



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA**  
**IITMK Building, Technopark Phase I, Karyavattom**  
**Thiruvananthapuram, Kerala 695581**  
Phone : 0471-2788000 E-mail: purchaseoffice@duk.ac.in

**TENDER NOTIFICATION**

**Tender Notification No. IITMK/41/003/MV/3D Printing/2025-26**

On behalf of Indian Institute of Information Technology & Management – Kerala (IIITM-K) the Director invites proposals from companies / firms /organizations for “**Design, Fabrication and Supply of 3D Printed mementoes**”.

Tender Due Dates		
1	Date for Availability of Tender Document on the website	10.03.2025
2	Last Date for Bid Submission	21.03.2025 03:00 PM
3	The date and time for opening of Bid	21.03.2025 03:30 PM
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. 885/-
5	EMD	Rs.3750 /-

**General Terms & Conditions**

- Tender Documents shall be available only on IIITM-K Website and not for sales elsewhere.
- Cost of tender document, Rs. 885/- (Inclusive of GST) and EMD, Rs. 3750/- as applicable to be submitted along with the tender as demand draft favoring “The Director, Indian Institute of Information Technology & Management – Kerala (IIITM-K) payable at Thiruvananthapuram” failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of security and agreement in prescribed format.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- Every tenderer is expected to inspect the site of the proposed work at his own cost before quoting his rates. It will be construed that the contractor has inspected the site and satisfied himself about site conditions, availability of labour and materials and other relevant matters, before quoting his rates.
- The work should be completed within 30 days after receiving work order.
- Payment terms : 40 % of the quoted amount will be released upon confirmation on design. 60 % upon delivery of mementoes.

- The quoted rates shall be inclusive of all duties / taxes and service charges. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified.
- Price quoted should be valid for 90 days from the due date of the tender.
- IIITM-K reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- IIITM-K reserves the right to get items from another source without any prejudice to bidders.
- IIITM-K being the Purchaser, reserves the right to add, delete and modify the quantity of items and services originally specified in the schedule of requirements without any change in price or other terms and conditions at the time of award of Contract.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Conditional tender will not be acceptable. The conditions laid down by the Authority are final and binding on all Contractors
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing "Tender reference No. and due date "on or before due date 21.03.2025 not later than 03:00 PM.
- Late bids will not be considered.

Bid should be addressed to

The Purchase section  
IIITMK, Technopark Phase IV campus,  
Thonnakkal P O, Thiruvananthapuram – 695317, Kerala

Place: Technopark Phase IV

Date: 10.03.2025

Director

**The following documents should be enclosed with the Bid:**

1. Self-attested copies of valid License/registration certificate, GST registration certificate, PAN Card & Aadhaar card etc. if applicable.
2. The bidder should submit relevant work experience certificate for the similar work.
3. A declaration undertaking on the Letterhead of the Bidder/Agency that the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per the template in Annexure- II) should be given.
4. Each page of the tender document along with all other submitted documents must be duly signed by authorized signatory with Bidder's company seal and initial, otherwise, the document will be invalid. (power of attorney, if any, to be submitted).
5. The schedule of items/services required is as per scope of work of this tender form and the evaluation of bid will be on the basis of total bid value. IITM-K reserves the right to change the quantity or cancel the item / service required.

**SCOPE OF WORK**

Conceptualization, designing, Fabrication and supply of customized 3D Printed Mementoes.

Material	-	PLA
Color Base	-	Black
Fill density (Infill)	-	8 to 15 % approx.
Wall Thickness	-	Approx. 2mm
Gold spray paint	-	People Ring
No of parts	-	3

[To be submitted in letter head of the supplier]

**Financial Bid**

Tender Enq. No. \_\_\_\_\_

Total amount for the “**Design, Fabrication and Supply of 3D Printed mementoes**” as per the terms and conditions contained in the Tender document shall be Rs. \_\_\_\_\_  
(Rupees. \_\_\_\_\_ )  
including all taxes and charges.

<b>Sl. No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Total Amount</b>
1	<b>Design, Fabrication and Supply of 3D Printed mementoes</b>	<b>1 No.</b>	
	<b>Total Amount including GST</b>		

NB: The amount quoted should include the total rate for all the Materials & Labour charges.

(Authorized Name & Signatory of Agency / firm with stamp)

**DECLARATION**

(To be provided on the letterhead of the Bidder and submit along with Technical bid)

To

The Director  
IIITMK, IIITMK Building  
Technopark Phase I  
Thiruvananthapuram

Bid Ref. No.:

I/We, the undersigned, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Kerala or by any State/Central Board Universities, since inception of the firm / company.

a. All the terms and conditions given in the tender document with reference to above, are acceptable to us.

1. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by IIITMK that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that IIITMK may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Contact No:

Company Seal

[To be submitted in letter head of the supplier]

**DECLARATION SHEET**

I, ..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. GST Number	
8. PAN Number	
9. Kindly provide bank details of the bidder in the following format: a) Name of the Bank: b) Account Number: c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)