



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

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



Ref. SU/CC/Video Shooting

Date 05 DEC 2025

Quotation Notice

To,

Sealed quotation are invited for the Video Shooting 62th Convocation . Quotation should reach the undersigned on or before 12 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. Vendor should complete the task and give a demonstration on or before 23th December, 2025. Actual event is scheduled on 24th December, 2025 & Granth Dindi on 23th 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 Pen drive/DVD to 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. Vendor has to conduct the event at location approved by University (Rajmata Jijau Hall Shivaji University, Kolhapur). He has to bring all his equipment's / manpower / material at his cost / vehicle. University will not pay any additional charges.
 11. Electricity will be provided by university on above location.
 12. No manpower / vehicle will be provided by the university. Vendor has to arrange by own.
 13. Vendor has to submit two sets of HD Video recording in DVD/Pen drive of all events. Three video cameras (one moving and two still) with operator has to be provided by the vendor. Necessary audio / video mixer with cables etc. to be brought by the vendor.
 14. Full setup of each item mentioned in work order should be ready by all means on 23th December, 2025. Testing will be done at same time.
 15. All activities are to be performed as per the directives given by the committee head.
 16. Convocation function has to be live webcasted through YouTube Shivvarta Chanel.
- Last date to submit the quotations is ~~12 DEC 2025~~ **at 6.00 pm only**. Quotations are to be submitted in two seal envelope A) Technical Part – PAN, GST, Client List B) Commercial Part – Rates per each item at Inward Section, Main Administrative building by mentioning **“Quotation for various activities (Video shooting) to be conducted for celebration of Convocation Function on 24th December, 2025 (Computer Center)”** on envelop.

To be filled and submitted by the vendor

To be Included in Commercial Part

Date -

To,

Registrar,
Shivaji University, Kolhapur.

Sub :- Video Shooting (Required 3 Videographer)

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)
Video Shooting in HD format of the event (with three camera and manpower), Mixer, two sets of HD DVD or Pen drive to be submitted. Output to be shown on both LED wall on stage. Granth Dindi Mohostav function on 23/12/2025 Webcasting of the event on Shivvarta YouTube chanel.		
LCD TV with stand on stage for VIP Qty. two		
LED Wall size 8'x 10' with suitable mounting stands 4'height at no extra cost Qty. Two		

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