ഭരണഭാഷ മാതൃഭാഷ
കേരള സംസ്ഥാന ജൈവവൈവിധ്യ ബോർഡ്
KERALA STATE BIODIVERSITY BOARD
A Statutory and Autonomous body, Government of Kerala

No. KSBB/6/2026-R1 16.11.2026

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EVENT MANAGEMENT SERVICES

Programme: Strengthening of Biodiversity Governance in Kerala – Biodiversity Awards Ceremony and Discussion on the Biodiversity Act and Rules

Date of Event: 4 December 2026

Venue: Mahatma Ayyankali Hall, Palayam, Thiruvananthapuram.

The Kerala State Biodiversity Board (KSBB) invites Expressions of Interest (EOI) from Government-accredited agencies for providing event management services and making the necessary arrangements for the successful conduct of the Biodiversity Awards Ceremony.

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

I. Venue Arrangements

Sl. No.	Item Description	Quantity	Remarks
1	Flower arrangements, Podium with logo, Nilavilak, 2 teapoys with flower	As required	--
2	Event documentation, including photography and videography, preparation of a short programme video and editing	As required	Camera setup and coverage from 3.00 PM to 7.00 PM
3	Arch and square board (cloth board with frame)	As required	Event branding
4	LED Wall and frame	20X10	--
5	VIP Chairs	15	
6	Cushioned Chair	100	
7	Serial Set illumination	200 unit	
8.	Generator	2	

Kailasam, T.C.4/1679 (1), No. 43, Belhaven Gardens, Kowdiar P.O., Thiruvananthapuram – 695 003, Phone : 0471- 2724740
Email: kerala.sbb@kerala.gov.in, keralabiodiversity@gmail.com, Website: www.keralabiodiversity.org

II. Resource Kit

Sl. No.	Item Description	Quantity	Remarks
1	Eco-friendly bags with printing	350	Single color printing
2	Notepads	350	20 pages
3	Pens	350	

III. Biodiversity Awards

Sl. No.	Item Description	Quantity	Remarks
1	Certificates and mementos	As required	15mementos (A3 size) and 15 certificates (A4 size) with frames; different designs/types

IV. Book Printing

Sl. No.	Title	Quantity	Pages	Print Type
1	Endemic Angiosperms of Keralam State, India	20	196	Cover Page- Colour, 300 GSM, MAT Lamination Inner Pages- Colour, 90 GSM Art paper, Perfect Binding, Book Size-18X24
2	Biodiversity Act and Rules and Implementation of Activities at the Local Level	20	140	Cover Page- Colour, 300 GSM, MAT Lamination Inner Pages- B&W, 90 GSM Natural Shade Paper, Perfect Binding, Book Size-18X24
3	Annual Report 2025-26 (Malayalam)	20	70	Black and White (Colour cover page), Book Size-A4
4	Profile of Award Winners-2025	60	60	Colour, Book Size-18X24
5	Compendium of Local Biodiversity and Traditional Knowledge Exhibitions at Schools of Kerala	20	60	Cover Page- Colour, 300 GSM, MAT Lamination Inner Pages- B&W, 90 GSM Normal Paper, Perfect Binding, Book Size-A4

V. Refreshments

Sl. No.	Description	Quantity	Remarks
1	Lunch	100	
2	High Tea (Tea and two varieties of snacks)	350	High Tea (Tea and two varieties of snacks)

INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria

1. Only Government-accredited agencies having experience in managing official and State-level events shall be considered.
2. The agency must possess valid GST registration and PAN.

2. Submission of EOI

Interested agencies shall submit their Expression of Interest (EOI), along with a detailed financial and technical offer, in sealed covers superscribed:

"EoI for Event Management – Biodiversity Awards Function 2025"

3. Last Date for Submission

24 October 2026, up to 3.00 PM.

4. Submission Address

The Member Secretary,
Kerala State Biodiversity Board,
Kailasam, Belhaven Gardens,
Kowdiar P.O., Thiruvananthapuram – 695003.

5. Opening of Bids

The bids will be opened on 24 October 2026 at 4.00 PM at the KSBB Office.

6. Terms and Conditions

1. The Kerala State Biodiversity Board reserves the right to reject any or all EOI submissions without assigning any reason.
2. All services and arrangements shall comply with eco-friendly, sustainable and minimal-waste standards, to the extent possible.
3. The quoted rates shall be inclusive of all applicable taxes and duties.
4. The selected agency shall ensure timely completion and satisfactory delivery of all services in accordance with the specifications and requirements of KSBB.

For further information or clarification, interested agencies may contact the KSBB Office during working hours.

Contact No.: 0471-2724740

sd/-
Member Secretary
Kerala State Biodiversity Board