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

No. 140/PR/2025/IOND 17/10/2025

URGENT QUOTATION NOTICE (1)

Sub:- Information Office, New Delhi- IITF-2025- Inviting Quotations for Security and Cleaning Activities at Kerala Pavilion, ITPO, Bharat Mandapam, New Delhi-reg.

Ref:- ***Letter No. C1/419/2025/I-PRDdated 13/10/2025.***

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-2025 at Kerala Pavilion (299 Sq.m.), ITPO, Bharat Mandapam, New Delhi to be held from 14th to 27th November 2025. The quotations should be submitted to the undersigned on or before **24/10/2025 at 3 pm** in the address given below. Quotations will be opened on the same day **(24/10/2025) 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 bidder must have been enrolled in GST registration and the GST registration number to be mentioned.* The successful bidder should provide the required manpower and materials in connection with IITF-2025 at Kerala Pavilion, ITPO, Bharat Mandapam, 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 during IITF period (Rate per 8 hours shift)
4) Trained Firemen (Rate per 8 hours shift)
5) One Computer Technician

Rate must be quoted mentioning the GST rate.

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

For Information Officer

Information Officer
I & P R D-Govt. of Kerala
Kerala Ho se
Jantar Mantar Road,
New Delhi-110001

Copy to:-
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL
Chairperson/Members of Quotation Committee
Notice Board- Kerala House/ITPO, Bharat Mandapam, New Delhi
Press Release/Website

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

No. 140/PR/2025/IOND

17/10/2025

URGENT QUOTATION NOTICE (2)

Sub:- Information Office, New Delhi-IITF-2025- Inviting Quotations for Event Management at Kerala Pavilion, ITPO, Bharat Mandapam, New Delhi - reg.

Ref:- ***Letter No. C1/419/2025/I-PR dated 13/10/2025.***

Sealed competitive quotations are invited from experienced event managers for the supply/operation and maintenance of various equipments/materials at Kerala Pavilion (299 sq m.) at ITPO, Bharat Mandapam, New Delhi in connection with the IITF-2025 to be held from 14th to 27th November 2025. The quotations should be submitted to the undersigned on or before **24/10/2025 at 3 pm** in the address given below. Quotations will be opened on the **same day (24/10/2025) 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 bidder must have been enrolled in GST registration and the GST registration number to be mentioned.* The successful bidder should provide/supply the required equipments/materials for the specified period in connection with IITF-2025 at Kerala Pavilion, ITPO, Bharat Mandapam, 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 (rate per item) (DVR footage to be submitted at the conclusion of the event or demanded)
(2) Plasma TV32"-1
(3) Carpet Rate per sq ft. (if required)
(4) Security Metal Gate-1, 2HMD
(5) Flower Decoration/Bouquets at the Pavilion.
i) Rate for flower decoration per day
ii) Rate per Bouquet
(6) Tea & Coffee Machine (with powder), Water Cans & Dispenser (if required)
(Rate of Tea & Coffee per cup and rate per water can to be mentioned)
(7) PA System-3 Speakers, Amplifier, DVD Player, Cordless Mike (if required)

- ***Rate must be quoted mentioning the GST rate.***
- ***Any additions to quantities of above items shall also be charged at the quoted rate.***
- ***Standard flowers should be used for decoration & bouquets***

(contd.....)

Address

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

For **Information Officer**

Information Officer
I & P R D-Govt. of Kerala
Kerala House
3-Jantar Mantar Road,
New Delhi-110001

Copy to:-

Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Chairperson/Members of Quotation Committee
Notice Board- Kerala House/ITPO, Bharat Mandapam, New Delhi
Press Release/Website.

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

No. 140/PR/2025/IOND 17/10/2025

URGENT QUOTATION NOTICE (3)

Sub:-Information Office, New Delhi-IITF-2025 -Inviting Quotations for the Supply of Office Furniture at Kerala Pavilion, ITPO, Bharat Mandapam, New Delhi - reg.

