



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no.: IIIT-A/JR(S&P)/1397/Conv./2297/2024

Date: 28/08/2024

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation of Professional Video/Still photography services on the occasion of 19th Convocation 2024 at IIIT-Allahabad.

Enquiry issue date : 28/08/2024

Last submission date : 06/09/2024 upto 12:00 Noon

Opening of Bid : 06/09/2024 at 4:00 PM

Dear Sir,

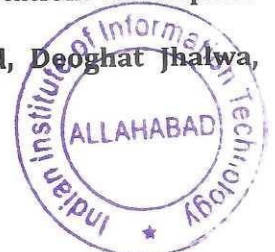
The Institute is intended Professional Video/Still photography services on the occasion of 19th Convocation 2024 at IIIT-Allahabad for which quotations are invited as per details given below. Kindly submit your quotation in prescribed format as follows:

A	B	C	D
S. No.	Items	Fixed Price to be charged (Including Taxes)	Share Offered to Institute (%)
1.	4x6 inches photo with mount	150	
2.	5x7 inches photo with mount	250	
3.	8x12 inches photo with mount	350	
4.	Photo in 8x12 Frame With 1" Mount & 1" Beat	500	
5.	White Mug with photo Printed	225	
6.	Magic Mug with Photo Printed	500	

"Items which may not be given on the same day, should be delivered in next two days for Distribution to the students (Mugs, T-shirts, Frame with Mount)"

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 06/09/2024 at 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj -211015.**



Handwritten signature/initials.

REQUIREMENTS:

- i. Event will be covered through **Two professional photographers** each with their own (at least) 20MP DSLR cameras are required to cover the single-day event.
- ii. Photos must be taken as per the directions given during the event. In particular, photos must be taken of every student receiving the degree/prize.
- iii. Event will be covered through **Two professional videographers** along with a professional digital video camera is required to cover the single-day event, live video output feed is required to be provided to the institute during event through output cable (HDMI/Video).
- iv. Video must be taken as per the directions given during the event.
- v. Video must be submitted as soft copy only on **complimentary DVDs/ Pen Drive**.
- vi. Video should be submitted in two parts, viz., (a) Inauguration ceremony, and (b) rest of the event. The two videos should be submitted as a single .mkv file. The files should be compatible with VLC player using standard codes. Raw video footage must also be submitted.
- vii. Rates must be quoted for the mentioned specifications. The Institute shall select one of the options. **No separate payment will be made apart from sale.**
- viii. Agency will have to cover complete event as per schedule.
- ix. Agency will be responsible for providing live feed of the event to IIITA through wireless HDMI Transmitter and Receiver Set to the Console room of Auditorium.
- x. Agency will have to Ensure that the sufficient stock of photo Frames should be available on counter on the event date.


TERMS AND CONDITIONS :

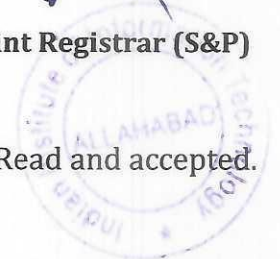
1. **Tentative date of event:** The quoted rate should be valid till October 20, 2024, event will be scheduled between **14/09/2024 to 20/10/2024**. Actual date of the event will be communicated at least 05 days in advance."
2. FOR destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.
3. **The photos should be provided as soft copies in full resolution only on complimentary DVDs/Pen Drive.**
4. Quoted rate should be valid at least for 60 days from the last date of submission of tender.
5. Rate quoted should be inclusive of all taxes.
6. Tenderer should submit GSTIN registration copy with quotation.
7. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
8. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.
9. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
10. **The photographers and videographer must report Three hour before start of the event along with required devices.** If the Services/Supply delayed beyond the stipulated time of completion, order will be treated as cancelled and no payment will be released.
11. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parties. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered.
12. The right to accept or reject any tender/quotation, partially or wholly, including H1 quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
13. No. of quantity is approx. and may be increase or decrease as per need.
14. Services/equipment's will be arranged by firm rendering service.



15. Collection of the sale will be done through Institute; Agency share will be released after submission of the complimentary copy of Videography/Photography & Album.
16. Agency need to submit the copy of complementary Videography/Photography & Album within 15 days of the event.
17. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
18. Tenderers may feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for any queries.
19. All legal disputes shall be subject to Jurisdiction at courts at Prayagraj.


Prepared by


Joint Registrar (S&P)
Read and accepted.



Signature & stamp of Bidder/Authorized Signatory

Copy to:

- PS to Director for kind information.