



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: PurbaBardhaman, West Bengal, PIN- 713 130, India

Ref. No.:73/Photography & Videography/KC/PC/2023

Date: 7th August, 2023

Invitation of Quotation for Photography & Videography

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Katwa College for Photography and Videography to record the Platinum Jubilee programme of Katwa College as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before **14th August, 2023 (Monday), 3:00 p.m. (Including holidays)**.

Requirments:

- ❖ **15th August, 2023: 1 Photographer, 2 Videographers.**
- ❖ **16th August, 2023: 2 Photographers, 2 Videographers, 1 Drone-operator.**
- ✚ **One Video Camera with stand configured with 1080 P Video for 15th & 16th August, 2023.**
- ✚ **Two DSLR/Mirrorless Cameras with high quality Photo Resolution for 15th & 16th August, 2023.**
- ✚ **One Video Camera configured with 1080 P video quality for stage coverage for 16th August, 2023.**
- ✚ **One Drone configured with 4K video quality for 16th August, 2023.**

N.B.: If you have any other quarry then please contact the principal, Katwa College before the submission of quotation.

Terms & Conditions:

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. **Quotation must be dropped in “Quotation Box” located in Administration Block of Katwa College, Katwa.**
- **The quotation shall specify the rate for each item separately.**
- **Rates must be quoted in Indian rupees** and as per the format specified taxes extra if any must be written separately.
- Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.).
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- Payment Terms: Payment will be only after completion of work and after inspection by the Katwa College.
- **The latest / revised item/method shall be used.**
- In any case any quotation/s may be canceled by the authority without showing any cause.

Sd/-
Principal
Katwa College