



**MSME Development & Facilitation Office, Thrissur  
Government of India**

Ayyanthole, Kanjani Road, Near Outpost, Thrissur - 680003

**Tender no. MSME DFO/TCR/PMV LAKSHADWEEP /2024-25/AD(VA)-1**

**Dt:09.01.2025**

**TENDER INVITATION NOTICE**

The MSME – Development and Facilitation Office, Thrissur, Government of India is organising the ‘PM Vishwakarma Exhibition Cum Trade Fair 2025’ at Kavaratti, Lakshadweep from 25/01/2025 to 27/01/2025 [3 Days].

**Event Details**

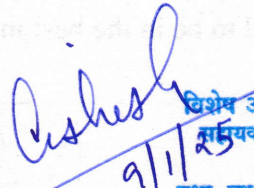
<b>Exhibition</b>	:	<b>25 January, 2025 – 27 January, 2025</b>
<b>Venue</b>	:	<b>Kavaratti, Lakshadweep</b>
<b><i>The fully completed venue has to be handed over to the Organisers latest by January 24, 2025 at 10.00 AM</i></b>		

On behalf of MSME – Development and Facilitation Office, Thrissur, Government of India, Organising Committee intends to engage the services of an Agency for venue arrangements and other related work for organizing **PM Vishwakarma Exhibition Cum Trade Fair 2025 at Kavaratti, Lakshadweep**. The Agency shall ensure the successful conduct of Exhibition by fulfilling the requirement as quoted in **Annexure – I**.

**Eligibility Criteria –**

The minimum eligibility criteria will be:

- Applicant Agency/Bidder shall be a registered entity under UT of Lakshadweep Administration. The copies of PAN Card and GST Registration [if available] shall be submitted.
- Applicant Agency / Bidder shall have experience in organizing similar Events and similar infrastructure facilities for venue arrangements for Government Departments/ Agencies.

  
 विशेष अग्रवाल/VISHESH AGGARWAL  
 सहायक निदेशक ग्रेड. II / Asst. Director Gr. II  
 भारत सरकार/Govt. of India  
 सूक्ष्म, लघु और मध्यम उद्यम मन्त्रालय/Ministry of MSME  
 एम एस एम डे विकास और सुविधा कार्यालय  
 MSME Development & Facilitation Office  
 अय्यन्तोल, तृश्शूर-३/Ayyanthole, Thrissur-3

- c) Applicant Agency / Bidder should not have been blacklisted by any 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:**

- The profile of the Agency.
- The experience list / reference list of similar Projects including those under execution supported by the sufficient supporting documents/materials etc.
- Any other relevant documents which can support the eligibility of the agency (e.g.: Photo, Video etc.)

**Evaluation Criteria**

A committee of Officers appointed by Joint Director & HoO, MSME-DFO, Thrissur [competent authority] will examine the Quotations to determine whether the eligibility criteria submitted is as per the requirements in the Tender document; whether the documents have been properly signed and whether the Quotation is generally in order. Any quotation found to be non-responsive 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:**

- Short listing of Agencies based on the eligibility criteria on receipt of Financial Bids as per the Tender document.
- Sealed Financial bid has to be submitted by the Agencies by post/by hand to **The Joint Director & HoO, MSME – Development and Facilitation Office, Thrissur, Kanjani Road, Ayyanthole, Thrissur, Kerala – 680003** based on the 'Format for Financial Bid' (**Annexure - I**) so as to reach this office 17.01.2025 before 5.30 pm.
- All bids received in complete and within the stipulated deadline shall be opened by the Selection Committee at MSME-DFO, Thrissur. Lowest bid-L1 (**consolidated rate**), 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 viz. Joint Director & HoO, MSME-DFO, Thrissur, in this regard, shall be final and it will not be challengeable at any point of time.
- The competent authority reserves the right to cancel this tender at point of time prior to the commencement of the Programme and this cannot be challenged by the bidders.

Some of the activities indicated to be carried out by MSME-DFO, Thrissur subsequent to the receipt of the responses are indicative only. Joint Director & HoO, MSME-DFO has the right to continue with these activities, modify the sequence of activities, add activities or remove some of the activities, as found to be in the best interests of the Programme.

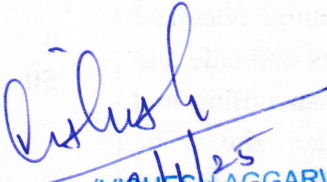
MSME Development & Facilitation Office  
Ayyanthole, Thrissur-3

विशेष अग्रवाल/VISHESH AGGARWAL  
सहायक निदेशक गृह.॥ /Asst. Director Gr. II  
भारत सरकार /Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय/Ministry of MSME  
एम डी एफ डी एम डी विकास और सुविधा कार्यालय  
MSME Development & Facilitation Office  
अय्यन्तोल, तृशूर-३/Ayyanthole, Thrissur-3

Wherever not specifically mentioned, the GFR, and other Government of India guidelines will be followed in this tender procedure.

