



NOTICE INVITING TENDER
(Tender No. KIAL/BDM/MKTG/XMAS/2025)

**NOTICE INVITING TENDER FOR SELECTION OF AN
AGENCY FOR DESIGN, DEVELOP, PROCURE, SET UP,
DECORATE AND MAINTAIN THE DECORATIONS AND
INSTALLATIONS DURING CHRISTMAS SALES PROMOTION
EVENT AT KANNUR INTERNATIONAL AIRPORT**

NOVEMBER 2025

Signature & Seal of Tenderer

Kannur International Airport Limited
CIN: U63033KL2009PLC025103
Registered Office: Kannur International Airport Ltd., Kannur International Airport P.O.,
Mattannur, Kannur – 670 708
Phone: +91 490 2481000, Web: www.kannurairport.aero

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Certified that this NIT document contains serially numbered pages from 1 to 25 which includes the particulars stated above.

Managing Director
Kannur International Airport Limited

Signature & Seal of Tenderer

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DISCLAIMER

The information contained in this Expression of Interest (NIT) or subsequent provided to Applicant(s) (as hereinafter defined), whether verbally or in documentary or any other form by or on behalf of Kannur International Airport Limited (Kannur Airport) or any of its employees or advisers, is provided to the Applicant(s) on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement or an offer by Kannur Airport to the prospective Applicant(s) or any other person. The purpose of this NIT is to provide interested parties with information that may be useful to them in the formulation of their NIT(s) (as hereinafter defined) pursuant to this NIT. This NIT includes a few information in relation to the Design, Develop, Set Up, And Maintain Decorations and Installations and procurement of items during Xmas Sales Promotion Events termed as **KIAL Xmas 2025** (hereinafter called as the “Event”) at Kannur International Airport.

The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Kannur Airport accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. Each Applicant should, conduct its own investigations and analysis before submitting the Proposal.

Kannur Airport also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this NIT.

Kannur Airport may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this NIT. The issue of this NIT does not imply that Kannur Airport is bound to select an Applicant or to appoint the selected Applicant, as the case may be, for the Event and Kannur Airport reserves the right to reject all or any of the NITs without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its NIT(s) including but not limited to preparation, copying, postage, delivery fee, expenses associated with any demonstrations or presentations which may be required by Kannur Airport or any other costs incurred in connection with or relating to its NIT. All such costs and expenses will remain with the Applicant and Kannur Airport shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the NIT, regardless of the conduct or outcome of the selection process.

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1. Notice Inviting Tender

Tenders are invited by the Managing Director on behalf of the Kannur International Airport Limited for selection of an agency for Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport

Sl. No.	Information	Details
1.	Name of Work	Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport
2.	Tender Number	KIAL/BDM/MKTG/XMAS/2025
3.	Bid Validity	90 days from the date of opening of Bid
4.	Tender Fee	INR 2,000/- (Rupees Two Thousand Only) Inclusive of GST

Bidders are advised to study this NIT document carefully before submitting their proposals in response to this notice. Submission of bid in response to this notice shall be deemed to have been done after careful study and examination of this tender document with full understanding of its terms, conditions, and implications.

Kannur Airport invites bid from interested bidders meeting the eligibility criteria for selection of the bidder to whom the work may be awarded.

Prospective bidders are advised to check the eligibility criteria before purchase of this NIT document. This NIT document is not transferable.

