

**SHIVAJI UNIVERSITY, KOLHAPUR.****61th University Foundation Day Function****QUOTATION FOR VARIOUS ACTIVITIES TO BE CONDUCTED FOR THE CELEBRATION**

SU/Internet/Foundation/Video/2023/

Date : .

**To,**

8808 130 T C

**Subject: Quotation for various activities like Video Shooting and streaming to be conducted for the celebration**

Sir,

You are requested to submit your quote (in given format only) for **various activities to be conducted for celebration of 61th University Foundation Day Function to be held on 18/11/2023** to be conducted at the Rajrshi Shahu Sabhagruh, Shivaji University, Kolhapur.

The selected vendor has to undertake the **various activities** 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 17/11/2023.

Thanking you,



Co-ordinator, Internet Unit

**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** under the committee appointed for same. Vendor should complete the task and give a demonstration on or before 17/11/2023. Actual event is scheduled on 18/11/2023.
4. **No advance will be paid.** Vendor has to submit the bill after successful conduct of the function / event and after handover of video CDs or pen drive as per the requirement.
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 (Rajrishi 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 two sets of HD Video recording of all event on CDs or PD. Two video cameras (moving and still) with operator has to be provided by the vendor. Necessary audio / video mixer with cables etc. to be brought by the vendor.
15. Full setup of each item mentioned in work order should be ready by all means on 17/11/2023. Testing will be done at same time.
16. All activities are to be performed as per the directives given by the committee head.
17. Establishment function has to be live webcasted through streaming on ShivVarta YouTube Channel. One output of the HD video and audio has to be given for the TV before the dias.
18. Last date to submit the quotations is **31 OCT 2023** **at 3.00 pm only**. 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 celebration of 61th University Foundation Day Function (Internet Unit)"** on the envelop, addressed to Hon. Finance & Accounts Officer, Shivaji University, Kolhapur

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(Service provider / vendor must submit quotation in below prescribed format)  
**Quotation for various activities (Video shooting) to be conducted for celebration of 61th University Foundation Day Function for Shivaji University, Kolhapur.**

To,

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

**Subject :** Quotation for video shooting.

Sir,

With reference to above mentioned subject, we are submitting herewith our following rates for various items required to conduct celebration of 61th University Foundation Day Function (Full setup of each item mentioned in work order will be ready by all means on 17/11/2023. Testing will be done on the same day.)

| Sr. No. | Scope of the work   | Type / Quantity / Size   | Amount in Rs. (including all taxes) |
|---------|---|--|-------------------------------------|
| 1       | Video Shooting in (HD format) of the full event (with two camera and manpower), Video recording on CDs or PD to be submitted.<br><br>Output to be shown on both VIP TV and audio/video mixer output to Laptop for live streaming on YouTube | Video Shooting in HD format with two cameras with video switcher/mixer |                                     |
| 2       | Live streaming on ShivVarta Youtube channel   | With necessary software/hardware                                       |                                     |
| 3       | LCD TV with stand on stage for VIP  | One  | Rs.                                 |

Date :

Place :

Full Name of contact person :

Full Address :

Contact Numbers Land Line :

Email :

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

Mobile :