

THE UNIVERSITY OF BURDWAN

Dr. Deb Kumar Panja

Registrar



Contact details (office):

P.O. Rajbati, Burdwan, PIN-713104

Ph.: 0342-2634015

0342- 2656549/2656566/2558554 ext-296

e-mail : registrar@buruniv.ac.in

Tele Fax : 0342-2634015

Date: 09.11.2017

QUOTATION NOTICE

Request for Quotation for photography, videography and live display in Ensuing Convocation of The University of Burdwan to be held on 01.12.2017 at Sanskriti Lok Mancha

Sealed quotations are invited from reputed concern having trade license, IT return, Current Account details, GST related papers(if GST registered) etc and of course credential for photography (still and video with live projection) with enough experience (minimum 3 years) to cover university convocation for the works "Total Videography, still photographs and live display with audio visual outputs in a proper manner for the above mentioned programme strictly in conformity with the enclosed items" at Sanskriti Lok Mancha for the occasion of ensuing Convocation to be held on 01.12.2017 at Sanskriti Lok Mancha

The quotations should be accompanied with following documents:

- 1) Trade License Copy of the Registered Office
- 2) Current Account Number of the Company along with PAN
- 3) Educational Institution project experience
- 4) Government Academic Institution Event AV Production experience
- 5) Project experience in Science and technology (IT) with Educational institution
- 6) Project experience with Government of West Bengal
- 7) Experience Certificate in Audio Visual Media
- 8) Experience Certificate in Event Mangement.

The University is not bound to accept the lowest rate and reserves the right to cancel any of the quotations or all the quotations without assigning any reasons thereof.

The quotations in the attached prescribed format must reach the following address on or before 03.00 p.m. of 23.11.2017:

The Registrar

The University of Burdwan

Rajbati

Burdwan - 713104

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The concern must have to provide the following items alongwith the enclosed itemst for the mentioned events tabulated below:

1. The concern must prepare a University profile presentation
2. The concern must provide corporate documentary of University
3. The concern must prepare a convocation teaser for web
4. The corporate album must be compatible for web sharing.

ITEM	ARTICLES	QUANTITY	RATE
1	Giant Wall in main stage full Background	1 Unit	
2	Giant Led Wall both the wings inside auditorium	2 Unit	
3	Giant Led Wall exterior area	1 Unit	
4	Led Television in entire area	8 Unit	
5	Video Camera Unit with camera person	5 Unit	
6	Jimmy Jib Crane setup with Camera online conectivity	1 Unit	
7	Online Video Mixer with Online Editor	1 Unit	
8	Online Setup Console & Monitors	8 Unit	
9	Still Camera with Photographer	3 Unit	
10	Corporate album and Photographs (200Pic)	1 Set	
11	Total Program Editing & Mixing & Output	1 Set	
		TOTAL	