



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 (4)

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

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

Sealed Quotations are invited from experienced **Videographers for the Video Documentation of Keralappiravi Celebrations, Film Festival, Official Language Week-2019** from 01/11/2019 to 07/11/2019 as per specifications given below:-

Specifications:-

Sl.No.	Date of Work	Working Time
1	01/11/2019 (Friday)	6 PM to 9 PM (3 Hours)
2	02/11/2019 (Saturday)	2 PM to 5 PM (3 Hours) & 6 PM 9 PM (3 Hours)
3	03/11/2019 (Sunday)	10 AM to 1 PM (3 Hours) 2 PM to 5 PM (3 Hours) & 6 PM 9 PM (3 Hours)
4	04/11/2019 (Monday)	6 PM 9 PM (3 Hours)
5	05/11/2019 (Tuesday)	6 PM 9 PM (3 Hours)
6	06/11/2019 (Wednesday)	6 PM to 9 PM (3 Hours)
7	07/11/2019 (Thursday)	6 PM to 9 PM (3 Hours)

NB: - Charges should be mentioned for additional quantity.

The Conditions/Specifications are as follows:-

- 1) A dedicated cameraman shall be deployed at Kerala House at the prescribed Hours mentioned in the quotation notice from 01/11/2019 to 07/11/2019.
- 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) after the programmes.
- 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 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 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, 3, Jantar Mantar New Delhi-110001

Tel/Fax: 011-23360349

Sd/-

Deputy Director

Copy to:-

O/o. the 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