



**MSME- DEVELOPMENT AND FACILITATION OFFICE, THRISSUR  
Government of India**

Ayyanthole P.O., Kanjani Road, Thrissur - 680003

**No. MSME-DFO/TCR/PMVK/Exhibition/2025-26/LM**

**Date: 06.01.2026**

**TENDER INVITATION NOTICE**

**Invitation of Agency for Venue Arrangements and  
Other related works for organizing  
PM Vishwakarma Exhibition 2026  
at Aspin Courtyards, Kozhikode  
from 29.01.2026 to 31.01.2026 (3 days)**

### 1. Introduction:

The MSME – Development and Facilitation Office (MSME-DFO), Thrissur, Ministry of MSME, Government of India proposes to organize Exhibition-cum- Mega Trade Fairs for beneficiaries of the PM Vishwakarma Scheme at Kozhikode from 29.01.2026 to 31.01.2026.

The proposed Exhibition-cum-Trade Fairs aim to provide a platform to PM Vishwakarma beneficiaries for showcasing their products, enhancing market access, and promoting traditional skills and crafts. The event intended to strengthen livelihood opportunities, promote entrepreneurship, and facilitate sustainable growth of artisans and micro-enterprises at Kozhikode and neighbouring districts.

In this regard, the MSME-DFO, Thrissur invites quotation from eligible and experienced agencies for planning, organizing, executing, and managing the Exhibition-cum-Trade Fairs and associated technical sessions as per the terms and conditions specified in this Tender Notice. Through this tender, a suitable Bidder will be selected to manage, coordinate, and execute the event in accordance with the scope of work and specifications provided in the document.

### 2. Tender Schedule

SL.No	Parameters	Details
1	Tender Accepting Authority, Designation, and Address	The Director, MSME-DFO, Thrissur Ayyanthole P.O., Kanjani Road, Thrissur, 680003
3	Date of Notice	06.01.2026
4	Tender Reference No	<b>MSME-DFO/TCR/PMVK/Exhibition/2025-26/LM</b>
5	Date of closing	20.01.2026 before 5.00 PM
6	Date & Time of Opening	Tender will be opened on 20.01.2026 at 5.00 PM

### 3. General Instructions

Tender Participants are advised to carefully read and fully understand the Evaluation Criteria, Selection Process, Terms & Conditions, and Specifications as laid down in this

Tender Document. Failure to furnish complete and accurate information in all respects may be at the bidder's own risk and could result in rejection of the bid.

In case any clarification is required, the bidder(s) shall communicate with the Tender Inviting Authority through email or written correspondence at least 48 hours prior to the scheduled tender opening date.

Tender participants must fulfil the eligibility criteria prescribed herein to qualify for participation in the tender. Bidders shall ensure that all required supporting documents, as specified in the Tender Document, are submitted in full. Bids submitted without the requisite supporting documents shall be liable to rejection.

#### 4. Tender Eligibility Criteria

Sl.No	Minimum Eligibility Criteria	Documentary proof to be submitted for fulfilling the Eligibility Criteria
1.	Applicant Agency/Bidder shall be a registered entity	The copies of PAN Card and GST Registration [if available] shall be submitted.
2.	Applicant Agency / Bidder shall have experience in organizing similar Events and similar infrastructure facilities for venue arrangements	<ol style="list-style-type: none"> <li>1. The profile of the Agency</li> <li>2. The experience list / reference list of similar Projects including those under execution supported by the sufficient supporting documents/materials etc.</li> <li>3. Any other relevant documents which can support the eligibility of the agency (e.g.: Photo, Video etc.)</li> </ol>
3	Applicant Agency / Bidder should not have been blacklisted by any Government Entity in the last 3 years (as on date of submission of Tender).	Self-declaration letter to be provided by authorised person of the Agency.

#### 5. Evaluation Criteria

A committee of Officers appointed by Director, MSME-DFO, Thrissur, Kerala (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.