For any further details, it is requested to contact:

**The Joint Director &HoO,  
MSME – Development and Facilitation Office, Thrissur  
Kanjany Road, Ayyanthole P.O., Thrissur, Kerala - 680003  
Tel : +91-487-2360536, 2360686  
Mobile:8330080536, 9873711189  
E-mail: dcdi-thrissur@dcm sme.gov.in**

  
विशेष अग्रवाल/VISHESH AGGARWAL  
सहायक निदेशक ग्रेड.॥ /Asst. Director Gr. II  
भारत सरकार/Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मन्त्रालय/Ministry of MSME  
एम एस एम डी विकास और सुविधा कार्यालय  
MSME Development & Facilitation Office  
अय्यन्तोले, तृश्शूर-३/Ayyanthole, Thrissur-3

विशेष अग्रवाल/विशेष अग्रवाल  
सहायक निदेशक ग्रेड.॥ /Asst. Director Gr. II  
भारत सरकार/Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मन्त्रालय/Ministry of MSME  
एम एस एम डी विकास और सुविधा कार्यालय  
MSME Development & Facilitation Office  
अय्यन्तोले, तृश्शूर-३/Ayyanthole, Thrissur-3

**MSME – Development and Facilitation Office, Thrissur  
Government of India**

**TENDER INVITATION NOTICE**


**Annexure I**

**Detailed Requirements**

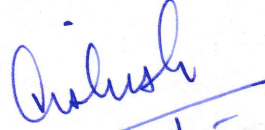
Sl No.	Item (Description)	Quantity	Rate (Rs.)	Amount (Rs.)
1.	<b>Exhibition pavilion:</b> Hiring and labour charge for erecting Exhibition pavilion/Tent with Platform and carpeting, adequate electrical plug points and side and top covering and dismantling and removing from the site. The pavilion should be ready on 24/10/2024 at 03:00 PM onwards. [Size of stall should be 3m x 3m]	50	Per number for 3 days	
	Hiring and labour charge for arranging tables with covers, size: 4 ft x2 ft, for displaying the exhibit	110 Nos	Per number for 3 days	
	Nos of armless chairs with cover for exhibitors	110 Nos	Per number for 3 days	
2	Charge for decorating <b>Stage</b> . The stage should be ready on 25/01/2025 at 03:00 PM onwards. (3 Days)	Lump Sum		
	Teepoy -3 No, Executive chair -20 Nos for lying at the <b>stage</b>	Lump Sum		
	Hiring charges for chairs (for participants) for Inauguration/Seminars (3 Days)	300 Nos	Per number for 3 days	

**Notes:**

- The Ground levelling, 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 equipment and required safety measures in all Venues as per safety rules and regulations and necessary clearances.
- The required Certificates from Electrical Inspectorate, Fire Force and other authorities to be submitted while handing over the completed facility.

  
 विशेष अग्रवाल/VISHESH AGGARWAL  
 सहायक निदेशक ग्रेड. II / Asst. Director Gr. II  
 भारत सरकार / Govt. of India  
 सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of MSME  
 एम एस एम डी विकास और सुविधा कार्यालय  
 MSME Development & Facilitation Office  
 अय्यन्तोल, तृशूर-3/Ayyanthole, Thrissur-3

- No flex boards or flex materials to be used for any of the above activities.
- Charges of fuel/Electricity etc. shall be borne by us as per usage basis.
- 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 28<sup>th</sup> January, 2025 itself.
- Any addition or deletion of items mentioned above has to be done as per the demand of the committee.
- **If any additional requirement is there, from the items listed in the Annexure- I, proportionate contract amount shall be paid. In case, items to be required outside purview of Annexure- I existing market rate shall be paid.**



विशेष अग्रमल/VISHESH AGGARWAL  
सहायक निदेशक ग्रेड. II / Asst. Director Gr. II  
भारत सरकार / Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मन्त्रालय / Ministry of MSME  
एम एस एम डी विकास और सुविधा कार्यालय  
MSME Development & Facilitation Office  
अय्यन्तोल, तृशूर-३ / Ayyanthole, Thrissur-3

Faint, illegible text at the top of the page, possibly bleed-through from the reverse side.

THE STATE OF TEXAS  
COUNTY OF [illegible]  
I, [illegible], County Clerk of said County, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of said County.