



**MSME–DEVELOPMENT AND FACILITATION OFFICE, THRISSUR**

**Government of India**  
Ayyanthole P.O., Kanjani Road, Thrissur – 680003

**No.MSME-DFO/TCR/PMVK/Exhibition/TVPM/2025-26/KR    Date: 02.02.2026**

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**TENDER INVITATION NOTICE**

Invitation of Agency for Venue Arrangements and Other Related Works for Organizing  
PM Vishwakarma Exhibition cum Trade Fair – 2026 at **E.K. Nayanar Memorial Park**  
(in front of Putharikandam Maithanam), Thiruvananthapuram  
**from 25th February 2026 to 27th February 2026 (3 days)**

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## 1. Introduction

The MSME Development & Facilitation Office, Thrissur, Ministry of MSME, Government of India, in association with Thiruvananthapuram Municipal Corporation, proposes to organize an Exhibition-cum-Mega Trade Fair for beneficiaries of the PM Vishwakarma Scheme at E.K. Nayanar Memorial Park (in front of Putharikandam Maithanam), Thiruvananthapuram from **25th February 2026 to 27th February 2026**.

The proposed Exhibition aims to provide a platform to PM Vishwakarma beneficiaries for showcasing their products, enhancing market access, and promoting traditional skills and crafts. Special focus will be given to eco-friendly pottery and other utilities relevant to Attukal Pongala celebrations, encouraging sustainable livelihoods and public health objectives.

In this regard, MSME-DFO, Thrissur invites quotations from eligible and experienced agencies for planning, organizing, executing, and managing the event as per terms and conditions specified in this Tender Document.

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## 2. Tender Schedule

Sl. No.	Parameter	Details
1	Tender Accepting Authority	The Director, MSME-DFO, Thrissur, Ayyanthole P.O., Thrissur – 680003
2	Competent Authority	Director & HoO, MSME-DFO, Thrissur
3	Date of Notice	Tender document available from 29.01.2026
4	Tender Reference No.	MSME-DFO/TCR/PMVK/Exhibition/TVPM/2025-26/KR
5	<b>Last Date for Submission</b>	<b>12.02.2026 before 5.00 PM</b>
6	<b>Date &amp; Time of Opening</b>	<b>12.02.2026 at 5.00 PM</b>

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## 3. General Instructions

1. Tenderers are advised to carefully read and understand the evaluation criteria, terms & conditions, and scope of work.
  2. Incomplete bids or bids without requisite documents are liable to rejection.
  3. Clarifications, if any, may be sought through email/written communication at least 48 hours before tender opening.
  4. Wherever not specifically mentioned, provisions of GFR 2017 and Government of India procurement guidelines shall apply.
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#### 4. Eligibility Criteria

Sl. No.	Minimum Eligibility Criteria	Documentary Proof Required
1	Bidder shall be a registered entity	Copy of PAN and GST Registration (if available)
2	Experience in organizing similar Government exhibitions/venue arrangements	Agency profile, reference list, supporting documents/photos/videos
3	Bidder should not have been blacklisted in last 3 years	Self-declaration on letterhead

#### 5. Evaluation Criteria

A committee constituted by the Director & HoO, MSME-DFO, Thrissur shall examine bids for responsiveness and eligibility. Non-responsive or incomplete bids shall be rejected.

#### 6. Selection Process

1. Agencies fulfilling eligibility criteria will be considered for financial evaluation.
2. Bids shall be submitted in sealed covers:
  - o Covering Envelope, A (Annexure-I)
  - o Financial Bid (Annexure-II)
3. Lowest Bidder (L1 – consolidated rate- for the entire work) found suitable will be recommended for approval.
4. Decision of the Competent Authority shall be final.
5. The competent authority reserves the right to cancel the tender at any stage.

#### 7. Scope of Work

Venue arrangements and services for PM Vishwakarma Exhibition cum Trade Fair including stalls, stage, seating, lighting, decoration, sound systems, dining arrangements, and other related works as detailed in Annexure-II.

