

TENDER NOTICE

Competitive tenders are invited from reputed Event Management Units for the setting of Hall and Stall etc at Bolgatty Palace, Ernakulam for the event titled “Aqua Meet 2026”—an initiative for ensuring sustainable shrimp farming in Kerala organized by Agency for Development of Aquaculture, Kerala (ADAK), an institution under the Department of Fisheries, Government of Kerala on 24th January 2026. The details are given below.

1. Requirement	: Supply and setting of Hall and Stall etc
2. Cost of tender form	: Rs. 570 + 18% GST
3. Earnest Money Deposit (EMD)	: Rs.3,800/- (Exemption as per Government norms)
4. Last date of issuing tender form	: 19/01/2026, 4.00 pm
5. Last date for submitting tenders	: 20/01/2026, 2.00 pm
6. Opening of tenders	: 20/01/2026, 3.00 pm
7. Place of Event	: Bolgatty Palace, Ernakulam
8. Specifications / components	

SL No.	Specification	Quantity	Unit
1	LED Wall (16' x 8') with one camera, videographer, live streaming and video editing.	1	Number
2	Standee (3' x 6' with cloth design and print)	4	Number
3	Round Arch (25 ft height)	1	Number
4	'L' Arch	1	Number
5	Baloon Arch	1	Number
6	Display Board with fabric print (6' x 10')	1	Number
7	Sound System (with 4 Mic including 2 cordless)	1	Number
8	Generator (62 KV)	1	Number
9	Flower Arrangement (Gerbera flower)	30	Feet
10	Prill, Platform (Existing 26 X 12, Extra 6 ft X 12 ft, 17" height)	72	Square feet
11	Nilavilakku Set	1	Number
12	Bouquet	2	Number
13	Rose Flower	10	Number
14	Badge (3 layer)	10	Number
15	Pen with branding	200	Number
16	Writing pad with branding (20 page ruled)	200	Number
17	20 MM Tag with D/S Printing Digital Card	200	Number
18	Invitation (220 gsm, A4 double, single fold)	100	Number
19	Brochure (220 gsm, A4 double, double fold)	200	Number

20	Stall (3m x 3m with Table -1, Chair-2, Plug point-2 , Fan -1, Light -2 Nos.)	10	Number
21	Pagoda / Arabian Tent (with carpet 40ft x 20ft, top white cloth covering)	1	Number
22	Plastic Chair	150	Number
23	Round Table (6 Seat Capacity)	14	Number
24	White cloth for Pillar (15 ft height)	12	Number
25	Side covering with white cloth (18 ft X 2 ft)	10	Number
26	Side covering with white cloth (20 ft X 3ft)	5	Number
27	Carpet for stall	6400	Square Feet
28	File Folder (30 gsm multi colour digital with pocket)	200	Number
29	Poster (Fabric Cloth, multi colour print with double side sticker - 1 x 1.5 mt)	9	Number
30	VIP Chair with towel	8	Number
31	Concept, Designing, Event setting & Coordination	LS	

If the tender opening date falls on a holiday for any reason, it will be opened on next working day. A sealed cover written as "Aqua Meet 2026" should be submitted by registered/speed post or directly to the ADAK headquarters. The tender form should be accompanied by EMD payment receipt of Rs.3800/- (As demand draft/banker's cheque and a preliminary agreement on stamp paper worth Rs.500/-). Available tenders will be publicly opened on 20/01/2026 at 3.00 pm at ADAK Head Office. Bidders can participate in this event by being present in person at Head Office, ADAK. The terms and conditions are attached separately.



JOINT DIRECTOR

TERMS AND CONDITIONS

- (1) Delivery and setting as per the Item Description and Quantity should be effected at sites within the time limit as specified in the supply and work order.
- (2) If the Event Management Unit defaults in the due work order arrangements and installation of all or any of the items correctly and promptly as per the work order, the Agency is at liberty to avail the service from elsewhere without cancelling the contract as a whole and loses if any will be met from the security deposit of the bidder.
- (3) The quotation of work and supply of items tendered is indicative and ADAK has the right to increase or decrease the quantity while placing a supply order/work order.
- (4) The rate should cover transportation cost to the site, GST, loading, unloading, setting, dismantling and branding charges, etc.
- (5) The supplied item/work would be inspected or verified by any officials as designated by the Managing Director, ADAK shall have the right to reject the same as a whole or any part or portion, if found the same is not at par with the specifications submitted by the bidder.
- (6) ADAK officials will inspect the quantity and quality of the supplied item and work has the right to reject if it is not in good quality and of required specification. The decision of ADAK thereon will be final.
- (7) The inspection of the stores to be supplied work to be done under this order shall also be carried out at destination.
- (8) The bidder shall not be paid for supplies/ work rejected by ADAK.
- (9) The bidder shall neither claim nor be entitled for payment of the rejected supplies/works.
- (10) The Managing Director shall be under no liability whatsoever for rejected items and works and the same will be at the bidder's risk.
- (11) The bidder will prepare invoices in triplicate certified by the consignee in the name of the Managing Director on the successful completion of the supply/work.
- (12) The total quantity of the items supplied/works done will be assessed and the payment will be made after scrutiny and completing all formalities.
- (13) No payment shall be made in advance for any works/supplies made under this.
- (14) 100% of the contract value will be released to the successful bidder after the successful completion of the event, upon getting the certification from the respective Officers of ADAK.
- (15) The successful bidder shall comply with local, state, and Federal rules, regulations, ordinances, codes and laws relating to the work or the conduct thereof and shall secure and pay for any permits and licenses necessary for the supply and works of the event or the execution of the work and ADAK shall not be responsible for the same.
- (16) The Managing Director has the authority to reject or cancel the tender with a valid reason at any of the stages of the tender process.
- (17) Any dispute shall be settled within the jurisdiction of Thiruvananthapuram city.
- (18) Further details can be obtained from the office of the undersigned during office hours on working days.



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