2. Scope of Work

1. Kannur International Airport Limited (KIAL) is planning to conduct a Sales Promotion Event (termed as “KIAL Xmas 2025”) at Kannur Airport in connection with Christmas festive season, and the event is tentatively planned for 31 days tentatively spanning from 1 December 2025 till 31 December 2025, which will specified in the Award Letter.
2. The Scope of Work shall be to Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport. The Successful Bidder shall also undertake to procure and arrange the items as per Annexure I
3. Kannur Airport plans to select a professional agency for carrying out activities under the Scope of Work as mentioned above

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4. Expenses for procurement, transportation, setting up, installation, decoration and maintenance, any other incidental expenses shall be included in the financial quote submitted by the Bidder.
5. Various Commercial Concessionaires (F&B, Retail and Services category) operating at Kannur Airport are participating in the Event, and Lucky Draw Coupons shall be issued by each outlet/agency to the Customers who meets certain sales criteria, as decided by Kannur Airport.
6. Lucky draw event would be conducted after the event days, on a date as decided by Kannur Airport, and the winners would be announced during the Lucky Draw ceremony. Prize distribution shall be carried out
7. The following are the locations and activities planned for the event;

	LOCATION	INSTALLATION /DECORATION PLANNED
1	CHECK-IN HALL	DECORATED CHRISTMAS TREE INSTALLATION ALONG WITH OTHER INSTALLATIONS
2	COMMERCIAL OUTLETS (36 OUTLETS APPROX.)	CHRISTMAS THEMED DECORATIONS
3	DRAW BOXES	RAFFLE DRAW BOXES WITH STAND - 5 NOS
4	LUCKY COUPONS	5,000 COUPONS APPROX
5	EVENT PROMOTION DISPLAY STANDEES	7 LOCATIONS
6	EVENT PROMOTION DISPLAY CARDS	AT ALL OUTLETS

8. Details of installation / event planned are attached as Annexure I.
9. The agency shall Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport, with prior approval from Kannur Airport.
10. The Agency shall take prior approval on the decoration plan, items/artefacts/decorations to be utilised, and shall give a detailed plan of action prior to the commencement of decoration work at various outlets to Kannur Airport.
11. The agency shall take prior approval from Kannur Airport on design of standees and event promotion display cards.

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12. The Agency shall take approval from Kannur Airport prior to the design and printing of the Lucky Draw coupons.
13. The agency shall arrange the Lucky Draw Coupons by 25 November 2025 or a date as intimated by Kannur Airport, to be distributed to the commercial agencies participating in the event.
14. The Agency shall take prior approval before finalising the sourcing of materials/properties and installing the same at Kannur Airport.
15. Logo/Text related to Commercial Concessionaires needs to be displayed near the installation at Check In Hall and in the promotional standees, with prior approval from Kannur Airport.
16. Kannur Airport is planning to arrange the following gifts to be distributed to the winners, as part of the lucky draw;

	PRIZES	SPECIFICATIONS
1	First Prize	Gift Voucher of Rs. 20,000
2	Second Prize	Gift Voucher of Rs. 15,000
3	Third Prize	Gift Voucher of Rs. 10,000
4	Consolation Prize I	Gift Voucher of Rs. 5,000
5	Consolation Prize II	Gift Voucher of Rs. 5,000

17. KIAL shall have the right to increase /decrease the items in the Bill of Quantity, at the same rates offered by the Agency, and shall be finalised at the time of award of work.
18. Further, the successful bidder may consider creating any other facility/installation/activity subject to approval from Kannur Airport on mutually agreeable terms and conditions.

3. Key terms and conditions

1. The Scope of Work shall be to Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport.
2. The period of Event shall be 31 Days, tentatively spanning from 1 December 2025 to 31 December 2025. Final dates shall be decided at the time of award of work.