#### 8. Contact Details

The Director  
MSME–Development and Facilitation Office, Thrissur  
Tel: 0487-2360536 / 2360686  
Mobile: 9746090675  
Email: dcdi-thrissur@dcmsme.gov.in

## **Annexure - I - Bidder's Covering Letter**

*(Letter should be submitted in Bidders' Letter Head)*

To,  
The Director  
MSME-Development and Facilitation Office, Thrissur  
Ayyanthole P.O., Thrissur - 680003

Dear Sir,

Subj: Undertaking for "Tender for Venue Arrangements and Other related works for organizing PM Vishwakarma Exhibition Cum Trade Fair 2026 at Thiruvananthapuram" – Reg.

Tender Ref No: \_\_\_\_\_

1. We have examined the "Tender for Venue Arrangements and Other related works for organizing PM Vishwakarma Exhibition Cum Trade Fair 2026 at E.K. Nayanar Memorial Park (in front of Putharikandam Maithanam) from 25th February 2026 to 27th February 2026" as specified in the Tender. We undertake to meet the requirements and provide the services as set out in the Tender document.
2. We have furnished the details in Covering envelope (Annexure I) in prescribed format and sealed Financial Bid (Annexure II), in separate covers as required in full conformity with the said Tender.
3. We undertake, if our Bid is accepted, to adhere to the scope of work as specified in the Tender or such modified plan as may subsequently be agreed.
4. We accept the evaluation criteria and selection process mention the tender document and any modified plan as may subsequently be agreed.
5. I hereby confirm that I am entitled to act on behalf of our agency and empowered to sign the tender document as well as such other documents. The Power of Attorney/ Letter of Authorisation required in this connection is enclosed in the Technical Bid.

*Signature of the Authorized Signatory of Tender:*

*Name of Authorized person:*

*Designation of Authorized person:*

*Name and Address of Bidder:*

*Stamp of Bidder*

## Annexure-I - Bidder's Covering Envelope A

Furnish details for meeting the Eligibility Criteria

Bidder's Legal Status

S.No	Description	Please fill the details
1	Name of the Bidder	
2	Legal Status (Company/ Partnership/ Proprietary-ship)	
3	Registered office address, contact person, Personal Telephone No. and Email	
4	Certificate of Registration or Firm Registration no. and date	
5	Authorized Signatory of Tender	
6	Permanent Account Number (PAN) details and enclose copy	
7	Please furnish GST registration no. and date and enclose copy	
8	Submission of Annexure I Covering Letter and Annexure II – Financial Bid.	Annexure I - Covering Letter – YES / NO Annexure II – Financial Bid – YES / NO
9	Bidder's Experience in years in Venue Arrangement.	No. of Years:
10	Submission of Evidence for Previous experience in Venue arrangements – Photos & Videos	YES / NO
11	Submission of Self-declaration letter in letter head stating that not blacklisted/debarred by any Central/State Government or PSU	YES / NO

## Annexure – II : Bidder's Financial Bid

(To be submitted on Bidder's Letter Head)

### A. Venue & Infrastructure Arrangements

Sl. No.	Description of Item/Service	Quantity	Unit Rate (₹)	Amount (₹)
1	Octonorm Stall with 1 table, 2 chairs, 1 plug point, facia, spot lights, waste basket etc. (3m × 3m)	25 Nos	Per stall (3 days)	
2	Octonorm Stall with 1 table, 2 chairs, 1 plug point, facia, spot lights, waste basket etc. (3m × 2m)	30 Nos	Per stall (3 days)	
3	Canopy with carpet, 1 frilled table, 2 chairs, CFL lights, plug point, waste basket etc.	5 Nos	Per canopy (3 days)	
4	Floor Carpet	8000 sq.ft	Lump sum (3 days)	
5	Thematic Box Welcome Arch	2 Nos	Per sq.ft	
6	Thematic Standees (3ft × 6ft)	As required	Per sq.ft	
7	Stage Platform with Carpet & Branded Skirting (12ft × 12ft, 2ft height)	1 No	Per sq.ft	
8	PA System with 2 cordless mics, 1 podium mic, monitors, speakers etc. (3000 Watts)	1 Set	Lump sum (3 days)	
9	VIP Chairs	6 Nos	Per chair	
10	Teapoy with Flower Arrangement	2 Nos	Per unit	
11	MH Lights	25 Nos	Per light	
12	Pedestal Fans	70 Nos	Per fan	

