



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
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HPNLU/ACCOUNTS/2024-25/NIT/03

Date: 17.02.2025

NOTICE INVITING TENDER

Sealed quotations are hereby invited for "**PHOTOGRAPHY, VIDEOGRAPHY FOR CONVOCATION CEREMONY HELD ON 30TH MARCH 2025**" at Himachal Pradesh National Law University, Ghandal, Distt Shimla. The details of the requisite Fire Extinguishers work are tabulated below:

S. No	WORK DESCRIPTION
1	High Resolution still photography of the event (Both Formal and informal) ,High –Definition Videography of the event (Primary event and associated informal moment) and live streaming of one day.
2	Photograph files will be shared digitally via Google Drive Share and provide all the footage (raw formats) in an external Hard Drive. You are required to provide us with an edited version of the same in a pen drive within 10 days of the completion of the event You are also required to share the digital copy via Google drive (we will share the email ids). Kindly note that you must obtain media rights for any media content you use (B Roll, Audio Background score) in the edited version of the Convocation footage. You are required to bring adequate manpower (operators with Assistants) for the smooth functioning of the process.

Last Date of receiving bids/quotations : 1300 hrs on 24.02.2025
Opening of bids : 1400 hrs on 25.02.2025

Terms and Conditions:

1. The quotations should be sent in a sealed cover super scribed “ **Photography and Vediography for Convocation** ” and addressed to :
“**The Registrar, Himachal Pradesh National Law University, Ghandal, Distt Shimla**”.
2. The rates quoted for **per day** for should be exclusive of GST/taxes or other charges extra as applicable. The bidder should quote their rate including taxes if any, transportation, handling charges, labour charges etc .
3. Each Firm must have **GST Registrations, PAN Card**. A copy of the same must be submitted along with the Quotation.
4. The bid validity should not be less than 90 days.
5. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.
6. Govt. Notified Statutory Dues will be deducted from the bill.
7. If the opening bid day is a holiday, the bids will be opened on next working day.

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Registrar
HPNLU, Shimla