



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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (1)

Sub:-Information Office, New Delhi- IITF-2019 - Inviting Quotations for Security and Cleaning Activities at Kerala Pavilion, Pragati Maidan-reg-Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

Sealed competitive quotations are invited from experienced service providers for the supply/operation of manpower and materials in the following areas in connection with the IITF-2019 at Kerala Pavilion (250 Sq.mtrs), Pragati Maidan, New Delhi. The quotations should be submitted to the undersigned on or before **31/10/2019 at 3 pm** in the address given below. Quotations will be opened on the same day at **3.30 pm** in the presence of the bidders present. Item wise rate for the supply of one person per day may be quoted. The successful bidder should provide the required manpower and materials in connection with IITF-2019 at Kerala Pavilion, Pragati Maidan, New Delhi as and when demanded by the undersigned. 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. All or any of the quotation can be rejected by the undersigned/DPR without assigning any reason. Details of manpower requirement are furnished below:-

- 1) Security Guards (Rate per 8 hours shift)
- 2) Security Supervisors (Rate per 8 hours shift)
- 3) Cleaning Staff and Supply of Material during IITF period (for 15 days)
- 4) Trained Firemen (Rate per 8 hours shift)
- 5) Computer Operator for 15 days

- Any additions of above purpose shall also be charged at the quoted rate.

Address

Information Officer
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi - 110001

Sd/-
Deputy Director

Copy to:-

O/o. the Resident Commissioner, Kerala House, New Delhi.
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website



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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (2)

Sub:-Information Office, New Delhi-IITF-2019 -Inviting Quotations for Event Management at Kerala Pavilion, Pragati Maidan-reg-

Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

Sealed competitive quotations are invited from experienced event managers for the supply/operation and maintenance of various equipments/materials at Kerala Pavilion (250 sq.mtrs) at Pragati Maidan, New Delhi in connection with the IITF-2019. The quotations should be submitted to the undersigned on or before **31/10/2019 at 3 pm** in the address given below. Quotations will be opened on the **same day at 3.30 pm** in the presence of the bidders present. Item wise rate for the supply and maintenance of each item may be quoted. The successful bidder should provide/supply the required equipments/materials for the specified period in connection with IITF-2019 at Kerala Pavilion, Pragati Maidan, New Delhi as and when demanded by the undersigned. 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. All or any of the quotation can be rejected by the undersigned/DPR without assigning any reason. Details of items are furnished below:-

- (1)CCTV- 4 No's with DVR and TV
- (2) Plasma TV32"-1
- (3) Carpet Rate per sqft
- (4) Security Metal Gate-1, 2HMD
- (5) Flower Decoration/Bouquets at the Pavilion and Kerala Day at Hamsadwani Theatre (if required)
- (6) Tea & Coffee Machine (with powder),Water Cans & Dispenser
- (7) Seating arrangements for Press Conference for 20 Peoples:- (Mikes, DVD, Amplifier, Speaker, Podium, Backdrop - if required)
- (8) Fabrication of Octonorm Stalls-per. sqft, per panel (if seems needed)
- (9) PA System-3 Speakers, Amplifier, DVD Player, Cordless Mike (if required)
- (10) Construction of platform per.sq.ft.

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

(contd.....)

Address

Information Officer
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi – 110001

Sd/-

Deputy Director

Copy to:-

O/o. the Resident Commissioner/Additional Resident Commissioner , Kerala House,
New Delhi.

Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.

Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website.



Government of Kerala

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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (3)

Sub:-Information Office, New Delhi-IITF-2019 -Inviting Quotations for the Supply of Office Furniture at Kerala Pavilion, Pragati Maidan- reg.

Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

Sealed competitive quotations are invited from experienced event agencies for the supply/operation and maintenance of various furniture items to be used in Kerala Pavilion (250 sq.mtrs) at Pragati Maidan, New Delhi in connection with the IITF-2019. The quotations should be submitted to the undersigned on or before **31/10/2019 at 3 pm** in the address given below. Quotations will be opened on the same day at **3.30 pm** in the presence of the bidders present. Item wise rate for the supply and maintenance of each item may be quoted. The successful bidder should provide/supply the required equipments/materials for the specified period in connection with IITF-2019 at Pragati Maidan, New Delhi as and when demanded by the undersigned. 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. All or any of the quotation can be rejected by the undersigned/DPR without assigning any reason. Details of items are furnished below:- (Unit cost shall be quoted)

- (1)Big Leather Chair
- (2)Office leather Chair
- (3)Sofa Set (Quote per seat)
- (4)Folding Chairs
- (5)Tripod(Centre Table)
- (6)Cupboard with lock for Office
- (7)Malba Removal Truck (Quote per Trip) (if required)
- (8)Two Lap top computer, One Laser Printer (cartridge as per actual)

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

(contd.....)

Address

Deputy Director
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi – 110001

Sd/-

Deputy Director

Copy to:-

O/o. the Resident Commissioner, Kerala House, New Delhi.
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website



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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (4)

Sub:- Information Office, New Delhi-IITF-2019-Inviting Quotations for Printing Works at Kerala Pavilion, Pragati Maidan- reg.

Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

Sealed competitive quotations are invited from experienced printers having facilities for the printing and supply of various matters in connection with IITF-2019 at Kerala Pavilion (250 sq.mtrs), Pragati Maidan, New Delhi. The quotations should be submitted to the undersigned on or before **31/10/2019 at 3 pm** in the address given below. Quotations will be opened on the same day at **3.30 pm** in the presence of the bidders present. Item wise daily rate for the printing and supply of each item may be quoted. The successful bidder should execute the printing works promptly and supply them as and when demanded by the undersigned. 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. All or any of the quotation can be rejected by the undersigned/DPR without assigning any reason. Even though quotations are finalized, the required items shall be printed. Details of items are furnished below:-

- (1) Certificates - different types of Certificates (Participants, Girl Guides & Others etc.) Multicolour Printing with designing in 300 GSM Art Card.
- (2) Receipt Book-in duplicate-1000 No's bound in 1 book-dummy 1/10 Size
- (3) Payment Vouchers-500 No's, in 1 pad - dummy 1/8 Size
- (4) Invitation Card for Opening Ceremony, Size 7x5 Inches (500 No's) on 300 GSM art card.
- (5) Kerala Day Passes (7x5 Inches folding card on 300 GSM art card - 1500 No's)
(Item No. 4 & 5 are Multi Colour Printing with designing)
- (6) Envelope for Opening Ceremony- (single colour printing-500 No's) (if required)
- (7) Envelope for Kerala Day Passes - (single colour printing-1500 No's) (if required)
- (8) Food Coupons-Tea and Lunch with Numbering - 500 each

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

(contd.....)

Address

Information Officer
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi – 110001

Sd/-
Deputy Director

Copy to:-

O/o. the Resident Commissioner, Kerala House, New Delhi.
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website



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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (5)

Sub:- Information Office, New Delhi-IITF-2019 -Inviting Quotations for Hiring of Vehicle for Officials and Artists-reg.

Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

Sealed competitive quotations are invited from experienced Vehicle Owners/Travels for the hiring of Vehicle in connection with **IITF-2019** from **11/11/2019 to 27/11/2019** and cultural programme on **Kerala Day** for commuting the I&PRD officials on duty and materials to Kerala Pavilion (250 sq.mtrs.), Pragati Maidan, New Delhi and back. The quotations should be submitted to the undersigned on or before **31/10/2019 at 3 pm** in the address given below. The Quotations will be opened on the same day at **3.30 pm** in the presence of the bidders present. 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. All or any of the quotation can be rejected by the undersigned/DPR without assigning any reason.

Specification of the Vehicles and the items for which the quotation are invited:-

1) Rent for One Toyota Innova Car from 11/11/2019 to 27/11/2019.

- A) Quote the Rates for First 8 Hours (80 Kms)
- B) Extra Kilometres
- C) Extra Hours
- D) After 10 pm (Night Charges)

2) Rent for Mini Van-21 Seater on 24/11/2019 (Kerala Day) for commuting the Artists arriving for the Cultural Programme at Hamsadwani Theate, Pragati Maidan, New Delhi

- A) Quote the Rates for First 8 Hours (80 Kms)
- B) Extra Kilometres
- C) Extra Hours
- D) After 10 pm (Night Charges)

(contd.....)

Address

Information Officer
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi – 110001

Sd/-

Deputy Director

Copy to:-

O/o. the Resident Commissioner, Kerala House, New Delhi.
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Notice Board- Kerala House/Kerala Pavilion, ITPO, Pragati Maidan, New Delhi
Press Release/Website



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

No. 77/PR/2019/IOND

25/10/2019

URGENT QUOTATION NOTICE (6)

Sub:-Information Office, New Delhi-IITF-2019 -Inviting Quotations for Video Documentation at Kerala Pavilion, Pragati Maidan- Reg.

Ref:- Letter No. C1/178/2019/I-PR dated 15/10/2019.

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 (250 sq.mtrs.), Pragati Maidan during India International Trade Fair-2019. The quotation shall be submitted as per the following specifications/conditions with superscription '**Video Documentation of IITF-2019**'.

The rates for a day separately and for a total of 15 days from 13/11/2019 to 27/11/2019 in lumpsum shall be quoted separately. 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 31/10/2019. Those quotations received after the prescribed date and time will be summarily rejected. **The quotation will be opened on the same day (ie. 31/10/2019) 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 2019 - 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-2019 ie (2019 Nov 14 - 27). They should report at the venue one day prior to the event ie ie.13/11/2019 and should cover the event up to 27/11/2019.
 2. HD/Camera of similar specs should be used to cover the event.
 3. 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.
 4. Half hour documentary comprising events from inaugural to valedictory should be prepared. External Hard disc 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 byte should be video graphed 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

Information Officer
Information Office, Information - Public Relations Department
Room No. 251, Kerala House, 3-Jantar Mantar Road, New Delhi – 110001

Sd/-
Deputy Director

Copy to:-

O/o. the Resident Commissioner, Kerala House, New Delhi.
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Notice Board- Kerala House /Kerala Pavilion, ITPO, Pragati Maidan, New Delhi/
Press Release/Website