### B. Other Essential Services

Sl. No.	Description of Item/Service	Quantity	Unit Rate (₹)	Amount (₹)
	<b>Furniture Arrangement</b>			
13(a)	PVC Chairs with Cover & Bow (for stalls, seminar hall & food supply)	300 Nos	Per chair	
13(b)	Frilled Tables	100 Nos	Per table	
14	LED Van with Display	1 No for 3 days	Lump sum	
15	LED Wall (12ft × 8ft)- 2ft height from floor	1 No	Per sq.ft	
16	LED Par Lights with Stand	8 Nos	Per light	
17	Genset with Fuel for 12 hours daily	1 No	Per day (3 days)	

18	CCTV with Operator for 3 days (25 cameras + 2 operators)	1 Job	Lump sum	
19	Security (24 hrs duty)	2 nos:	Per person/day	
20	Housekeeping (12 hrs duty), cleaning of the venue		Per person/day	
21	Electrical Inspectorate Charges	1 Job	Lump sum	
22	Loading & Unloading Charges	1 Job	Lump sum	
23	Warehousing facility for storage of items Local coordination and logistical support for smooth movement of goods throughout the event period.	1500 sq.ft	Lump Sum	

#### Terms & Conditions – Security Services & CCTV Monitoring

1. The agency shall provide trained and experienced security personnel for 24-hour duty throughout the event period.
2. Security staff must be disciplined, uniformed, and capable of crowd control and emergency response.
3. Security coverage shall include exhibition area, stage, entry/exit points, VIP movement areas, parking zones, and other sensitive locations as directed.
4. The agency shall coordinate with local authorities for maintaining order, if required.
5. CCTV surveillance shall be functional round-the-clock with proper recording and monitoring arrangements.
6. Qualified technical staff/operators shall be deployed for continuous operation and troubleshooting.
7. The agency shall provide necessary accessories such as cables, mounts, recording devices, monitors, and power backup.
8. Recorded footage shall be preserved safely and made available to the Competent Authority/law enforcement if required.

#### Terms & Conditions – Housekeeping Services

1. Adequate housekeeping staff shall be deployed for 12-hour duty per day during the event period.
2. Cleanliness shall be maintained continuously in all areas including halls, stalls, stage, dining areas, washrooms, walkways, and surroundings.
3. Waste collection, segregation, and disposal shall be carried out regularly as per Green Protocol norms.
4. The agency shall provide all cleaning materials, tools, and consumables at its own cost.
5. Poor hygiene or unsatisfactory cleaning will invite penalties and may lead to rejection of services.
6. Payment shall be made only after satisfactory completion and certification.

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## Terms & Conditions – Electrical Safety & Compliance

1. All temporary electrical works including lighting, wiring, plug points, and power distribution shall be executed strictly as per safety standards.
2. Installations shall be properly insulated, earthed, and protected against overload and short circuits.
3. Electrical works must comply with:
  - Electrical Inspectorate norms
  - Fire safety regulations
  - Government of India electrical safety guidelines
  - Local authority requirements
4. Only qualified electricians/technical staff shall be deployed for execution and supervision.
5. Approvals/clearances from Electrical Inspectorate shall be arranged wherever required.
6. Any accident, hazard, or damage due to faulty installation shall be the sole responsibility of the agency.
7. Rates shall be inclusive of manpower, fittings, testing, transport, taxes, and incidental charges.
8. Payment shall be released only after satisfactory completion and inspection clearance.

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### **General Notes (Applicable to All Items)**

- Rates shall be inclusive of installation, dismantling, manpower, transport, taxes, duties, and all incidental charges.
- Quantities may vary slightly depending on site requirements.
- Conditional or incomplete quotations will be rejected outright.

The agency shall ensure:

- Overall event coordination and on-site management
- Deployment of required manpower (event coordinator, helpers, technical staff, etc.)
- Continuous cleanliness and housekeeping during the event

All works shall strictly comply with:

- a) Green Protocol of Government of Kerala (GoK)
- b) Approved layout, designs, and drawings
- c) Government of India safety norms
- d) Electrical and fire safety standards
- e) Local authority regulations

## **Timelines for Readiness & Dismantling**

- All exhibition stalls and related infrastructure arrangements shall be completed and made ready for occupation **by 12:00 Noon on 24th February 2026.**
- Complete dismantling/removal of stalls, materials, and temporary arrangements shall be ensured **on or before 12:00 Noon on 28th February 2026.**
- Any delay in readiness or dismantling will attract penalties as decided by the Competent Authority.