



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

No.116/PR/2024/IOND

16/10/2024

**URGENT QUOTATION NOTICE (1)**

**Sub:- Information Office, Kerala House New Delhi-Keralapiravi Celebrations -2024-Inviting Quotations for Tent and Stage -Reg.**

Ref: - 1. G.O. (Rt) No. 75/2024/I&PRD dated 02/08/2024

2. Ltr. no. C1/186/2024/I&PRD dated 09/10/2024

Sealed Quotations are invited for providing **Tent and Stage for Keralapiravi Celebrations -2024** from 01/11/2024 & 02/11/2024 as per specifications given below:

Sl. No.	Items of Work	Quantity	Unit
1	Providing and erecting stable, side half covered framed structure (half wall with Arch without roof) using steel members (without digging the yard for fixing the posts)	3000	Sq ft.
2	Providing and erecting raised and stable fully covered Stage (24ftx24ft) in square shape with platform height of 3-4ft from the ground supported over steel supports and wooden platform having steps/ramps for approach from front side (1 no.) with guard rails of 3-4ft. height and covers on all sides except on front. Stage shall also include side covering, vertically operating front curtains (with designed opaque cloth) and back wall curtain (using white cloth). Also to provide a green room on either side of the stage covered with opaque cloth.	576	Sq ft.
3	Wooden Table with White Cover	2	nos.
4	Chairs with White Cover	300	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 31/10/2024 and should be cleared from the premises within one day of completion of the program.
- The bidder must have enrolled in GST and mention GST registration number in the quotation.
- 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 and will be based on work order.
- The selected bidder should provide the required manpower and materials in connection with Keralapiravi Celebrations 2024 at Kerala House, New Delhi as and when demanded by the undersigned.

The Quotation shall reach the following address on or before **3 PM** on **21/10/2024**. The quotations received shall be opened at **3.30 PM** on the same day (**21/10/2024**) in the office of the Information Officer, Information Office, Kerala House, New Delhi in the presence of bidders present. The quotations received shall be evaluated by a committee constituted for the purpose and its decision will be final. 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**  
**3-Jantar Mantar Road, Kerala House, New Delhi-110001**  
**Tel: 011-23360349**

  
**Information Officer**

**Copy to:-**

Director, I&PRD, Govt. Secretariat, Thiruvananthapuram  
Chairperson/ Members of quotation committee  
PA to the Resident Commissioner, Kerala House, New Delhi  
Notice Board- Kerala House/Cochin House, New Delhi  
Press Release, SF/OC/Website