

OFFICE OF THE DIRECTOR OF SCHEDULED TRIBES DEV. DEPT.

4th Floor, Vikas Bhavan, Thiruvananthapuram-605033.

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No.B/ B1/9566/2023/STDD

Dated 21- 07 -2023

Inviting Expression of interest

Scheduled Tribes Development Department is looking for agencies to carry out all the arrangements for the conduction of the Indegeneous Day Celebrations of the department on 09/08/2023 at Ayyankali Hall Thiruvananthapuram. The publicity and all other outdoor arrangements must done by the agency.

The contract will be for the particular function. The expression of interest shall include all the facilities to conduct a govt programme with the presence of Ministers and Chief Minister and other VIP's

Terms and Conditions:-

1. The agency must be empaneled by the PRD department as per GO (MS) No 6/2020/I&PRD Dated 02/11/2020 (on any subsequent GO before the date of decision on this)
2. The agency must have at least 3 years of working experience in handling the outdoor arrangements of any government Departments/agencies.
3. The agency must have at least 5 years of working experience in the field of handling outdoor creatives.

The final decision on whether to accept or cancel the expression of interest rest with the Director of Scheduled Tribes Development Department.

Sealed expression of interest from eligible agencies should be sent to following address- **Director, Scheduled Tribes Development Department, Vikasbhavan, Thiruvananthapuram** on or before 4 days from the date of this letter.

Description of services required from the empaneled outdoor creative agency are attached along with this notification.

Description of Service required from the agency:

1	Backdrop LED Wall 12x8-1
2	VIP Chair with protocol towel-15
3	Normal Chair (250Nos)
4	Flower Bed

5	Podium with branding
6	Table Teapoi + Flower 2 Nos
7	Sound System
8	Publicity board 15x8 (5Nos)
9	Publicity board 10x8 (10Nos)
10	Thematic Arch
11	Stage back drop with decoration
12	Photography and video including facebook live arrangements
13	Stage light set lights
14	Carpet-Stage, Front area, path way
15	Flag post 50 and Deccorations
16	Stage refresh
17	Internet
18	Nilavilakku
19	TV-3
20	Water Kiosk (4)
21	Badge 150
22	2 Min Video-1
23	30 Sec Video-2
24	Social media poster-3
25	Printing -300 GSM AFS size (500 Nos) Designed Envelop (250Nos)
26	Motion Graphics for Video Wall
27	Generator
28	Arabian Tent with white ceiling 20x20 (2Nos)
29	Gift for Guest
30	Digital Album
31	Coolar-2
32	Other essential facilities for the successful conduction of overall management of the govt programme.

Financial cost should specifically give the break up of overall management of the programme.

For more details contact-0471-2304594, 0471-2303229

Sd/-

Director
Scheduled Tribes Development Department

Approved for issue


Joint Director