

Terms and Conditions for Inviting Tender for Venue Decoration

1. General Terms

1.1. The tender invites experienced event management teams for the decorations of the stage as part of the 25th-anniversary celebrations of IKM.

1.2. The scope of work includes venue decorations, stage design, audio, video management.

1.4. Only experienced and qualified event management companies with a proven track record in managing large-scale events will be considered.

2. Outdoor and Indoor Stage and Technical Setup

Indoor

- i. Stage backdrop with LED Wall side wings (4K resolution of 3840 x 2160 pixels)
- ii. Intelligent Light system
- iii. Sound system with operator and console (Aprox. 12000W high quality Professional sound system with codeless mics)
- iv. Stage Floral arrangements
- v. Teapo - 4 Nos.
- vi. Branded/Digital Decorated Podium - 1 Nos.
- vii. Chief Guest, Guest Chairs (Inauguration) - 15 Nos.
- viii. VVIP chairs/ sofa (Panel Discussions) - 25 nos.
- ix. Welcome flower (single/three rose bunch) - 25 Nos.
- x. Stage monitors - 2 Nos
- xi. Carpets

Outdoor

- xii. Standees - 2 to 4 Nos.
- xiii. Welcome Arch on gate - 1 nos.
- xiv. Drinking Water can - 2 to 3 nos.
- xv. Brochure Stand - 1 nos.
- xvi. Canopy (as per requirement)
- xvii. Generator (as per requirement)

3. Eligibility Criteria

3.1. The bidder must have a minimum of 5 years of experience in handling similar works (e.g., government, NGOs, or corporate legacy videos).

3.2. The bidder must submit:

A company profile.

A portfolio with at least three examples of similar projects.

References from previous clients.

3.3. The bidder must not have been blacklisted by any government or private organization.

4. Submission Requirements

4.1. The bid must include:

Technical Proposal:

Understanding of the project.

Proposed methodology, timeline, and work plan.

Team composition and expertise.

Financial Proposal:

Detailed cost breakdown, including taxes and additional charges (if any).

Payment terms and milestones.

4.2. Bids must be submitted by the specified deadline in a sealed envelope. Late submissions will not be entertained.

5. Evaluation Criteria

5.1. Bids will be evaluated based on:

Technical Evaluation (70% weightage):

Quality of the portfolio and past projects.

Understanding of the project and approach.

Team expertise and qualifications.

Financial Evaluation (30% weightage):

Cost-effectiveness and adherence to budget constraints.

5.2. Only bids scoring at least 60% in the technical evaluation will qualify for the financial evaluation stage.

6. Payment Terms

6.1. Payments will be made as on the successful completion of the work.

6.2. Taxes will be deducted at source as per government regulations.

7. Termination Clause

7.1 IKM reserves the right to terminate the contract under the following circumstances:

Non-compliance with the terms and conditions.

Unsatisfactory quality of work.

Delay in delivery without valid justification.

8. Dispute Resolution

8.1. Disputes, if any, shall be resolved amicably through mutual discussions.

8.2. If unresolved, disputes will be subject to arbitration under the jurisdiction of courts in Thiruvananthapuram.

13. Additional Conditions

13.1. IKM reserves the right to accept or reject any or all bids without providing reasons.

13.2. Amendments, if any, to the tender document will be communicated to all bidders.

13.3. Submission of the bid implies acceptance of all the terms and conditions mentioned herein.

**Documentation and Video Team
25th Anniversary Celebrations
Information Kerala Mission**