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3. The Successful Bidder shall complete the Installation, setup and Decorations latest by 4 PM on 27 November 2025.
4. The Successful Bidder shall deploy one Coordinator/Supervisor for coordinating the activities with KIAL and other stakeholders, throughout the event days.
5. KIAL shall provide power connections and the Successful Bidder shall tap the power from the nearest tap off point provided by KIAL. Electricity charges shall be borne by KIAL.
6. The Successful Bidder shall use only equipment/items/materials of approved make only, and shall obtain prior written approval from Kannur Airport before installations.
7. The Successful Bidder shall carry out Procurement, Mobilisation, Installation & Setting Up, Decoration, Repair & Maintenance, and Upkeep of the decorations and installations during the event days.
8. Upon completion of the event, the agency shall remove the decorations and installations without causing any damage (and without leaving any waste materials/residue) to the property/asset where the decorations/installations are placed, failing which applicable penalty as decided by Kannur Airport shall be levied from the Successful Bidder.
9. Upon completion of the Event, the Agency shall remove the installations/materials used during the event, without causing any structural damages to Airport property, and disposal to be carried out as per approved protocols/guidelines of LSGD, failing which applicable penalty as decided by Kannur Airport shall be levied from the Agency. The agency shall obtain necessary permission before mobilising the items.
10. KIAL shall issue necessary approvals, permissions and entry passes for conducting the event, based on requirements and subject to guidelines/regulations in place. The Successful Bidder shall submit the documents well in advance, required for Airport Entry Permits/ Tool & Material Movement Permits/Work Permits and for any other approval as may be necessary.
11. The Successful Bidder shall comply with all rules and regulations related to safety and security at Kannur Airport during the installation and event days.
12. The Successful Bidder shall obtain clearances from all applicable Statutory Agencies and Govt. bodies, including Police Clearance Certificate for staff engaged for the event management. If any special permission / clearances/approval is required for providing the services, it shall be the sole responsibility of the Successful Bidder to obtain all such clearances/approvals from the respective statutory Successful Bidder.

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13. The Successful Bidder shall be responsible for and shall pay any compensation to its employees / vendors / customers payable under the applicable laws. The Successful Bidder shall ensure that during the entire tenure of the Event and thereafter the employees / staff of the Agency / its vendors / its customers shall make no demands or claims against KIAL for any payment whatsoever, and shall keep KIAL indemnified in relation to any such claims made against KIAL
14. The Successful Bidder shall keep Kannur Airport indemnified against any claim from customers, staff, and any third party for any loss suffered arising out of any breach of Award Letter /Agreement, applicable laws and its obligation related to the same under the law.
15. The Successful Bidder shall protect, indemnify, and save harmless airport, and/ or its employees from any damage or penalty suffered, imposed, or incurred by reason of the violation, disregard, or breach of any applicable law, order, or regulation, or by reason of any act or neglect, or omission of Agency, or by employee of the agency in relation to the premises/conduct of the event.
16. Kannur Airport reserves the right to cancel the entire tender process without assigning any reason at any time.
17. Bidders shall submit their bids in physical mode only at the drop box placed by Kannur Airport at the airport and bids submitted by any other modes shall not be accepted.

4. Period of Contract

The period of contract shall commence from the date of Award Letter and shall expire as mentioned in the Award Letter, unless extended or terminated earlier.

5. Eligibility Criteria

- (A) Technical Eligibility - Any Event Management Agency registered in India having minimum one year experience in carrying out similar work (event/promotion /marketing campaigns) during the last 5 years.
- (B) Financial Eligibility - The Agency should have turnover of Rs. 20 Lakh from work related to event/promotion/campaigns in any one year during the last 5 years.

6. Submission of Bids/Documents

The Bidder shall submit Technical & Financial Bid in two parts as per detailed below:

Envelope A: Technical Bid

Envelope B: Financial Bid

The Technical Bid must be sealed in Envelope A and Financial Bid in Envelope B and both the Envelopes are to be sealed in Master Envelope.

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Envelope A: Technical Bid

(a) Technical Bid shall be submitted in physical mode only, on the date and time specified in the NIT document.

18. (b) The Technical Bid must be sealed in Envelop A and the envelope containing the technical bid shall be super scribed with “Technical Bid – NIT for Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport.”

(c) If the envelope is not properly sealed and marked as above, Kannur Airport will assume no responsibility for the misplacement or premature opening of the bid.

