



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

No. 117/PR/2021/IOND

13/10/2021

**URGENT QUOTATION NOTICE (3)**

**Sub:- Information Office, New Delhi – Kerala Piravi Celebrations, Film Festival, Official Language Week-2021-Inviting Quotations for Videographer & Photographer – Reg.**

**Ref: - G.O (Rt.) No. 93/2021/I&PR dated 22/06/2021.**

Sealed Quotations are invited from experienced **Videographers & Photographers for Kerala Piravi Celebrations, Film Festival, Official Language Week-2021** from 30/10/2021 to 07/11/2021 as per specifications given below:-

**Specifications:-**

Sl.No.	Date of Work	Working Time
1	30/10/2021 (Saturday)	10 AM to 1 PM (3 Hours) 2 PM to 5 PM (3 Hours)
2	31/10/2021 (Sunday)	10 AM to 2 PM (4 Hours)
3	01/11/2021 (Monday)	5 PM to 9 PM (4 Hours)
4	02/11/2021 (Tuesday)	5 PM to 9 PM (4 Hours)
5	03/11/2021 (Wednesday)	5 PM to 9 PM (4 Hours)
6	04/11/2021 (Thursday)	5 PM to 9 PM (4 Hours)
7	05/11/2021 (Friday)	5 PM to 9 PM (4 Hours)
8	06/11/2021 (Saturday)	12PM to 3 PM (3 Hours)
9	07/11/2021 (Sunday)	12PM to 3 PM (3 Hours)

**NB: -** Charges should be mentioned for additional quantity.

**Conditions/Specifications are as follows:-**

- 1) A dedicated cameraman and a Photographer shall be deployed at Kerala House at the prescribed Hours mentioned in the quotation notice from 30/10/2021 to 07/11/2021.
- 2) HD Camera/Camera of similar specifications shall 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](http://www.clipmail.kerala.gov.in)) after the programmes.
- 4) Half hour documentary comprising events inaugural to valedictory should be prepared. External hard disc along with entire rushes (MOV format) and two DVD copies should be submitted after the event.
- 5) Total documentation should be between 25-35 hrs. Dope sheet should be submitted.
- 6) Camera team shall work as per the instruction of I-PRD officials on duty.

(contd.....)

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 for that the bidder may avail prior consent from the undersigned.

The Quotation shall reach the following address on or before **3 PM on 21/10/2021**. The quotations received shall be opened at **3.30 PM** on the same day (**21/10/2021**) 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, 3, Jantar Mantar New Delhi-110001**

**Tel/Fax: 011-23360349**



  
**Information Officer**

**Copy to:-**

CA/PA to Resident Commissioner, Kerala House, New Delhi  
Director, I&PRD, Govt. Secretariat, Thiruvananthapuram  
Notice Board- Kerala House/Cochin House, New Delhi  
Press Release, SF/OC/Website