Ref:- ***Letter No. C1/419/2025/I-PRD dated 13/10/2025.***

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 (299 sq. m) at ITPO, Bharat Mandapam, New Delhi in connection with the IITF-2025 to be held from 14th to 27th November 2024. The quotations should be submitted to the undersigned on or before **24/10/2025 at 3 pm** in the address given below. Quotations will be opened on the same day (**24/10/2025**) 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 bidder must have been enrolled in GST registration and the GST registration number to be mentioned.* The successful bidder should provide/supply the required equipments/materials for the specified period in connection with IITF-2025 at Kerala Pavilion, ITPO, Bharat Mandapam, 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)

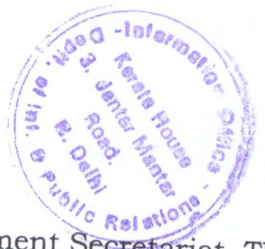
(1)Big Leather Chair
(2)Office leather Chair
(3)Sofa Set (Quote per Single seat sofa, double seat sofa & triple seat sofa)
(4)Folding Chairs
(5)Tripod Centre Table
(6)Cupboard with lock for Office
(7)Two Laptop, Printer with photocopier (cartridge as per actual) per rate to be quoted.

- ***Rate must be quoted mentioning the GST rate.***
- ***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



For **Information Officer**

Copy to:-

Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Chairperson/Members of Quotation Committee
Notice Board-Kerala House/ITPO, Bharat Mandapam, New Delhi
Press Release/Website

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

No. 140/PR/2025/IOND

17/10/2025

URGENT QUOTATION NOTICE (4)

Sub:- Information Office, New Delhi-IITF-2025 –Inviting Quotations for Hiring of Vehicle for Officials-reg.

Ref:- *Letter No. C1/419/2025/I-PRDdated 13/10/2025.*

Sealed competitive quotations are invited from experienced Vehicle Owners/Travels for the hiring of Vehicle in connection with **IITF-2025** from **14/11/2025 to 27/11/2025** for the commute of I&PRD officials on duty and materials to Kerala Pavilion (299 sq. m.), ITPO, Bharat Mandapam, New Delhi and back. The quotations should be submitted to the undersigned on or before **24/10/2025 at 3 pm** in the address given below. The Quotations will be opened on the same day (**24/10/2025**) 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 or any 7 seater Car from 11/11/2025 to 28/11/2025 (Petrol/CNG vehicles only)
A) Quote the rates for first 8 Hours (80 Km.)
B) Extra Kilometres
C) Extra Hours
D) After 10 pm (Night Charges)

- ***Any additions to quantities of above items shall also be charged at the quoted rate.***
- ***The service provider should provide a Malayalee driver.***

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

For **Information Officer**
Information Officer
I & P R D-Govt. of Kerala
Kerala House
Jantar Mantar Road,
New Delhi-110001

Copy to:-
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL
Chairperson/Members of Quotation Committee
Notice Board- Kerala House/ITPO, Bharat Mandapam, New Delhi
Press Release/Website

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

No. 140/PR/2025/IOND 17/10/2025

URGENT QUOTATION NOTICE (5)

Sub:- Information Office, New Delhi- IITF-2025- Inviting Quotations for Jute Bag at Kerala Pavilion, ITPO, Bharat Mandapam, New Delhi-reg.

Ref:- ***Letter No. C1/419/2025/I-PRDdated 13/10/2025.***

Sealed competitive quotations are invited from experienced service providers for manufacturing & supply of Jute Bags in connection with the IITF-2025 to be held from 14th to 27th November 2025 at Kerala Pavilion (299 Sq.m.), ITPO, Bharat Mandapam, New Delhi. The quotations should be submitted to the undersigned on or before **24/10/2025 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 manufacture & supply of Jute Bags may be quoted. *The bidder must have been enrolled in GST registration and the GST registration number to be mentioned.* The successful bidder should provide/supply the required equipments/materials for the specified period in connection with IITF-2025 at Kerala Pavilion, ITPO, Bharat Mandapam, 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 requirements of the product are furnished below:-

1) **Minimum Order/Quantity – 250 Nos.**
2) **Material – Jute Cotton**
3) **Colour – Multi Colour**
4) **Design/Pattern – Printed Jute Bag (200 Nos.) & Non printed (50 Nos.)**
5) **Size/Dimension – 12x12x6)**
6) **Usage/Application – Gift bag**
7) **Handle Type –Sling Handle with Zip**
8) **Capacity – 5 Kg.**

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

Information Officer

Information Officer
I & P R D-Govt. of Kerala
Kerala House
3-Jantar Mantar Road,
New Delhi-110001

Copy to:-
Director, I-PRD, Government Secretariat, Thiruvananthapuram with CL.
Chairperson/Members of Quotation Committee
Notice Board- Kerala House/ITPO, Bharat Mandapam, New Delhi
Press Release/Website.