



ENERGY MANAGEMENT CENTRE-KERALA

SREEKRISHNA NAGAR, SREEKARIYAM P.O, TRIVANDRUM

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www.keralaenergy.gov.in

QUOTATION NOTICE

Sealed quotations are invited from experienced individuals/agencies/institutions for the **design execution, preparation, installation and presentation of a float on behalf of the Energy Management Centre (EMC)**, depicting the theme **"BEE Standards and Labelling – Energy Efficient Appliances"**, for participation in the procession to be held at Thiruvananthapuram on 30th August 2026, as part of the Onam Celebrations of the Government of Kerala, 2026.

The individuals/agencies/institutions intending to participate in the quotation shall submit their quotations for preparing and presenting the float in accordance with the design and specifications provided by the Energy Management Centre.

1. Scope and Dimensions of the Float

The float shall be arranged on a suitable vehicle/platform and shall have overall dimensions of approximately **12 feet in height, 7 feet in width and 22 feet in length**, subject to the permissible dimensions and directions stipulated by the authorities concerned with the conduct of the procession.

The selected agency shall execute the float strictly in accordance with the design, theme and specifications approved by the Energy Management Centre. No material alteration, substitution or deviation from the approved design shall be made without the prior approval of EMC.

The agency shall ensure that the float is aesthetically presented and that the theme **"BEE Standards and Labelling – Energy Efficient Appliances"** is clearly and effectively communicated.

2. Green Protocol

As the procession is being conducted in accordance with the Green Protocol, all materials used for the construction, decoration and presentation of the float shall comply with the Green Protocol and other environmental requirements prescribed by the Government/competent authorities.

The use of materials prohibited or restricted under the Green Protocol shall not be permitted. The selected agency shall also be responsible for the removal and proper disposal of materials used for the float after completion of the programme.

3. Materials and Price Details

The quotation shall clearly specify the materials proposed to be used for preparing and presenting the float in accordance with the approved design, along with the corresponding price details.

The quoted amount shall be inclusive of all expenses required for the complete execution and participation of the float in the procession, including, but not limited to:

- Vehicle hire and transportation;
- Materials and fabrication;

- Labour charges;
- Decoration and finishing works;
- Electrical installations and illumination;
- Generator and fuel;
- Sound system;
- Loading and unloading;
- Installation and dismantling;
- Transportation of materials and equipment;
- Standby/repair arrangements; and
- All other incidental expenses necessary for successful completion of the work.

Applicable GST, if any, shall be indicated separately in the quotation. No additional claim over and above the accepted quotation amount shall be entertained for any item or service required for the successful completion of the work.

4. Vehicle and Transportation Arrangements

The selected agency shall be responsible for arranging the vehicle/vehicles required for the preparation, transportation and participation of the float in the procession.

The vehicle used for the float shall be roadworthy and shall possess valid registration, insurance, fitness certificate, pollution certificate, permit and other statutory documents/approvals, wherever applicable. The agency shall also arrange a duly licensed driver and all necessary manpower required for the operation and movement of the float. All expenses connected with the vehicle, driver, fuel, transportation and other related arrangements shall be borne by the selected agency and shall be included in the quoted amount.

5. Electrical Illumination and Generator

The selected agency shall arrange a suitable generator, including the required fuel, for operating the electrical illumination, sound system and other electrical equipment installed on the float.

The agency shall ensure the safe installation and operation of the generator, electrical wiring, lighting and all other electrical equipment.

Adequate standby/repair arrangements shall be made to address any electrical, generator or other technical failure during the procession without disrupting the participation of the float.

6. Display Boards and Decoration

Boards of at least 3 feet in height shall be installed along the full length of both sides of the float and at the rear, below the platform. The area below the boards shall be suitably decorated using cloth or other materials permissible under the Green Protocol.

The content to be written/displayed on the boards shall be provided by the Energy Management Centre. The selected agency shall arrange for the printing/display of the content as directed by EMC without any additional cost.

7. Sound System

A suitable and fully functional sound system shall be installed on the float.

The content provided by the Energy Management Centre shall be suitably recorded and played through the sound system from the commencement of the procession until its conclusion, subject to the directions/restrictions of the competent authorities.

The selected agency shall ensure uninterrupted functioning of the sound system throughout the procession.

8. Safety and Statutory Compliance

The selected agency shall be fully responsible for the structural, electrical, fire and operational safety of the float, vehicle, generator, sound system, electrical installations and all other associated equipment.

All installations shall be securely fixed and shall not pose any risk to the persons participating in the procession, spectators, vehicles or public property.

The selected agency shall comply with all instructions, safety requirements and directions issued by the Energy Management Centre and the competent authorities concerned with the conduct of the procession, including the Police, Fire & Rescue Services, Public Relations Department and other authorities, wherever applicable.

Any liability arising from negligence, unsafe installation or failure to comply with statutory/safety requirements attributable to the selected agency shall be the responsibility of the agency.

9. Inspection and Approval

The completed float shall be made available for inspection and approval by the Energy Management Centre sufficiently before commencement of the procession.

Any modification, correction or rectification directed by EMC during inspection shall be carried out by the selected agency within the stipulated time and without any additional cost.

Completion of the float shall be considered satisfactory only after inspection and acceptance by the Energy Management Centre.

10. Earnest Money Deposit (EMD)

Those participating in the quotation shall submit an Earnest Money Deposit (EMD) of ₹ 9,000/- (Rupees Nine Thousand only) in the form of a Demand Draft drawn in favour of the Director, Energy Management Centre, payable at Thiruvananthapuram.

The Demand Draft shall be submitted along with the quotation.

The quotation submitted without the prescribed EMD shall be liable to be rejected.

11. Documents to be Submitted

The following documents/details shall be submitted along with the quotation:

- Copy of PAN Card of the individual/agency/institution;
- GST registration details, if applicable;
- Full postal address and contact details of the bidder;
- Details of similar works previously undertaken, if any; and
- Detailed price quotation specifying the materials and arrangements proposed for the float.

EMC may seek additional documents or clarifications from the bidders, wherever considered necessary.

12. Payment Terms

- 50% of the accepted contract amount shall be released as advance after issuance of the Work Order.
- The remaining 50% shall be released within one week after successful completion of the procession, subject to satisfactory completion of the work and deduction of applicable taxes as per rules."
- No additional payment shall be admissible for any arrangements or works required for the successful completion and participation of the float unless specifically approved in writing by EMC.

13. Delay, Failure and Deduction from Payment

The selected agency shall ensure that the float is fully completed, inspected and ready for participation within the time stipulated by EMC.

In the event of:

- Delay or non-completion of the float;
- Material deviation from the approved design or specifications;
- Use of substandard or unapproved materials;
- Failure of the vehicle, generator, electrical illumination, sound system or other essential arrangements;
- Violation of Green Protocol or safety requirements;
- Failure to comply with the instructions issued by EMC or competent authorities; or
- Inability of the float to participate satisfactorily in or complete the procession due to any act, omission or negligence attributable to the selected agency,

the Energy Management Centre reserves the right to reduce or withhold the payment, either wholly or partly, and/or forfeit the EMD, as considered appropriate depending upon the nature and extent of the failure.

The decision of the Director, Energy Management Centre in this regard shall be final.

14. Validity and Acceptance of Quotation

The quotation shall remain valid until the successful completion of the programme and settlement of the contractual obligations arising therefrom.

The award of work shall be subject to compliance with the technical requirements, approved design, quoted price and other conditions stipulated in this notice.

The Director, Energy Management Centre reserves the right to accept or reject any or all quotations, either wholly or partly, without assigning any reason thereof.

The issuance of this Quotation Notice shall not confer any right upon any bidder to claim award of the work.

15. Submission of Quotations

The quotation shall be submitted in a **sealed cover**, clearly superscribed:

"Quotation for Preparation and Presentation of Onam Float – 2026"

The sealed quotation, along with the prescribed EMD and supporting documents, shall reach:

The Director

Energy Management Centre – Kerala

Sreekariyam, Thiruvananthapuram - 695017

on or **before 18th August 2026 at 02.00 P.M.**

Quotations received after the stipulated date and time shall not be considered.

The decision of the Director, Energy Management Centre on matters relating to the quotation, selection of the agency, execution of the work and satisfactory completion of the float shall be final.

DIRECTOR

Energy Management Centre – Kerala