



**KERALA AGRICULTURAL UNIVERSITY**  
**COLLEGE OF AGRICULTURE**

**Vellayani, Thiruvananthapuram – 695 522, Kerala**

**Phone: 9446318182**

**Convocation 2023**

**Stage Decoration, Campus Beautification & Pandal Committee**

**TENDER NOTICE**

Sealed competitive tenders are invited from the persons/firms for **Stage facilities** for the conduct of convocation ceremony 2023 as per the specifications and terms & conditions detailed below.

<b>Sl.No</b>	<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate (INR)</b>	<b>Amount (INR)</b>
1	Masking front portion of stage with carpet and potted plants	33	LS		
2	1. Floral bed on stage 2. Flower arrangement (tables)	40 5	Ft Nos		
3	Centre table	5	Nos		
4	Flower Bouquet	5	Nos		
5	VIP Chair on Stage (1 main chair + 9 nos)	10	Nos		
6	Chairs for ADC (2 nos) Side table - 1		LS		
7	Compairing (chairs 2 nos, tables 2 nos)		LS		
8	Mike podium with branding and DC light		LS		
9	1. LED Wall 30ft x 12 ft 2. TV 50 inch	360 2	sqft Nos		
10	LED Wall Riser	64	sqft		
11	Stage Lighting (Face Light / Led Par)	24	Nos		
12	Stand with 1 podium mike & 4 cordless mikes & Accessories 5 mikes with short stand	20000	Watts		
13	1. Stage performing artist white cloth covering 45 ft x 10 ft		LS		

	2. Pandunus mat				
14	Tower AC (Stage)	2	Nos		

**Terms and conditions:**

1. The sealed envelope containing the tender should bear the superscription **Convocation 2023** and should be addressed to the Convenor, Stage decoration, Campus beautification & Pandal committees as per tender notice KAU/Conv/Stage(4) dated **14/05/2024**.
2. The tender should be accompanied by an agreement in **Kerala stamp paper worth Rs.200/- (Rupees Two hundred only)** and format can be downloaded from the website [www.kau.in](http://www.kau.in). Withdrawal of tender after its acceptance or failure to execute the work in time or comply with the specification will entail cancellation of tender.
3. Each tender should be accompanied by Earnest Money Deposit (EMD) of 1% of the amount quoted for the work (subject to minimum of Rs.1500/-) by way of two crossed Demand Drafts separately for tender fee and EMD drawn in favour of the **Comptroller, KAU**. Late and incomplete tenders and tenders without EMD, tender fee and agreement will not be accepted. Firms who are exempted from the payment of EMD should furnish a copy of the currently valid certificates from Store Purchase Department, Govt. of Kerala.
4. Tenders should be addressed to the Convenor, Stage Decoration, Campus Beautification & Pandal Committee and will be accepted up to **2.00 pm on 20/05/2024**. Tenders received after the stipulated time will not be accepted.
5. Tenders will be opened at **3.00 pm on the same day** at the presence of those bidders who are present at that time.
6. Tenders will be opened in the presence of the tenders who may be present at that time.
7. If the date of opening the tender happens to be a holiday due to unexpected circumstances like bandh, hartal etc., quotations will be opened on the next working day at the same place and time.
8. The rate quoted for the work should be inclusive of all charges, taxes.
9. The Convenor, Stage decoration, Campus beautification & Pandal committee has the right to accept or reject any or all the offers without assigning any reason. The decision of the undersigned in finalizing the tenders will be the final and binding.

10. The tender accepting authority reserves the right to alter the scope or reduce the quantum of work before issue of work order and the bidder shall not have any claim what so ever on this account.
11. The bidder should produce the connected documents to prove the possession of the materials that be supply/ erected for the event.
12. The bidder of the accepted tender should enter into an agreement with the **Registrar, Kerala agricultural University** on Kerala stamp paper worth Rs.200/-. He should also submit a security deposit equal to 5% of the bid in the form of Term Deposit / Bank Guarantee / Demand Draft drawn in favour of the Comptroller, KAU payable at State Bank of India, Vellanikkara. The format of the agreement can be downloaded from the above website.
13. The supply order will be placed immediately on the confirmation of the tender and availability of funds and invoice should be addressed to the Comptroller, KAU.
14. Tenders insisting payment in advance either full or part are liable for rejection.
15. TDS will be deducted on payment to the contractor under section 194 C of the Income Tax Act. The deduction rate will be 1% for individuals and HUF & 2% for others.
16. Invoice/ bill should be raised in favour of **Registrar, Kerala Agricultural University**.
17. Any failure on the part of the bidder in the fulfillment of contractual obligations will result in the forfeiture of EMD/ Security Deposit.
18. All other technical and commercial terms and conditions as per the code rules in force in Kerala State will be applicable in this case also.
19. All the rules and regulations applicable to Government tenders will be applicable to this tender also.
20. The bidder should bear all the connected cost of supply/ erection of infrastructure including transportation- loading, unloading etc.

**Convenor**  
**Stage Decoration, Campus Beautification &**  
**Pandal Committee**

Copy to: 1. KAU Website  
2. Notice Board (College, Main gate)