MSME - Exhibition -2025**. The Agency shall ensure the successful conduct of Expo by fulfilling the requirement as quoted in **Annexure –**

Eligibility Criteria

The minimum eligibility criteria will be:

1. Applicant submits PAN Card and GST Registration shall be submitted.
2. Applicant Agency / Bidder shall have a minimum of 3 years' experience in similar Events in Kerala and in setting up similar infrastructure facilities for venue arrangements. Proof of thesame shall be submitted.
3. Applicant Agency / Bidder shall have its own infrastructure facilities to arrange this Event.Proof of the same shall be submitted.
4. Applicant Agency / Bidder shall have a registered office in India and a Coordinating office in Kerala with a dedicated team. Proof of the same shall be submitted.
5. Applicant Agency / Bidder should not have been blacklisted by any Government or Government Entity in the last 3 years (as on date of submission of Tender). A self- declaration to that effect shall be submitted by the authorized person.

Interested Agency shall submit their Tender along with the following details:

i. Copies of all licenses and registrations.
ii. The experience list / reference list of similar Projects including those under execution supported by the Performance Certificate from project developers.
iii. GST registration Certificate and PAN
iv. Any other relevant documents which can support the eligibility of the agency (eg: Photo)
v. self- declaration showing that Bidder should not have been blacklisted by any Government or Government Entity in the last 3 years
vi. Authorization to entrust any person to participate in procedures for bidders other than proprietary.

The Agency's strengths will be compared on number of the projects executed, cumulative experience in number of similar Events undertaken by the Agency, experience in executing State Government Events, presence in Kerala, financial status and manpower of the Agency.

Evaluation Criteria

The District Industries Centre , Malappuram will examine the Tender to determine whether the eligibility criteria submitted are as per the requirements in the Tender document, whether the documents have been properly signed and whether the Tender is generally in order. Any Tenders

Found to be nonresponsive for any reason or not meeting the eligibility criteria specified in the Tender document will be rejected by the Authority and will not be included for further consideration.

The selection process for the Agency will be as below:

1. Short listing of Agencies based on the eligibility criteria on receipt of Technical & Financial Bids as per the Tender document.

2. DIC will evaluate the technical Bids and shortlisted Agencies will only be invited for a Technical Presentation based on the requirements set to the shortlisted Agencies.

3. A Selection Committee will be constituted to evaluate the technical presentations of the shortlisted Agencies.

4. The decision of the Competent Authority in this regard shall be final and it not challengeable at any point of time.

5. Financial bid has to be submitted by the Agencies, through Closed tender, based on the 'Formatfor Financial Bid' (*Annexure - I*) furnished by the Organizers.

6. Financial bids will be opened / considered only of those qualified short listed Agencies
7. Eligible bidders will be invited for the opening of financial bids.

8. All bids received in complete and within the stipulated deadline shall be opened. Lowest bid, found suitable as per the specifications required, shall be referred by the Selection Committee to the Competent Authority for final decision. The decision of the Competent Authority in this regard shall be final.

Some of the activities indicated to be carried out by District Industries Centre , Malappuram subsequent to the receipt of the responses are indicative only. ***District Industries Centre , Malappuram has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of the project.***

Wherever not specifically mentioned, the guidelines in the Govt. E-Tendering process will be followed in this tender procedure also.

For any further details, it is requested to contact:

The ADIO Ernad Taluk
Mobile9747399591
E-mail: tioernad@gmail.com
Website:www.industry.kerala.gov.in

Industries Office * Ernad Taluk MANJERI Pin 676121

SHREERAJ M
ASSISTANT DISTRICT INDUSTRIES OFFICER
ERNAD TALUK INDUSTRIES OFFICE
MANJERI

Financial Bid' (*Annexure - I*)

Sl No.	Item (Description)	Quantity	Rate (Rs.)	Amount (Rs.)
1.01	Hiring and erection of fabricated **stall of 3 x 2 m** For stalls (If required stall dimension to be changed as per direction) with Flex sheet along with aluminum section(powder coated) white laminated sheet including table with cloth covering - 2No ,Chair -2Nos, Plug Point , 2 Nos Waste Bin 1no etc including dismantling and removing from site. Should have approx. 4 m Passage	60 Nos		
1.02	Supplying and Erection of Temporary stage with raised platform with flower decoration and covering with synthetic carpet, providing sufficient 12 VIP chairs,2 Teapoy, Podium, 2 Air Coolers etc in programme pavilion including dismantling and removing form site	**320 Sqft**		
1.03	Hire and labour charges for spreading armless plastic chair with cover in the inauguration venue	**100 nos**		
1.04	Fire Extinguishers as per Fire and rescue Department rules and regulation	**10 Nos**		
1.05	Hire and labour charges for Steel Barricade for maintaining Q System	**300 mtr**		
	TOTAL AMOUNT INCLUDING GST :			

Notes:

- The Ground leveling, waste disposal, site clearing & dismantling and removing of all other structures and fittings are the responsibility of the Agency.
- The above arrangements shall be with necessary safety equipments and required safety measures in all Venues as per safety rules and regulations and necessary clearances. The required Certificates from Electrical Inspectorate, Fire and Rescue services and other authorities to be submitted while handing over the completed facility. No flex boards or flex materials to be used for any of the above activities and green protocol to be followed.
- **The Agency shall follow a Green protocol with no plastic, thermocol or similar banned materials.**

- The above facilities to be set up within the time provided and the same to be dismantled and the ground to be cleared by 04 th September, 2025 itself.

- Any addition or deletion of items mentioned above has to be done as per the demand of the committee.

Annexure - II

Points to be covered in the Technical Presentation

Sl. No.	Particulars
1	Organisation details.
2	Details and proof of similar activities undertaken.
3	Proof of infrastructure availability for the works.
6	Layout of the ground with positioning of Hanger, Parking Space etc
7	GST registration certificate

***** IMPORTANT**
The tender will be opened on 22/08/2025 at 12.00 PM by General Manager DIC ,Malappuram. Only technically qualified bids will be considered for financial bid opening.

Industries Office * Ernad Taluk * MANJERI Pin 676121

SHREERAJ M
ASSISTANT DISTRICT INDUSTRIES OFFICER
ERNAD TALUK INDUSTRIES OFFICE
MANJERI