

**LBS INSTITUTE OF TECHNOLOGY ALUMNI ASSOCIATION**  
**LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA**  
**THIRUVANANTHAPURAM**  
**TENDER NOTICE**

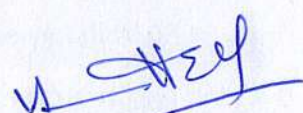
No. T/01/LITAA/2026

Dated: 06.07.2026

|                                                                                                                         |                                                         |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Tender Number                                                                                                           | No. T/01/LITAA/2026                                     |
| Due date and time for receipt of Tender                                                                                 | 13.07.2026 2 PM                                         |
| Date and time for opening of Tender                                                                                     | 13.07.2026 3 PM                                         |
| Designation and address of officer to whom the Tender is to be addressed                                                | SECRETARY, LITAA,<br>LBSITW, POOJAPPURA,<br>TRIVANDRUM. |
| Superscription: <b>Tender for Organizing the Graduation ceremony scheduled to be held on July 26<sup>th</sup>, 2026</b> |                                                         |

Sealed tenders are invited by the Secretary, LITAA, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram, Kerala, Pin-695012, for **Organizing the Graduation ceremony scheduled to be held on July 26<sup>th</sup>, 2026 at LBS Institute of Technology for Women** as specified in the schedule attached. The rates quoted should be for executing the components in the specifications. The necessary superscription, due date for the receipt of tenders and the name and address of officer to whom the tender is to be sent are noted above. Any tender received after the time fixed on the due date is liable to be rejected. The prices quoted should be inclusive of materials, labor, conveyance and all taxes/ charges etc.

Special conditions if any or printed on tender notice will not be applicable to the contract unless they are expressly accepted in writing by the undersigned.

  
**SECRETARY, LITAA**

**Copy to:**

- 1) Notice Board.



Secretary  
LBS Institute of Technology Alumni  
Association (LITAA)  
LBS INSTITUTE OF TECHNOLOGY FOR WOMEN  
Poojappura-695012



# **Specifications**

- **Designing & Printing**

- Logo Design
- Brochure & Invitation Card Design and Printing
- Video Editing

- **Graduation Accessories**

- Certificate with Medal Frame (Approx. 300 Nos.)
- Mementos for Chief Guests (3 Nos.)
- Customized shawl (Approx. 300 Nos.)
- Special shawl for Chief Guests - 5 Nos.
- Band

- **Media Coverage**

- Photography & Videography including Live Photo Print (Approx. 300 Nos.)
- Full-Length Event Video (with pen drive)
- Programme Highlights

- **Stage Decoration & Infrastructure**

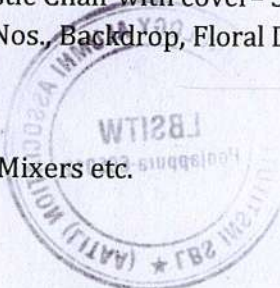
- Hanger with Maroon Masking (40x60)
- Side covering of open air auditorium with cloth
- Stage Carpets
- Steps for class wise photo
- Pathway Carpet
- LED Wall Raiser – 20\*4 Sq. ft.
- Photo Booth (12x8 flex printing) – 2 Nos

- **Inauguration Set**

- Podium, VIP Chairs – 20 Nos., Plastic Chair with cover– 350 Nos. Plastic Chair without cover– 500 Nos., Cooler-4 Nos, Fans-30 Nos., Backdrop, Floral Decorations

- **Professional Sound System**

- Line Array System, Microphones, Mixers etc.





- **Lighting Arrangements**
  - LED Par Light for back drop, Sharpie, Face Pars
- **LED Wall Display**
  - Central Wall and Side Display using P3 OLED with Live Streaming
- **Power Backup**
  - Generator 62 kVA, including fuel – 1 No.
- **Food & Catering (Veg & Non-Veg) (Approx. 950 persons- Minimum 3 counters)**
  - Welcome Drinks, Chapati, Fried rice, Chicken roast (semi gravy, Chicken 65, Gopi Manchurian dry (Approx. 75), Paneer butter masala (Approx. 75), Salad, Pickle, Pappad, Ice cream, Bottle water
- **Dining Infrastructure**
  - Round Tables – 30 Nos. and Chairs with covers

#### **Submission Details:**

- The tender must include an itemized cost breakdown along with the total amount.
- Applicable taxes and charges should be clearly mentioned.
- Validity period of the tender must be specified.
- The firm must have proven experience in conducting similar events (Attach proof)
- Catering must include service, table settings, waste disposal.

For further information or site visits, please contact the convenor (Nishanth Augustine-9744744639) during working hours.



**SECRETARY, LITAA**

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