## 6. Selection Process

**The selection process for the Agency will be as below:**

1. Short listing of Agencies based on the eligibility criteria on receipt of Financial Bids as per the Tender document.
2. Sealed **Annexure II - "Financial Bid" with Annexure I - "Covering Letter", "Covering Envelope A"** has to be submitted by the Agencies by post/by hand to *The Director, MSME – Development and Facilitation Office, Thrissur, Ayyanthole P.O., Kanjani Road, Thrissur - 680003* on or before 20.01.2026 before 5.00 pm.
3. 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.
4. **The decision of the Competent Authority viz. Director, MSME-DFO, Thrissur, in this regard, shall be final and it will not be challengeable at any point of time.**
5. 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. Director, 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. Wherever not specifically mentioned, the GFR, and other Government of India guidelines will be followed in this tender procedure.

## 7. Scope of Work

The MSME – DFO, Thrissur, Ministry of MSME, Government of India, proposes to organize Exhibition-cum- Mega Trade Fairs for beneficiaries of the PM Vishwakarma

Scheme at Kozhikode from 29<sup>th</sup> to 31<sup>st</sup> January, 2026. Accordingly, the MSME- DFO, Thrissur, invites quotations from eligible, experienced agencies to **Venue arrangement** for the Exhibition-cum-Trade Fairs and associated technical sessions, in line with scope of work and 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 Director,**  
**MSME – Development and Facilitation Office, Thrissur**  
**Tel : +91-487-2360536, 2360686**  
**Mobile: 9746090675**  
**E-mail: dcdi-thrissur@dcmsme.gov.in**



लचितामोल यु.सी./LACHITHAMOL U.C.  
 सहायक निदेशक (आ.अ.)/Asst. Director (E.I.)  
 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, तृश्शूर-३/Ayyanthole, Thrissur-3

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

**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 Kozhikode" – 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 Kozhikode" 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 Authorised Signatory of Tender:*

*Name of Authorised person:*

*Designation of Authorised person*

*Name and Address of Bidder:*

*Stamp of Bidder*

**TENDER INVITATION NOTICE****Annexure II****Detailed Requirements**

SI No.	Item (Description)	Quantity	Rate (Rs.)	Amount (Rs.)
1	Stalls at Exhibition pavilion (Size: 2m x2m including 1Nos of table with covers, size: 4 ft x2 ft, 2Nos of chairs, Plug pointer, Light-1No) The stall should be ready to allot on 28.01.2026 at 03:00 PM onwards and with facia	56 Nos		
2	<b>Stage at hall</b> (Size: 12 feet x 8 feet and dismantling and removing from the site. The stage should be ready on 28.01.2026 at 03:00 PM onwards, for inauguration on 29.01.2026 and valedictory function on 31.01.2026 at 5 pm. This hall space has to be converted as Dining Hall after the functions	1	per Sq.ft	
3	Construction of stage backdrop frames, decorative arches, Help Desk counters (01 No) and other required support structures.	Lump Sum (3-Days)		
4	Arrangement of Teepoy (3 Nos) with covers and executive chair 10- Nos for Stage.	3 - Teepoy 10 Executive Chairs	Per number for 29.01.2026 and 31.01.2026 days	
5	Decoration of entry points, welcome arches, reception counters, registration desks, and high visibility zones and minimalistic arrangements maintaining the dignity and decorum of Government functions.	Lump Sum (3-Days)		
6	Hiring charges of long table for Dining hall (3 Days)	5 Nos		
	Hiring charges of Chairs for opening and closing ceremonies at hall (3 Days); and then to be used for dining	30 Nos		
7	MH light( at 200 Watts) at Exhibition	20 Nos		

	pavilion, Reception Area, Seminar Hall, Dining Hall for 3 days			
8	Providing Box type Design Arch (2.5 Ft x 2.5 Ft square) at main gate with 3 meter height, 3 meter passage. (Design approved by Committee).	1Nos		
9	Publicity of the event through arranging a press meet on 28.01.2026 at Kozhikode press club, and through vehicle announcement with digital display boards on 29.01.2026 and 30.01.2026, distribution of pamphlets			

**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.
- No flex boards or flex materials to be used for any of the above activities.
- **Charges of fuel/Electricity 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 31.01.2026 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- II, proportionate contract amount shall be paid. In case, items to be required outside purview of annexure- II existing market rate shall be paid.**