



सत्यमेव जयते

National Law University Odisha

(established by Odisha Act IV of 2008)

Accredited with grade 'A' by NAAC

17

Ref.-NLUO/ACAD/17323/21

Dt: 28-10-2021

Quotation for Still Photography and Videography (as per list attached),

National Law University Odisha Cuttack invites sealed quotation for Still Photography and videography for 8th Convocation scheduled on 20th November 2021, Saturday as per list attached as Annexure 'A'.

The cover of sealed quotation should be superscripted with the following details.

1. Ref. No. & Date of the quotation call notice,
2. Quotation for Still Photography and Videography.

The sealed quotation should reach to the undersigned on or before 08.11.2021 by 11.00 A.M. The quotation received will be opened at 11.30 A.M on the same day in presence of such bidders or their representatives as may opt to attend. The bid must accompany a Bid Security of Rs. 1000/- issued in favour of Registrar, NLUO, Cuttack in the form of Demand Draft issued by Nationalized Bank. The security amount of the unsuccessful bidder will be returned & the same for successful bidder will be returned along with the payment after completion of work.

1. The University may or may not opt for all the items listed in **Annexure-A**. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
2. The competent authority reserves the right to reject any or all the quotations without assigning any reason/notice and award the contract to more than one agency as per its requirement from time to time.
3. The firm must have experience of photography during academic events. Documentary proof of the same must be enclosed. Preference will be given to the agency having vast experience in the field.
4. The interested suppliers/ firms should submit each of their quotations in a sealed envelope. All the pages of the tender/bid papers should be signed with seal of the firms/ agencies.
5. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on experience with above related works & quality of materials as examined by the procurement Committee.
6. In case of breach of any terms and conditions and failure to execute the work by the successful bidders, the authority will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
7. The bids are liable to be rejected if any of the above conditions are not in proper manner.


Registrar (I/c)
Registrar
National Law University, Odisha

Kathajodi Campus, Sector-13, CDA, Cuttack-753015, Odisha, India

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Annexure-A**Bill of Quantity**

Sl. No.	Items /Particulars	QTY	Rate per unit	Total
1	Digital Still Photography with professional photographer	02		
2	Photo Album with Cover and back pages: Desigining and Printing General 12 X 36	per Sheets		
3	Personalised Small Photo Album with Cover and back pages: Desigining and Printing General 8 X 12	Per Sheets		
4	Videography service Live streaming test on 19/11/2021 01 camera X 01 day (One number of professional video camera with technician with equipment's and caballing)	01		
5	Videography service Video coverage/recording and audio and video feed for Live streaming of 8 th Convocation on 20/11/2021 02 camera X 01 day (Two professional video camera with technician with equipment's and caballing)	02		
			TOTAL	
			GST @%	
Total Amount Payable: (In words)				In figure