(d) Bid documents containing the following must be bound, indexed, completely page numbered and arranged in the following order:

	Technical Details	Supporting Document(s)
1.	Tender Document Fee of Rs. 2,000/- (Inclusive of GST)	Demand Draft from a nationalised Bank
2.	Details of the bidder	Copy of either, Certificate of Incorporation / Company Registration Certificate / Memorandum and Articles of Association in case of Companies Or Partnership Deed in case of Partnership Firms, as applicable
3.	Documentary evidence for Experience Criteria claimed	Copy of Award Letter/Agreement executed for relevant work for the relevant period.
4.	Turnover Details	Copy of Turnover details Or Profit & Loss Statement duly certified by Chartered Accountant
5.	PAN and GST	Copies of the PAN Card and GST Certificate of the Bidder
6.	Copy of the NIT	Signed copy of the NIT as a token of accepting the terms and conditions of the NIT

Envelope B: Financial Bid

(a) Financial Bid shall be submitted in physical mode only as per the Annexure I of the NIT

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(b) The Financial Bid must be sealed in Envelop B and the envelope containing the financial bid shall be super scribed with “NIT for Design, Develop, Procure, Set Up, Decorate and Maintain the Decorations And Installations During Christmas Sales Promotion Event at Kannur International Airport”.

(c) The Financial Bid should be submitted as per the format specified in Annexure I in the Letter Head of the Bidder.

(d) The bid shall be addressed to **Managing Director, Kannur International Airport Ltd, Kannur International Airport P O, Mattannur, Kannur – 670 708**. If the envelope is not properly sealed and marked, Kannur Airport will assume no responsibility for the misplacement or premature opening of the bid.

Notes:

The rates quoted should include the following:

1. Cost for Design, Development, Procurement, Mobilisation, Decorations, Installation & Setting Up, Repair & Maintenance, Upkeep, and disposal (after the event days) of the installations/structures during the event days.
2. Transportation costs to Kannur Airport for the above items, Manpower cost, Any other incidental expenses as applicable
3. The rates quoted shall be inclusive of applicable GST

7. Other Terms of Financial Bid:

- (a) No stipulation, deviation, conditions, presumption, basis etc. shall be stipulated in the financial bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- (b) The amount quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
- (c) The amount quoted shall be quoted in figures as well as in words. If some discrepancies are found in the amount given in words and figures, the amount quoted in words shall be taken as correct and final.

8. Selection Criteria

The Bidders may offer their best rates as per the Annexure I, submitted through a sealed envelope on the specific date and time mentioned by KIAL. Kannur Airport shall select the Bidder who has offered the lowest quote, and shall issue the Award Letter to the Successful Bidder (hereinafter **The Agency**) .

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In case two or more bidders quote the same amount, the bidders shall be asked to revise their quote within a stipulated date & time as intimated by Kannur Airport and the lowest bid so quoted shall be considered.

9. Payments

Payment to the Agency:

Kannur Airport shall pay the amount quoted by the Successful Bidder after finalising the Bill of Quantities and scope of work. KIAL will pay only the amount quoted (including GST) by the agency.

Kannur Airport shall pay 30% of the amount for the scope of work as mentioned in the Award Letter in advance, upon receipt of the Security Deposit and balance amount shall be paid after completing the event.

Payment to KIAL:

The Successful Bidder shall pay Rs. 1 Lakh (Rupees One Lakh) as refundable interest free Security deposit, within 3 days upon Award of Work. The Security Deposit shall be released after the execution of the work, subject to deductions, if any.

10. Timelines

Sl No.	Schedule	Timelines
1.	Date of issue of NIT	10 November 2025
2.	Last date for clarifications (if required) from Applicant(s)	12 November 2025 14.00 Hrs
3.	Clarifications of Applicant's queries	13 November 2025
4.	Last date / Time of submissions of Bids	17 November 2025 10.00 Hrs to 15.00 Hrs
5.	Technical Bid Opening	17 November 2025 16.00 Hrs

11. Issuance of NIT Document:

- Interested Applicants shall download the NIT Document from Kannur Airport website and submit the proposals as hard copy in the Tender Box provided at Kannur Airport on the said date and time. Corrigendum/amendment(s) / notification(s) related to this NIT document will be published on the Kannur Airport website www.kannurairport.aero. Kannur Airport shall not entertain any correspondence / proposal from any other interested parties/ agencies after the last date of submission of NIT as set out hereinabove.
- For any clarifications related to this NIT, shall be addressed to the Managing Director and shall be sent to commercial@kannurairport.aero only. Queries raised in other modes or after the last date / time mentioned above shall not be considered.

