

INVITATION OF QUOTATIONS

FOR THE PHOTOGRAPHY AND VIDEOGRAPHY

Ref No: UMIT/Purchase/2024-25/519-2

Date: January 06, 2025

Sealed Quotations are invited for the **Photography and Videography**. The above mentioned material is required for the International Conference on Climate Change (ICCC-2025) to be organized by the SNDT Women's University, Mumbai. The Secretariat of the said conference is located at the Usha Mittal Institute of Technology, SNDT Juhu Campus, Santacruz (W), Mumbai. **The Services are required at Chandrapur City.**

The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

Names of the items	Photography and Videography
Venue of the submission.	Maharshi Karve Mahila Sakshnikaran Gyansankul, (SNDT Women's University Sub Campus) Gorakshan Ward, Near FDCM Office, Ballarpur, District Chandrapur - 442701
To be addressed to	Director, Maharshi Karve Mahila Sakshnikaran Gyansankul, (SNDT Women's University Sub Campus) Gorakshan Ward, Near FDCM Office, Ballarpur, District Chandrapur - 442701
Contact Telephone	9850038991, 9766642228
Deadline of submission	13 th January 2025 before 5 pm

*Dates mentioned here are the scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in Tenders /Quotations' section on the University website (sndt.ac.in) below the respective quotation. To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: sndt.ac.in.

Quotations should clearly mention all Technical Specifications mentioned in this document. Tel.: +91-22-2660 6040 (0), E-mail: umit@sndt.ac.in or office@umit.sndt.ac.in and Website : www.umit.ac.in.

The quotations are invited for the following products:

PHOTOGRAPHY AND VIDEOGRAPHY

The quotations are invited in two parts under Three Envelop Systems.

Technical envelop shall be enclosed and sealed in envelop No.1. Schedule of Rates shall be filed in and enclosed in Envelop No.2. Both the sealed envelopes shall be kept in Envelop No.3 which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

Envelop No.1:

The envelope must contain:

1. Covering letter with details of bidders: address, name of proprietor, telephone number and/or mobile number, email ID, name, signature and seal. In case of partnership firm name and address of the partners and copy of Partnership Deed.
2. Type of business entity: manufacturer/authorized dealer/reseller, any other (to be specified)
3. Certified copy of the GST registration
4. PAN Card No
5. List of main clients (minimum 3)
6. Work experience Certificate/ Delivery Challan (at least from one client).
7. **The Services are required at Chandrapur City.**
8. The details about technical specifications of product should submitted in the prescribed format as follows on the letterhead of the bidder or with the bidder's seal and signature:

Sr. No.	Name of Item And Required Technical Specification and Standards	Services	Qty	Bidders Specifications
1	Photography and Videography Services required on 16.01.2025 to 18.01.2025 as per following Schedule			
	16.01.2025 Awareness Rally at Chandrapur City @ 8.00 am to 9.00 am Priyadarshani hall @ 2.00 pm to 8.00pm	Photography Camera & Operator	01	
		Videography Camera & Operator	01	
	17.01.2025 Venue – Forest Academy Time – 8.30 am to 8.30 pm	Photography Camera & Operator	04	
		Videography Camera & Operator	04	
	18.01.2025 Venue – Forest Academy Time – 8.30 am to 6.00 pm	Photography Camera & Operator	04	
		Videography Camera & Operator	04	

Envelop No.2:**The envelope must contain:**

The financial bid should be submitted in the prescribed format as above on the letterhead of the bidder.

Sr. No.	Item	Qty	Rate per Plate INR	Taxes INR	Total Estimated Cost
1	Photography and Videography Services required on 16.01.2025 to 18.01.2025 as per following Schedule				
	16.01.2025 Awareness Rally at Chandrapur City @ 8.00 am to 9.00 am	Photography Camera & Operator	01		
	Priyadarshani hall @ 2.00 pm to 8.00pm	Videography Camera & Operator	01		
	17.01.2025 Venue – Forest Academy Time – 8.30 am to 8.30 pm	Photography Camera & Operator	04		
		Videography Camera & Operator	04		
	18.01.2025 Venue – Forest Academy Time – 8.30 am to 6.00 pm	Photography Camera & Operator	04		
		Videography Camera & Operator	04		
2	Video Editing Charges				

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

Y. Nerkar
06.01.2025
Dr Yogesh Nerkar
PRINCIPAL