



**Government of Kerala**  
Information Office  
Information & Public Relations Department  
Kerala House, 3, Jantar Mantar Road, New Delhi  
Tel/Fax: 011-23360349

No. 110/PR/2019/IOND

15/10/2019

**URGENT QUOTATION NOTICE (1)**

**Sub:- Information Office, New Delhi-Keralappiravi Celebrations, Film Festival, Official Language Week-2019-Inviting Quotations for Tent and Stage –Reg.**

**Ref: - Mail message dated 26/09/2019.**

Sealed Quotations are invited for providing **Tent and Stage for Keralappiravi Celebrations, Film Festival, Official Language Week-2019** from 01/11/2019 to 07/11/2019 as per specifications given below:

**Specifications:-**

Sl No.	Items of Work	Quantity	Unit
1	Providing and erecting Stable, fully covered Water Proof Pandal with minimum 3.60 to 4.50m (12.0 to 15.0 feet ceiling height, supported on stable framed structure using steel members (without digging the yard for fixing the posts) with partitions, wherever necessary. The ceiling members shall be of structurally sound bamboo/steel members, nicely ceiled and covered all around upto ceiling height with decorative bright clothes.	5000	sqft
2	Providing and erecting raised and Stable Stage (36ftx24ft.) with minimum platform height of 90cm supported over steel supports and wooden platform having steps/ramps for approach from front side and from green rooms, with guard rails of 4ft. height and covers on all sides except on front within the already erected Pandal. This shall also include side covering, vertically operating front curtains (with designed opaque cloth) and back wall curtain (using white cloth)	864	sqft
3	Providing and erecting water proof food stalls including 2 nos. serving tables with cover and decorative frills and a dustbin each for 1 stall	3	units
4	Providing and making separate green rooms for men & women (upto	2	units

	ceiling height(4.50m) using good quality thick opaque curtains within the pandal area, attached to stage		
5	Carpet Area	5000	sqft
6	Wooden Table with White Cover	5	nos
7	Chairs with White Cover	400	nos
8	Wooden Panels with Cloth Cover	8	nos
9	Providing good quality (3+2 seater) sofa set with cover	2	nos
10	Providing good quality Podium	1	nos

**Cartage + Labour/Cleaning Charges (Inclusive)**

- The Tent should be cleaned on a daily basis. The agency should provide manpower in the site to attend the problem immediately throughout the function time.
- Above mentioned all items of work should be completed in all respect before noon of 31/10/2019 and should be cleared from the premises on 08/11/2019.
- The agency may check the feasibility of each item of work at site before submitting the quotation. The payment shall be done in terms of actual work done. Any additions to quantities of above items shall also be charged at the quoted rate.

The Quotation shall reach the following address on or before **3 PM on 21/10/2019**. The quotations received shall be opened at **3.30 PM** on the same day (**21/10/2019**) in the office of the Information Officer, Information Office, Kerala House, New Delhi in the presence of bidders present. All or any of the quotation can be rejected by the undersigned without assigning any reason.

**Address:**

**Information Officer**

**Information Office, Information & Public Relations Department**

**Kerala House, New Delhi-110001**

**Tel/Fax: 011-23360349**

**Sd/-  
Deputy Director**

**Copy to:-**

O/o. the Resident Commissioner, Kerala House, New Delhi  
Information Officer, Information Office, Kerala House, New Delhi  
Director, I&PRD, Govt. Secretariat, Thiruvananthapuram  
Notice Board- Kerala House/Cochin House, New Delhi  
Press Release, SF/OC/Website