



SHIVAJI UNIVERSITY, KOLHAPUR - 416 004,
MAHARASHTRA

PHONE : EPABX -2609000, www.unishivaji.ac.in, office.cc@unishivaji.ac.in

शिवाजी विद्यापीठ,

कोल्हापूर - ४१६ ००४, महाराष्ट्र

दूरध्वनी - ईपीएबीएक्स - २६०९०००, संगणक केंद्र फोन नं. २६०९०९५/९६

Estd. 1962
"A++" Accredited by
NAAC(2021)
With CGPA 3.52



Ref. SU/CC/Photography

Date 05 DEC 2025

Quotation Notice

To,

Sealed quotation are invited for the Photography 62th Convocation . Quotation should reach the undersigned on or before ~~1-2-DEC-2025~~

The details of the work , terms & conditions as per attachments.

Sign.
Committee Head

Terms & Condition

1. All rates should be inclusive of all taxes (if any).
2. Vendor has to undertake **various activities to be conducted for celebration of 62th Convocation function on 24th December, 2025** under the committee appointed for same & Convocation Granth Dindi on 23th December, 2025. Actual event is scheduled on 24th December, 2025.
3. **No advance will be paid.** Vendor has to submit the bill after successful conduct of the function / event and after handover of Photo albums Convocation Section. Separate Karizma album of selected photos has to be prepared for Hon. Chancellor Office as per the directives of Convocation Section.
4. University keeps its right to reject all / partly / cancel the process at any time without giving any reason for same. Work may be allotted to one vendor or will be distributed to more than one vendor.
5. University keeps right to terminate the work order at any time.
6. If the vendor fails to provide the required services within stipulated time, Shivaji University shall have right to assign full / partly work to next technically qualified vendor at the risk and cost of the first Vendor.
7. Selected vendor should have sufficient technical manpower on its payroll to undertake such work.
8. Vendor should have **minimum two years' experience** in conducting such live events.
9. Rates quoted must be valid for **two months** from date of Work Order given.
10. No manpower / vehicle will be provided by the university. Vendor has to arrange by own.
11. Selected photos with album has to be provided by the vendor as per instructions from Convocation Section.
12. All activities are to be performed as per the directives given by the committee head.
13. Size of the photos will be informed by Convocation Section. Soft copy of the all photos to be handover to Convocation Section. Selection of the photos will be done by Convocation Section, then only printing to be done as per their directions.
14. Last date to submit the quotations is **12 DEC 2025** **at 6.00 pm only**. Quotations are to be submitted in seal envelope Two Separate envelope A) Technical Part – PAN, GST, Client List B) Commercial Part –Rates at Inward Section, Main Administrative building by mentioning **“Quotation for various activities (Photography) to be conducted for celebration of Convocation Function on 24th December, 2025 (Computer Center)”** on envelopes.

To be filled and submitted by Vendor

To be Included in Commercial Envelope

Date -

To,

Registrar,
Shivaji University, Kolhapur.

Sub :- Photography of Convocation Event.

Ref :- University quotation Notice No.

Date :

With reference to above subject we are ready to provide the Service at the rates mentioned below.

Description	Rate (inclusive of all Taxes)	Total Amount (inclusive of all Taxes)
Photography of the 62th Convocation event on 24/12/2025 & Granth Dindi on 23/12/2025.	Size 4 x 6 inch.= 200+50 Size 6 x 8 inch = 15 Approx Size 8 x 12 inch = 02 with mount *Photo size given by Convocation Section (rate should include with exposing and printing) *Separate one Karizma Album For Hon. Chancellor office	

1. Rates are inclusive of all taxes
2. No advance required.
3. Bill will be produced in duplicate along with advanced stamp receipt.

Signature of Vendor

Seal & full Address