**KERALA FINANCIAL CORPORATION**

**VELLAYAMBALAM, THIRUVANANTHAPURAM -695033**

  Kerala, India; Phone: 0471-2737576

 Web: www.kfc.org, Email: bd@kfc.org

**Inviting Expression of Interest (EOI) for Selection of an Agency for the ‘Venue Arrangements for the Seminar being held at Ernakulam’.**

Notification No. KFC/HO/C&PR/EOI/02/2025-26 dated 03.10.2025

# **Introduction.**

Kerala Financial Corporation (KFC), incorporated under the State Financial Corporations Act of 1951, is a trend setter and path breaker in the field of long-term finance, playing a major role in the development and industrialisation of Kerala. Established as the Travancore Cochin Financial Corporation on 01.12.1953 and renamed as Kerala Financial Corporation consequent to the reorganisation of states on linguistic basis in November 1956, KFC has now become a pioneer in industrial financing and is among the best SFCs of the country. KFC is an ISO certified organisation, posting profits continuously, having 24 Branch Offices with its Headquarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam and Thiruvananthapuram.

KFC is organising a Seminar on 13.10.2025 (One-day program) at Gokulam Park Hotel and Convention Center, Near KFC Office, Kaloor, Kochi.

KFC invites Expression of Interest (EOI) from PRD empanelled agencies for Venue arrangements for the Seminar.

This EOI is intended to identify and select one agency that can undertake the design, execution of all arrangements of the Venue for conducting the seminar.

# **Objective.**

To select a capable and experienced agency to design, fabricate, install, and manage the Seminar with respect to Venue arrangements, with a focus on quality, timely execution, and efficient logistics. The main session will be held at Third Floor Hall. After the Inaugural session, there will be a parallel session at Second Floor Hall. The total expected guests are 1000.

# **Scope of Work.**

The selected agency will be responsible for:

* Setting up Welcome Boards, Arches, and Signboards
* Setting up counters for registration and Reception of Guests.
* Full stage and seating arrangements for 1000 people, including LED Backdrops and side wings, on the Third Floor.
* Full stage and seating arrangements, including LED Backdrops and side wings, on the Second Floor.
* Implementing thematic lighting and sound design at both Halls.
* Ensuring hygiene, safety, and high-quality execution.
* Green Protocol to be followed.

4. **Eligibility criteria of Agencies**.

Only agencies empanelled by PRD in Category B (Print/ Outdoor Creatives) as per GO (MS) NO.4/2024/I&PRD dated 20.02.2024 shall apply.

# **5. Timeline**

* EOI Release Date: 03.10.2025
* Last Date for Submission: 09.10.2025, 2 PM
* Financial Bid opening: 09.10.2025, 3 PM
* Concept and plan presentation: 09.10.2025, 4 PM
* Awarding the work: 09.10.2025
* Execution of the Work: Publicity Boards are to be placed at selected locations by 12.10.2025. All Venue arrangements to be completed by 13.10.2025, 6 AM. The session starts on 13.10.2025, 9 AM and will finish by 5 PM. All fittings installed for the event in the venue are to be removed after the sessions.

# **Evaluation Details.**

EOIs will be evaluated based on:

* **Technical Score (70%)**: Based on design, layout, engagement concepts, execution strategy, timelines, and resource planning.
* **Financial Score (30%)**: Based on the cost quoted.

Final selection will be based on a combined score (Quality and Cost-Based Selection method).

1. **Submission Details:**

Interested agencies must submit their sealed EOIs addressed to:

The Deputy General Manager,

C&PR Department,

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram
Contact: 0471-2737576 | Email: bd@kfc.org

EOIs must be submitted in a Physical copy on or before 2:00 PM on 09.10.2025. A hard copy of the presentation shall be handed over during the evaluation meeting.

*Standard guidelines for submission of EOIs shall apply.*

Managing Director

Kerala Financial Corporation

Thiruvananthapuram

03.10.2025

Annexure A

**KERALA FINANCIAL CORPORATION**

**VELLAYAMBALAM, THIRUVANANTHAPURAM -695033**

**Financial Quote**

**Expression of Interest (EOI) for Selection of an Agency for the ‘Venue Arrangements for the Seminar being held at Ernakulam’.**

Notification No. KFC/HO/C&PR/EOI/02/2025-26 dated 03.10.2025

Name of Agency:

Address of the agency:

Phone No:

Whether empanelled by PRD as per GO (MS) NO.4/2024/I&PRD dated 20.02.2024:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Specifications | Cost per item | No of items | Total cost |
| A | B | A x B |
| 1 | Setting up Welcome Boards, Arches, and Signboards |  |  |  |
| 2 | Setting up counters for registration and guest reception. |  |  |  |
| 3 | Full stage, seating arrangements, including LED Backdrops and side wings, thematic lighting and sound at Third Floor Hall.  |  |  |  |
| 4 | Full stage, seating arrangements, including LED Backdrops and side wings, thematic lighting and sound at Second Floor Hall.  |  |  |  |
| 5 | Other expenses, if any |  |  |  |
| 6 | GST |  |  |  |
| 7 | Grand Total (5+6) |  |  |  |

