



Government of Kerala
Information Office
Information - Public Relations Department
Kerala House, New Delhi - 110001
Tel/Fax: 011-23360349

No. 89/PR/2021/IOND

06/11/2021

URGENT RE-QUOTATION NOTICE

Sub:-Information Office, New Delhi-IITF-2021 -Inviting Re-Quotation for Video Documentation at Kerala Pavilion, Pragati Maidan- Reg.

***Ref:- 1) Letter No. C1/140/2021/I-PR dated 07/10/2021.
2) Quotation Notice even No. dated 23/10/2021.
3) Minutes of the Quotation Committee held on 03/11/2021.***

Sealed quotations are invited from experienced Videographers for the Video Documentation of various Government of Kerala events for Information & Public Relations Department, Information Office, New Delhi at Kerala Pavilion (315 sq.mtrs.), Pragati Maidan during India International Trade Fair-2021. The quotation shall be submitted as per the following specifications/conditions with superscription '**Video Documentation of IITF-2021**'.

The rates for a total of 15 days from 13/11/2021 to 27/11/2021 in lump sum shall be quoted. The rate must be inclusive of all taxes and duties which are applicable. Preference will be given to those who are having previous work experience regarding the same as the functions are attended by Hon'ble Chief Minister/Minister's/MPs/MLA/Senior Officials from Kerala and are related to Government of Kerala.

The quotations should reach the undersigned on or before 3 pm on 09/11/2021. Those quotations received after the prescribed date and time will be summarily rejected. **The quotation will be opened on the same day (ie. 09/11/2021) at 3.30 PM.** The quotations received shall be evaluated by a committee constituted for the purpose and a final decision will be taken on the awarding of quotation accordingly. The DPR/the undersigned reserves the right to reject all or any of the quotations without assigning any reason.

(contd.....)

The Conditions/Specifications are as follows:-

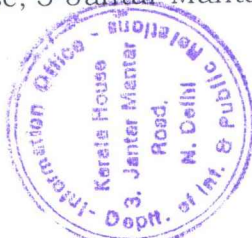
IITF 2021 - VIDEO DOCUMENTATION: RULES AND REGULATIONS

1. A dedicated camera team comprising producer, one cameraman, one camera assistant should be deployed at Kerala Pavilion during the entire period of IITF-2021 ie (2021 Nov 14 - 27). They should report at the venue one day prior to the event ie.13/11/2021 and should cover the event up to 27/11/2021.
2. Video clips (2 or 3 minutes in HD/MP4 format) should be uploaded to PRD CLIPMAIL SERVER (www.clipmail.kerala.gov.in) in 1 or 2 hour intervals, during the event.
3. HD/Camera of similar specs should be used to cover the event.
4. Half hour documentary comprising events from inauguration to valedictory function should be prepared. External Hard disk along with entire rushes (MOV format) and 2 DVD copies should be submitted.
5. Total documentation should be between 50-70 hrs. Dope sheet should be submitted.
6. Trade Fair Pavilion, Inside and outside of Kerala Pavilion, Various stalls/Food stalls of Kerala Pavilion right from inaugural, Kerala Day, VIP's and Senior Government Officials reception and bye should be videographed without fail.
7. Camera team shall work as per the instruction of PRD officials on duty.

- Any additions to quantities of above items shall also be charged at the quoted rate.

Address

Deputy Director (i/c)
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi - 110001




Deputy Director (i/c)

Copy to:-

Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Chairman/Members of Quotation Committee.
Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website