



ഭരണഭാഷ മാതൃഭാഷ  
**കേരള സംസ്ഥാന ജൈവവൈവിധ്യ ബോർഡ്**  
**KERALA STATE BIODIVERSITY BOARD**  
 A statutory and autonomous body, Government of Kerala

**Invitation of Expression of Interest (EOI) for Event Management Services**

Program: Strengthening of Biodiversity Governance in Kerala (Biodiversity Awards Ceremony & Discussion on Biodiversity Act and Rules)

Event Date: October 7, 2025

Venue: Sankaran Thambi Hall, Kerala Legislative Assembly Complex, Thiruvananthapuram

The Kerala State Biodiversity Board (KSBB) invites EOI from Government-accredited agencies for providing event management services and arrangements required for the successful conduct of the Biodiversity Awards Function and associated discussions with Hon. Members of the Kerala Legislative Assembly.

The selected agency shall be responsible for providing the following services.

**I. Venue Arrangements**

SL No.	Item Description	Quantity	Remarks
1	Flower Arrangements	As required	
2	Event Documentation (Photography & Videography with Program's short video) including editing	camera setup (Photography & Videography)	4pm-8pm
3	Arch & Square Board (Cloth board with frame)	As required	Event branding

**II. Resource Kit**

SL No.	Item Description	Quantity	Remarks
1	Eco-friendly Bags (with printing)	600	
2	Customized Pen Drives (8 GB)	150	
3	Diaries	600	100 pages with hard binding
4	Notepads	600	20 pages
5	Pens	600	
6	Metal Flask	150	750 ml

**III. Biodiversity Awards**

SL No.	Item Description	Quantity	Remarks
1	Certificates & Mementos	As required	Mementos -13 A3 and Certificates -13 A4 with frame (Different types)

#### IV. Book Printing

SL No.	Title	Qty	Pages	Print Type
1	Kerala State Biodiversity Strategy & Action Plan (KSBSAP)	10	150	Colour
2	KSBSAP Abstract (Malayalam)	300	50	B&W (Cover Page colour)
3	Bioinvasion Policy Abstract	500	40	B&W (Cover Page colour)
4	KSBB 20 Years' Annual Report (English)	20	80	Colour
5	Abstract Book of KSBB 20 Years' Annual Report (English)	500	50	B&W (Cover Page colour)

#### V. Refreshments

SL No.	Description	Quantity	Remarks
1	High Tea (Tea & 2 Snacks Items)	500	
2	Dinner (Chappathy, Parotta, Appam/ Pathiri, Fried Rice(Veg/Chicken), Chicken Curry, Veg Curry, Green Salad, Pappad, Pickle, Dessert, Hot Water, Payasam – Navara Payasam)	500	Full menu service
3			

#### Instructions to Bidders

##### 1. Eligibility Criteria

1. Only Government-accredited agencies with experience in managing official/state-level events shall be considered.
2. The agency must have GST registration and valid PAN.

##### 2. Bid Submission

1. Interested agencies must submit their **Expression of Interest (EOI) along with a detailed offer in sealed covers** clearly marked as: **“EOI for Event Management – Biodiversity Awards Function 2025”**

##### 3. Last Date for Submission: September 25, 2025, by 3:00 PM

##### 4. Submission Address

The Member Secretary,  
Kerala State Biodiversity Board,  
Kavadiyar, Thiruvananthapuram – 695003.

##### 5. Opening of Bids

1. Bids will be opened on 25<sup>th</sup> September, 2025 at 4:00 PM at the KSBB Office.

## 6. Terms and Conditions

1. KSBB reserves the right to reject any or all tenders without assigning any reason.
2. All services should comply with eco-friendly, sustainable, and minimal-waste standards as far as possible.
3. The quoted rates must be inclusive of all taxes and duties.

For further information or clarifications, please contact the KSBB Office during working hours.

Contact No: 0471-2724740

**Member Secretary**