(Attach a separate list if required)

An indicative list of items/ facilities required in the venue is as follows. The agency can suggest different specifications, if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **FABRICATION** | **SIZE** | **QTY** |
| 1 | ENTRY ARCH TOP - BOX | 22x2 | 1 |
| 2 | ENTRY ARCH PILLAR - 2 - BOX | 2x14 | 2 |
| 3 | BRANDING BOARD | 18x10 | 1 |
| 4 | LIFT SIDES - 1 | 8x6 | 1 |
| 5 | REGISTRATION BACKDROP - 2 | 12x8 | 2 |
| 6 | REGISTRATION TABLE MASKING - 2 | 12x2.6 | 2 |
| 7 | WELCOME BOARD | 12x8 | 1 |
| 8 | FIRST FLOOR ENTRY ARCH TOP - SINGLE - 1 | 10x2 | 1 |
| 9 | FIRST FLOOR ENTRY ARCH LEG - SINGLE - 2 | 2x7 | 2 |
| 10 | 2ND FLOOR MAIN HALL PHOTO BOOTH - 1 | 10x8 | 1 |
| 11 | BOX ARCH TOP | 18x2 | 1 |
| 12 | BOX ARCH LEG - 2 | 2x8 | 2 |
| 13 | CONSOLE MASKING WITH PRINT - FRONT - 1 | 24x4 | 1 |
| 14 | CONSOLE MASKING WITH PRINT - SIDES - 2 | 4x4 | 2 |
| 15 | STAGE SKIRTING  | 52x4 | 1 |
| 16 | GENERAL STANDEES - 4 | 4x8 | 4 |
| 17 | PODIUM WITH BRANDING |   | 1 |
| 18 | NILAVILAKK SET FOR INAUGURATION |   | 1 |
| 19 | PLATFORM FOR DELAY WALL | 8x4 | 2 |
| 20 | PLATFORM FOR CAMERA | 8x4 | 3 |
| 21 | STAGE RUNNING FLOWER |   | 52 |
| 22 | TEAPOY FLOWER |   | 3 |
|   | **AV SETUP** |   |   |
| 23 | LED WALL | 52x10 | 1 |
| 24 | WATCHOUT SERVER |   | 1 |
| 25 | LAPTOP |   | 2 |
| 26 | VJ |   | 1 |
| 27 | FLOOR PREVIEW MONITOR - 50" |   | 2 |
| 28 | TIMER WITH STAND - 40" |   | 1 |
| 29 | DELAY WALL - | 10x8 | 2 |
| 30 | SOUND SYSTEM TOP |   | 6 |
| 31 | SOUND SYSTEM SUB |   | 2 |
| 32 | CORDLESS MIC |   | 6 |
| 33 | HEADWORN MIC |   | 1 |
| 34 | GOOSENECK MIC |   | 2 |
| 35 | AUDIO CONSOLE |   | 1 |
| 36 | SOUND ENGINEER |   | 1 |
| 37 | FACE LIGHT - COBE |   | 16 |
| 38 | T STAND |   | 2 |
| 39 | LIGHT CONTROL BOARD |   | 1 |
| 40 | LIGHT OPERATOR |   | 1 |
|   | **POWER BACKUP** |   |   |
| 41 | GENSET 125 KV WITH FUEL | 10 HOURS | 1 |
| 42 | GENSET 62 KV WITH FUEL | 10 HOURS | 1 |
| 43 | STANDBY GENSET 82 KV |   | 1 |
| 44 | CHANGEOVER SWITCH |   | 1 |
| 45 | DRY RUN FUEL | 6 HOURS | 1 |
| 46 | ELECTRICAL INSPECTION CHARGES |   | 1 |
| 47 | GENSET CABLING CHARGES |   | 1 |
|   | **STAGE 2 - FIRST FLOOR** |   |   |
| 48 | STAGE PLATFORM WITH CARPET AND SKIRTING | 24x12 | 1 |
| 49 | LED WALL  | 16x8 |   |
| 50 | SIDE WINGS STANDEE | 4x8 | 2 |
| 51 | SOUND SYSTEM |   |   |
| 52 | CORDLESS MIC |   | 6 |
| 53 | FACE LIGHT WITH STAND |   | 8 |
| 54 | PREVIEW MONITOR 50" |   | 1 |
| 55 | TIMER WITH STAND - 40" |   | 1 |
| 56 | DELAY TV IN STAND 55" |   | 2 |
| 57 | STAGE RUNNING FLOWER |   | 24 |
| 58 | TEAPOY FLOWER - 2 |   | 2 |