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The state-level inauguration of the Deployment of Haritha Mitram Application 2.0 will be held on 20th August 2025 at Tagore Theatre, Thiruvananthapuram. Separate tenders are invited from individuals/institutions for the following works in connection with the inauguration.

Event Program Stage Arrangement Items List

Sl.No	Particulars	Quantity	Rate per unit
1.	Stage Structure & Setup Stage platform (riser) – as per size requirement (if required) Stage backdrop / LED screen (as per venue specifications) Podium (wooden/acrylic/LED) Stage skirting / drapes Step ladders for stage access (if required)		

2.	<p>Seating & Furniture</p> <p>Chairs for dignitaries (VIP chairs / cushioned chairs)</p> <p>Tables (for awards, gifts, or mementos)</p> <p>Sofa set (for chief guests, if required)</p> <p>Table cloths & covers</p> <p>Flower stands or décor table</p>		
3.	<p>Audio-Visual & Lighting</p> <p>Professional PA system (speakers)-15000 watts</p> <p>Microphones (wireless, lapel)</p> <p>Audio mixer</p> <p>Stage monitors (speakers for on-stage sound)</p> <p>Projector & screen (if needed)</p> <p>LED wall / video display system (as per venue specifications)</p> <p>Stage lighting (spotlights, PAR lights,)</p> <p>Control console for sound & lighting</p> <p>Cables, connectors, and cable covers</p>		
4.	<p>Decoration & Branding</p> <p>Floral arrangements / bouquets</p> <p>Stage backdrop printing</p> <p>Event logo / signage / banners</p> <p>Balloon or fabric decorations (if thematic)</p> <p>Flags / standees / roll-ups</p> <p>Side wing panels with design</p> <p>Welcome Arch</p>		
5.	<p>Utility & Support Items</p>		

	Extension cords & power strips Generator / backup power supply Water bottles for stage guests (Green protocol) Carpet for stage floor Waste bins near stage		
6.	Ceremonial Items (if needed) Lamp for lighting ceremony Oil / wicks for lamp Tray for mementos / awards Certificate / award stands		
7.	Event Management Essentials Stage timer / countdown clock Cue cards for MC / anchor Walkie-talkies for crew communication Name tags for guests & crew		

General Terms and Conditions for Quotation

The quotation should include detailed pricing for each listed item and service.

Prices quoted must be inclusive of all taxes, transportation, setup, and dismantling charges.

The supplier should ensure timely delivery and setup as per the event schedule.

All equipment must be in good working condition and meet safety standards.

Any damages to the equipment or property during installation or usage will be the responsibility of the supplier.

Payment terms will be as per the agreement, subject to satisfactory completion of the work.

The organizer reserves the right to reject any quotation without assigning any reason.

In case of cancellation of the event, no payment will be made unless prior arrangements are agreed upon in writing.

The supplier must provide at least one on-site technician for audio-visual and lighting equipment during the event.

All branding and decoration designs must be approved by the organizer before production.

Detailed Terms & Conditions for Quotation

A. General Requirements

1. All items must be delivered, installed, and tested at least 4 hours before the event starts.
2. Prices should be inclusive of transportation, installation, and dismantling charges.
3. All materials should be clean, undamaged, and match the approved event theme.
4. Any changes in design, color, or arrangement must be approved by the organizer before execution.

B. Safety & Quality Standards

5. All equipment must meet safety regulations and be in perfect working condition.
6. Electrical cables should be neatly arranged and covered to prevent tripping hazards.
7. Backup equipment must be available for critical items such as microphones, lighting, and power supply.
8. Stage structures should be stable and capable of supporting expected weight loads.

C. Decoration & Branding

9. Floral arrangements must use fresh flowers
10. Printed materials (backdrops, banners, signage) must be high-resolution and color-accurate.
11. All branding and decoration designs must be approved before production.
12. Placement of branding material should not obstruct audience view.

D. Audio-Visual & Lighting

13. Sound system should provide clear coverage without distortion.
14. Lighting should be sufficient for photography and video recording.

15. Technicians must be available on-site to manage AV equipment.
16. Backup arrangements must be available for all essential AV equipment.

E. Ceremonial & Support Items

17. Lamp lighting arrangements must be complete with oil/wicks and a stable stand.
18. Ribbon-cutting setup should include ribbon, scissors, and decorative tray.
19. Drinking water must be available for all stage guests.
20. Waste bins should be placed discreetly near the stage.

F. Payment & Cancellation

21. Payment terms will be as per agreement, only after satisfactory completion of work.
22. The organizer reserves the right to reject any quotation without assigning reasons.
23. In case of event cancellation, no payment will be made unless agreed in writing.
24. Any damages caused during setup, or the event will be deducted from payment

2. DISTRIBUTING MID -DAY FOOD to 1,000 PEOPLE

1. Food items: Chicken Biryani/ Veg Biryani+ salad+ pickle+ drinking water
2. Previous experience in catering for large events (preferably 1000+ people) will be an advantage.
3. The service provider will be required to supply mid-day food for 1000 people.

Food Supply – Terms & Conditions for Events

1. General Requirements

The caterer must be a licensed and registered food business complying with applicable food safety laws (e.g., FSSAI in India).

All food must be freshly prepared on the day of the event.

The menu should be finalized and approved by the organizer at least 3 days before the event.

The vendor must provide a complete quotation including menu details, quantity, rates, and service charges.

2. Food Quality & Hygiene

Ingredients must be of premium quality, fresh, and free from any spoilage.

No use of expired, stale, or pre-cooked food from previous events is allowed.

Cooking and serving staff must maintain strict personal hygiene (clean uniforms, hair caps, gloves).

Food must be prepared and stored in clean, sanitized kitchens.

No artificial coloring, harmful preservatives, or prohibited additives are to be used.

3. Service & Presentation

All food must be served at the correct temperature (hot items hot, cold items cold).

Properly covered chafing dishes to be used for hot buffets.

Adequate service staff to ensure smooth distribution of food without delays.

Serving areas must be clean and aesthetically arranged according to the event theme.

Drinking water stations with disposable cups or glasses must be maintained hygienically.

4. Delivery & Timing

Food must be delivered/ready at least 30 minutes before the serving time.

Delays in food supply will attract penalties as agreed in the contract.

Transportation vehicles must be clean and suitable for carrying food safely.

5. Quantity & Portion Control

Portion sizes must match the agreed standard in the quotation.

Extra food should be available to meet unexpected guest count (within reasonable limits).

Any shortage of food will be considered a breach of contract.

6. Safety & Liability

The caterer will be responsible for any cases of food poisoning, contamination, or health hazards caused by their food.

All perishable leftovers must be disposed of safely unless the organizer requests packing for guests.

The caterer must carry insurance for public liability and food safety compliance.

7. Payment Terms

Advance payment percentage to be agreed upon before the event.

Balance payment after satisfactory completion of service.

Deductions will apply for non-compliance with agreed quality or service standards.

3. Green Protocol Compliance

All materials used should be eco-friendly and in compliance with the Green Protocol guidelines.

Use of plastic or thermocol for decorations is strictly prohibited.