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12. Termination Of Contract

(a) Normal Termination:

The contract will deem to be terminated on the last date of contract unless the extension or renewal is approved by Kannur Airport on or before the last date and communicated to the Agency in writing and duly accepted.

(b) Termination for Convenience:

Kannur International Airport Limited can terminate the contract by giving 3 days' notice to the Agency, in which event, KIAL is not liable to pay any compensation. If the Agency terminates the contract or exits from the contract without completion of work, KIAL shall have the right to forfeit the Security Deposit paid by the Agency.

(c) Termination for regulatory / legislative or supervisory requirements:

If any provision on law or legislation of India makes it mandatory to stop/prohibits the continuation of any contract at any particular location or otherwise then it will deem to be closed from the date of such enactment. No compensation is payable by Kannur Airport.

13. Jurisdiction Of Court

All dispute or difference arising out the NIT and contract entered into between Kannur Airport and Concessionaire, shall be governed by the Laws of India for the time being in force and shall be subjected to exclusive jurisdiction of Court at Kannur.

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ANNEXURE I

Name of Work:

Selection of an Agency for Design, Develop, Set Up, Decorate and Maintain the Decorations & Installations During KIAL Xmas 2025 Sales Promotion Events at Kannur International Airport.

A	CATEGORY I - Outlets decoration items	Sample Image	Decoration items with colours	Dimension	Minimum Number of Quantity (No.)	Amount TO BE QUOTED by the Bidder (Inclusive of Taxes)
1	Xmas Star hanging		Multicolours	10 CM	205	
2	Snowflakes -White Colour		White Colour	15 CM	205	
3	Christmas tree hanging paper frills garland		Dark Green	1 M	230	

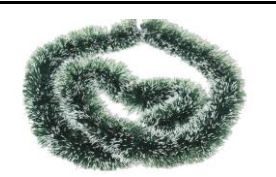
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4	Snowman		White Colour	15 CM	341	
5	Christmas Bells		Paper Yellow/Golden Colour	15 X 15 CM	166	
6	Garlands		Dark Green	183 CM	125	
7	LED Wall Star flashing warm white		Warm White	2 M curtain with minimum 2 LED Stars	103	
8	Christmas Wreath-DarkGreen with Decorations		DarkGreen with Decorations	25 CM	36	

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9	Christmas Papa Dangers Paper		Red with white fur trim , His other accessories, such as his boots and belt, are black, and his beard is white .	1 M	102	
10	String Lights -Multicolours		Multicolours	4 M	168	
				Total for Category I		-

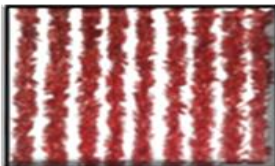
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B	CATEGORY 2 - CHRISTMAS TREE	Sample Images	Decoration items with colours	Decoration items with Dimestions/Specifications (Minimum Requirements)	Number of items Required	Amount to be Quoted By the Bidder (Inclusive of Taxes)
1	Christmas Tree**		Dark Green	5 Meter H x 2.4 M Dia	1	
2	Star Christmas Tree Topper		Golden with LED Lights	12 Inch x 12 Inch	1	
				Total for Category 2		-

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C	CATEGORY 3 - CHRISTMAS TREE DECORATION ITEMS	Sample Images	Decoration items with colours	Decoration items with Dimensions/Specifications (Minimum Requirements)	Number of items Required	Amount to be Quoted By the Bidder (Inclusive of Taxes)
1	Garlands		(Red, Silver, Golden)	60 Meter	1 No	
2	Tinsel		Tinsel Red, Silver, Golden	30 M	1 piece	
3	String Lights		Multicolours	Multi colour LED string with 1500 lights	1 piece	

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4	Hanging Snowflakes		White, Silver	4 cm	120 Nos	
5	Hanging Gift box		Multicolours	8 x 8 x 8 CM	160 pieces	
6	Hanging stars		Multicolours	15 CM	120 pieces	
7	Hanging Balls		Multicolours	10 CM Dia	200 pieces	

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8	Stocking		Multicolours	17 Cm	20 pieces	
9	Candy Stick Hangings/ Hockey Cane Sticks		White,Red	8 cm	100 pieces	
10	Christmas Bells		Golden/ Multicolours	5 inch x 3 Inch	150 pieces	
11	Christmas Wreath		Multicolours	50 Cm Diameter	1 piece	

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12	Snowman Hangings		Multicolours	21 cm x 12 cm	100 pieces	
13	Mini Santa Clause Hangings		Red	10 cm	80 pieces	
14	Christmas Gingerbread Man Hangings		Gingerbread Man Brown colour with red scarf etc.	10 CM	30 pieces	
15	Red Berry Fruit Bunch stem Hangings		Red	7 cm x 7 cm x 4 cm	50 pieces	

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16	Angel Hangings		Golden/Silver	7 cm	25 pieces	
17	PartyFlex Natural Pine Cones		Brown	10 cm	20 pieces	
				Total for Category 3		-

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D	CATEGORY 4 - Installations / Other Items	Sample Images	Decoration items with colours	Decoration items with Dimestions/Specifications	Number of Items Required	Amount to be Quoted By the Bidder (Inclusive of Taxes)
1	Christmas Gift Boxes - 8 BOXES		Multicolours	Large Boxes: 50 cm x 50 x 50 cm Medium Boxes: 30 cm x 30 cm x 30 cm	Large Box: 4 Nos Medium Box : 4 Nos	
2	Santaclaus driving a sleigh with 4 reindeers Dummies/Cutout installation - Foam Board		Santaclaus Dress colour - Red, trimmed with white .Components: Jacket, pants, and hat. Accessories: Black leather belt and boots . Sleigh- Brown Colour , Reindeers - Brown Colour .	Total length 3 meters & Height about 2 Meter	1 No	

Signature & Seal of Tenderer

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3	Snowman- Dummies/ Cutout installation - Foam Board		Snowman Body - White, With Red Scarf and Black Hat.	Height about 1.5 Meter Width about 0.75 meter	1 No	
4	Santa Caps For each outlets Staffs		Red & White	Free size for adults	250 pieces	
5	Raffle Draw Coupon Boxes		Non Tranparent or covered / poly carbonate	50 CM x 50 CM x 50 CM	5 Nos.	

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6	Entrance Arches Decoration		Xmas Themed Decorations	3.5 m x 6 m - 2 Nos 3.5 m x 11 m 1 No	3 Nos	
7	Lucky Draw Coupons		80 GSM Paper Coupons	1 No	5000 Nos	
8	Event Promotion Display standees		Fabric/cloth material	3 x 6 Feet	7 Nos	

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9	Event Promotion Display Cards		Paper 120 GSM	20 cm x 30 cm	36 Nos	
				Total for Category 4		-
			Grand Total Amount Quoted (Rs.) (Inclusive of Taxes) (Category 1+2+3+4)			-

NOTES

The rates quoted should include the following:

1. Cost for Design, Development, Procurement, Mobilisation, Installation & Setting Up, Decoration, Repair & Maintenance, Upkeep, and disposal (after the event days) of the Decorations/Installations/structures.
2. Transportation costs to Kannur Airport for the above items, Manpower cost, Other Incidental expenses (if any).
3. ** KIAL shall have the right to increase / decrease the size of the Xmas Tree along with increase / decrease of items mentioned in Category 3
4. The rates quoted shall be inclusive of applicable GST

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