

SHIVAJI UNIVERSITY, KOLHAPUR.

Principal R. K. Kanbarkar Award 2025 to be held on 09/04/2025.

QUOTATION NOTICE

SUK/Inet/Award2025/300

Date : 28/03/2025

To,

Subject: Quotation for various activities to be conducted for celebration of Principal R. K. Kanbarkar Award 2025

Sir,

You are requested to submit your itemized quote (strictly in given format only) for video shooting purpose **for celebration of Principal R. K. Kanbarkar Award 2025 on 09/04/2025** to be carried out at the Rajarshi Shahu Sabhagruha, Shivaji University, Kolhapur.

The selected vendor has to undertake the **video shooting activities as per the scope defined / as directed to conducted award function.** Vendor has to work under the guidance of the committee appointed for same. Selected vendor has to install and remove the material at given venue and full testing has to be done on tentatively on or before **1st April, 2025.**

Thanking you,

Kalyan Deorukhakar
Committee Head.

Kindly refer to the overleaf for Terms & Conditions.

Terms & Conditions : (Videoshooting)

1. All rates should be inclusive of all taxes (if any).
2. Vender may have to deposit performance security as per rules after issue of work order.
3. Vendor has to undertake **various activities to be conducted for Award function to be held on 9 April 2025** under the committee appointed for same. Vendor should complete the task and give a demonstration on April 8, 2025.
4. **No advance will be paid.** Vendor has to submit the bill after successful conduct of the function / event and after handover of video DVD and pen drive to Establishment Section.
5. 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.
6. University keeps right to terminate the work order at any time.
7. 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.
8. Selected vendor should have sufficient technical manpower on its payroll to undertake such work.
9. Vendor should have **minimum two years' experience** in conducting such live events.
10. Rates quoted must be valid for **two months** from date of Work Order given.
11. Vendor has to conduct the event at location approved by University (Rajrshi Shahu Sabhagruh, Shivaji University, Kolhapur). He has to bring all his equipment's / manpower / material at his cost / vehicle. University will not pay any additional charges.
12. Electricity will be provided by university on above location.
13. No manpower / vehicle will be provided by the university. Vendor has to arrange by own.
14. Vendor has to submit HD Video recording of all event, on a pen drive.
15. Full setup of each item mentioned in work order should be ready by all means on 8th April, 2025 up to 06.00 pm. Testing will be done at same time.
16. All activities are to be performed as per the directives given by the committee head.

Last date to submit the quotations is 01/04/2025 **before 5.30 p.m.** Quotations are to be submitted in seal envelope at Inward Section, Main Administrative building by mentioning "**Quotation for various activities (Video shooting) to be conducted for Award Function on 9th April, 2025(Internet Unit)**" on envelop.

Shivaji University, Kolhapur
(Service provider / vendor must submit quotation in below prescribed format)

To,
Hon. Finance & Accounts Officer,
Shivaji University,
Kolhapur.

Subject : Quotation for **various activities to be conducted for celebration of Principal R. K. Kanbarkar Award 2025 to be held on 09/04/2025.**

Sir,

With reference to above mentioned subject, we are submitting herewith our following rates for various items required to conduct celebration of Principal R. K. Kanbarkar Award 2025 to be held on 09/04/2025. (Full setup of each item mentioned in work order will be ready by all means on 8th April, 2025 up to 06.00 pm. Testing will be done at same time.)

| Sr. No. | Scope of the work | Rate Rs. Inclusive of all |
|----------------|---|--------------------------------------|
| 1 | Video Shooting of the full event in HD format With 2 Cameras and manpower | |
| 2 | Video Mixer: With minimum 4 inputs: camera and laptop And HDMI Outputs on LED Wall , LCD TV and LED projectors etc. With all necessary cables, connectors | |
| 3 | VIP stage TV Qty One LCD TV and stand for adjusting viewing angles. | |
| 5 | Final Video Recording On Pen Drive | |

Date :

Place :

Full Name of contact person:

Full Address :

Mobile :

Email :

Seal & Signature of the vendor
with Contact Person(s),
Number(s) & Address