



## Government of Kerala

Information Office

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

No.138/PR/2018/IOND

21/12/2018

### QUOTATION NOTICE

**Sub: Information Office, Kerala House, New Delhi – Engaging of Video Stringer on Contract Basis - Inviting Quotations - reg.**

**Ref: D.O.Letter No. E1/110/2018/I & P.R dt. 12/12/2018.**

Sealed Quotations are invited for engaging video stringer to coverage the various Government of Kerala functions for the Information Office, New Delhi during the year 2018-19 & 2019-20(financial years). The Quotation shall be submitted in the prescribed format with the superscription '**Engaging of a Video stringer on contract basis**'.

The mandatory qualifications and experience are as follows;

- Atleast one year experience in the field of visual media
- Pre degree/Plus Two(Desirable)
- Video stringer should possess own HD Professional camera and must have the technical knowledge of editing visuals. It is also desirable that the video stringer possess a Laptop having the installation of professional edit software.
- The laptop of the video stringer shall possess the facility of sending visuals live.
- Video stringer having the knowledge in Edit suit and other time to time electronic news gathering facility will be considered as their special qualifications.
- Preference will be given to those who are having knowledge of Malayalam language and happenings in Kerala and or those who are having previous work experience regarding the same as the functions are attended by Hon'ble Chief Minister/Minister's from Kerala and are related to Government of Kerala.
- The applicant must have permanent domicile in Delhi.
- The applicant shall not be arraigned in criminal case or punished in such cases.

#### Rate of Payment

Sl.No.	Description	I-PRD Rate	Quoted Rate
1	<u>Local Coverage</u> (rate for assigned local coverage within 20 km. from the Headquarters and within 6 hours, which includes travel and delivery expenditure)	1,200/-	
2	<u>Outstation coverage</u> (rate for video coverage of the functions outside 20 km above from the Headquarters, which includes travel expenditure)	1,500/-	

3	<u>Extended coverage</u> (the video coverage exceeding 6 hours within 10 km area from the Headquarters will be considered as two coverages) Rs.1200/- for the first coverage and Rs.900/- (75% of the first 1st coverage) for second one	2,100/- (1200+900)	
4	<u>Full documentation</u> (rate to cover the full video documentation of the programme. Video stringer is required to use two cameras to carry out video documentation at the above rate, if the necessity arises.	2,000/-	

The video stringer selected by the I & PRD should execute an agreement with Information Officer.

The video clips (2 or 3 minutes in WMV format) should be uploaded to PRD CLIP MAIL SERVER ([www.clipmail.kerala.gov.in](http://www.clipmail.kerala.gov.in)) and Whats app soon after the event. The videos shall be mailed to the media after the daily event is over. 2 DVD copies of the video clipping should be submitted to the Information Office, I&PRD, Kerala House, New Delhi. Those who are awarded the quotation for video stringer shall work as per the instructions of I&PRD officials on duty.

**The quotations should reach the undersigned on or before 3 pm on 10/01/2019.** Those quotations received after the prescribed date and time will be summarily rejected. **The quotations will be opened on the same day (ie. 10/01/2019) at 3.30 pm.** The undersigned reserves the right to reject all or any of the quotations without assigning any reason. The final decision on the quotations will be taken by the Director, Information & Public Relations Department, Government of Kerala, Government Secretariat, Thiruvananthapuram, Kerala.

Address for submission of the quotation:

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

  
 21/12/19  
**Information Officer**

**Copy to:-**

Director, I & PRD, Govt. Secretariat, Thiruvananthapuram  
 Deputy Director, Information Office, I-PRD, Kerala House, New Delhi  
 Notice Board - Kerala House/Cochin House, New Delhi/  
[www.prd.kerala.gov.in](http://www.prd.kerala.gov.in)  
 Press Release/SF/OC