

QUOTATION NOTICE

Quotation ID - LR (H2) - 22999/2020 Dated 25/08/2020

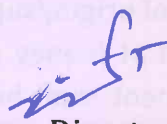
Sub: - Preparation of Digital Posters, supporting text and post production works such as video editing, sound mixing, etc.

Sealed competitive quotations are invited from reputed individuals/agencies for the preparation of digital posters, supporting text and post production works including video editing, sound mixing for circulation through various social media platforms (like Facebook, Twitter, Instagram, etc.) of the Commissioner, Disaster Management under the Government of Kerala. The requirements are as follows

S/N	ITEM	Qty
1	Digital Posters of various sizes and supporting text	150
2	Post production works	30

The bidders should quote the rates for the preparation of one Poster and cost for post-production work in the schedule of quantities as appended (annexure - 1). Envelope containing the quotations should bear the superscription addressed as per the form of Quotation Notice and should reach the Commissioner, Disaster Management & Joint Commissioner, Land Revenue (i/c), Public Office Buildings, Vikas Bhavan P.O., PIN 695 033, by Hand (to be dropped in the Drop Box in the Office) /Post/ Courier. Preference will be given to firms which have previous experience in Disaster Management communication.

The full address of the firm /individual quoting, should be given on the sealed envelope. Last date and time for receipt of quotations is 09/09/2020 at 3.00 PM. Late quotations will not be accepted. The quotations will be opened on 09/09/2020 at 4.00 PM in the presence of the persons who have quoted or their authorised representatives who are present at the time of opening. The rate quoted should be inclusive of all taxes, transportation charges, loading/unloading charges, installation charges, etc. if any.


Commissioner, Disaster Management

FORM OF QUOTATION NOTICE

Due date and time for receipt of quotations	09/09/2020, 3 PM
Date and time for opening of quotations	09/09/2020, 4 PM
Date up to which the rates are to remain firm for acceptance	30/09/2020
Designation and address of officer to whom the quotation is to be addressed	The Commissioner, Disaster Management & Joint Commissioner, Land Revenue (i/c), Vikas Bhavan P.O., PIN 695033
Superscription :	Preparation of Digital Posters and Post production video works for Commissioner, Disaster Management.

Sealed quotations are invited for the works specified in the list above. The rates quoted should be for the complete works mentioned in the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause are liable to be rejected. The acceptance of the quotations will be subject to the following conditions.

1. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
2. No representation for enhancement of price once accepted will be considered during the currency of the contract.
3. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
4. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application to be made.
5. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery the course of execution of the contract.
6. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.

7. Payment will be made by the work awarding authority only after completing the works upon the satisfactory performance of the work.
8. In case the total quantity of work is completed in a satisfactory manner, additional quantity, if assigned, will have to be prepared at the same rate quoted.
9. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
10. The information/raw material supplied by or for the Commissioner, Disaster Management, for the work shall not be shared with others outside the firm and the confidential nature should be preserved at all times.
11. Content shall normally be in Malayalam and English. Content should also be prepared, verified and provided in other languages like Hindi, Bengali, Oriya, Tamil, Kannada, etc. when so directed specifically.
12. Preparation of any content for the Commissioner, Disaster Management, should not involve /attract copy right violations (especially with respect to audio-visual content). The bidder will be responsible for all legal consequences in this respect (copy right violations).

Annexure - I

To Be Provided in Letter Head, Duly Signed and Sealed

SCHEDULE FOR THE PREPARATION OF DIGITAL POSTERS AND POST PRODUCTION VIDEO WORKS FOR THE COMMISSIONER, DISASTER, MANAGEMENT				
S/N	Description	Qty	Unit Rate(Rs)	Total Amount (Rs)
1	Rate for the Design of Digital posters	150		
2	Rate for Post production works of Videos for a duration of 45 seconds	30		
Total Amount				

Total Amount (in words):

Signature of the bidder: