

KERALA CRICKET ASSOCIATION

TENDER NOTICE: ENGAGEMENT OF EVENT MANAGEMENT AGENCY/COMPANY IN CONNECTION WITH INAUGURATION CEREMONY OF CONSTRUCTION OF TWIN CRICKET GROUNDS AND AMENITIES

AT AKATHETHARA, PALAKKAD

SCOPE OF WORK

The selected agency shall provide comprehensive turnkey services including but not limited to:

A. Stage & Infrastructure

- Main stage fabrication (weatherproof, structural safety compliant)
- VIP dais seating arrangement
- Podium with branding
- Backdrop fabrication

B. Seating & Venue Setup

- Guest seating (approximately 500-600 numbers)
- VIP enclosure
- Media enclosure
- Barricading & crowd control

C. Audio-Visual

- Professional sound system
- LED wall/screens
- Live feed setup (if required)
- Generator backup

D. Branding & Printing

- Event branding
- Banners, flex, standees
- Welcome arch
- Direction signage

E. Hospitality

- Drinking water
- VIP hospitality arrangements

F. Security & Compliance

- Local permissions
- Electrical safety
- Fire safety compliance
- Event insurance coverage (if applicable)

G. Media & Documentation

- Photography
- Videography
- Drone coverage (subject to permission)
- Live streaming (if required)

H. Protocol & Guest Management

The scope includes manpower, transportation, installation, dismantling and restoration of site.

PAYMENT TERMS

- 40% – Upon award & only on submission of performance security of 10% of contract value (else no advance)
- 40% – Upon completion of installation (one day before event)
- 20% – Within 7 days after successful completion

Payments subject to TDS and statutory deductions.