



## KERALA AGRICULTURAL UNIVERSITY

Regional Agricultural Research Station  
(Southern Zone), Vellayani  
Thiruvananthapuram-695 522  
E-mail: [adrvellayani@kau.in](mailto:adrvellayani@kau.in)

No.PCS 4/(1)2024

Date: 25.04.2024

### TENDER NOTICE

The College of Agriculture, Vellayani, Kerala Agricultural University is organizing an international seminar from 5 June to 7 June 2024 at Thiruvananthapuram. Sealed competitive tenders are invited for extending facilities in connection with the conduct of the International Seminar on Spices 2024 (ISSK 2024) at Thiruvananthapuram. Five-star facilities with the criteria mentioned below are invited:

1. An air-conditioned hall to accommodate 200-250 delegates (Main venue), to host the inaugural function, space for exhibition stalls and the display of digital posters using 10 LED display units.
2. Additional air-conditioned hall to conduct the presentation of seminar procedures as a parallel session accommodating 150 delegates.
3. To provide the following kinds of refreshments, lunch and dinner  
**5<sup>th</sup> June**  
Morning tea with snacks ( specify the snacks) , lunch ( menu) , evening tea ( specify the snacks) and dinner ( menu)  
**6<sup>th</sup> June**  
Morning tea with snacks ( specify the snacks) , lunch ( menu) , evening tea ( specify the snacks).  
**7<sup>th</sup> June**  
Morning tea with snacks ( specify the snacks) , lunch ( menu) , evening tea ( specify the snacks)  
Drinking water should also be provided.

#### *Lunch and dinner menu*

Soup (1 veg, 1 non-veg)

Chicken dishes (1 continental and 1 Indian)

Fish- (1 fish fry, 1 fish curry)

Vegetable Dishes

Four types consisting of Paneer dish, Gobi dish, buttered vegetables, Bhindi Do Piazza)

Dal Dish

Vegetable Pulav or fried rice

Plain rice

Salads of different types ( 4 types)

Breads (Kerala Paratha/ buttered chappati)

Pickles, chips, pappad

Deserts (Gulab jamun/Kheer, Chocolate Slice cake, Tender coconut Souffle,/Black forest pudding, ice cream)

No repetition of side dishes on the two days for lunch.

4. Audio-visual facilities, and LED screens available should be mentioned.
5. Stage with Carpeting
6. Venue decoration with flowers and lights
7. Seating arrangement for the audience with proper demarcation – VIPs, Press, Delegates• Banquet Chair with Covers (200 -250 persons)
8. Seating arrangements for guests (20 persons)
9. Podium with mike
10. Backdrop Printing & Mounting (preferably LED wall backdrop)
11. Preview monitor for guests on the dias
12. Female hostess (as required)
13. Stage arrangement in the amphi theatre (lights, LED backdrop, sound system, carpet) for the Cultural Programme
14. Additional facilities available should also be mentioned.

Quotes should be provided for facilities mentioned above separately

Quotes for refreshments, lunch and dinner should be provided on per head basis

Free parking space should be arranged.

**Last Date & Time for receipt of Tender : 09/05/2024 – 2.00 pm**

**Date & Time of Opening of Tender : 09/05/2024 – 3.00 pm**

### **Terms & Conditions:**

#### **1. Tender form**

The tender form may be downloaded from the following link in the internet [www.kau.in/tenders](http://www.kau.in/tenders)

2. **The Cost of tender form** 0.2% of the total cost of items quoted- minimum Rs.400/- Maximum of Rs.2,000/- plus 12% GST extra will be accepted by way of DD drawn in favour of The Associate Director of Research, Regional Agricultural Research Station, Vellayani.P.O, Tvm, 695522.
3. **Earnest Money deposit:** EMD of 1% of the total cost of quoted items (Subject to a minimum of Rs1,500/-) should be remitted by separate DD drawn in favour of The Associate Director of Research, Regional Agricultural Research Station, (Sothern Zone), Vellayani. P.O, Tvm – 695522.
4. The tender should be accompanied by a duly signed agreement in Kerala stamp paper Rs.200/- (Rupees Two Hundred Only) in the format that can be downloaded from the website [www.kau.in/tenders](http://www.kau.in/tenders)
5. The sealed cover containing the tender document including a duly filled and signed copy of the tender form should be superscribed as “Tender for conducting International Seminar on Spices 2024 (ISSK 2024) at Thiruvananthapuram” and addressed to the Associate Director of Research, Regional Agricultural Research Station, (Sothern Zone), TVM- 695522, Vellayani. The cover should also contain DDs towards the tender cost (including GST) & EMD and the Agreement as mentioned above. Late and incomplete tenders without prescribed agreement & DD will not accepted. Firms who are exempted from payment of EMD should furnish a copy of the currently valid certificate as per the store purchase rule.
6. The successful bidder should execute an agreement in Kerala stamp paper worth Rs. 200/- (Rupees Two Hundred Only) **and furnish a security deposit of 5% of the total cost quoted in the form of bank guarantee/term deposit/DD** drawn in favour of Associate Director of Research, Regional Agricultural Research Station, (Sothern Zone), Vellayani.Thiruvananthapuram Pin. 695 522, payable at the State Bank of India, Vellayani (IFSC: SBIN0070019), when directed from this office.
7. The rate quoted, tax and other charges if any should be separately stated.
8. The rate quoted should be valid for the successful completion of the programme.

9. The Associate Director has the right to accept or reject any or all of the offers without assigning any reason.
10. The successful bidder should complete the analysis and provide the report within 5 days from the date of receipt of the work order.
11. If any hartal/strike or any unexpected holidays occur on the date of opening of tender, the tender will be opened at the same time on the next working day.
12. All the rules and regulations applicable to Government tender will apply to this tender also.

**Special Condition**

- Tenders insisting payment in advance either full or part for supply and execution of the work are liable for rejection.
- Leaflets/Brochures containing the technical specification of the analysis should be attached to the tender
- Payment will be made after satisfactory completion of analysis and receipt of the report.
- The countersigned reserves the right to terminate the contract at any part of time during the contract period.
- The supplier should attach their client list along with their performance certificate.
- The decision of the undersigned shall be final and binding.

For more details contact Dr. Sreekala G.S. Mobile No 8547105571 during office hours.

Sd/-  
Dr. Sreekala G.S  
Assistant Prof & PI  
Annual Plan Project 2023-24 “International Seminar on Spices”