



GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN CODE: 741160; WB, INDIA. Email: tehattagovtcollege@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: 157/TGC/2024-25

Date: 25.11.2024

Tender Notice for

Photography and Videography Services for NAAC Peer Team Visit Activities

Sealed tenders/quotations are being invited from reputed and experienced service providers for the Photography and Videography Services for NAAC Peer Team Visit Activities at the Government General Degree College, Tehatta, P.O.- Tehatta, Dist.- Nadia, PIN-741160. The services are required for a period of **two (02) days 19.12.2024 & 20.12.2024** as detailed below.

SCOPE OF WORKS

Sl. No.	Services	Description
1.	Photography Services	<ul style="list-style-type: none">• Capture and delivery of a minimum of 100 professionally edited high-quality photographs over the course of two days, covering all aspects of the NAAC Peer Team visit, including:<ul style="list-style-type: none">✓ Inaugural session✓ Interactions between peer team and institution staff✓ Classroom/department visits✓ Key events and activities✓ Group photographs (if required)✓ Other significant moments during the visit• Photographs should be edited for quality, brightness, and sharpness.
2.	Videography Services	<ul style="list-style-type: none">• Record and document the visit in a 4-5 minutes professionally edited video capturing the key moments, activities, and highlights of the visit and a 1.5-2.0 Hrs duration semi-professionally edited video covering the whole activities<ul style="list-style-type: none">✓ Video should be edited professionally, including titles, transitions, and background music (if necessary).✓ The video should effectively capture the essence of the visit and be suitable for institutional promotional use, sharing with stakeholders, and archiving.• All footage must be edited, refined, and submitted in a high-quality digital format.
3.	Delivery	<ul style="list-style-type: none">• The photographs and video must be delivered within 30 days after the visit.• The photographs should be provided in high-resolution JPEG format.• The video should be delivered in HD/4K format, depending on the capabilities of the service provider.• Both the final photographs and videos should be delivered via secure USB Pendrive (HP USB 3.0 High Speed Pendrive 32GB/64GB/128GB whatever minimum required).

TERMS & CONDITIONS

1. Bidder must be able to provide timely delivery of edited materials.
2. The photographer should provide all the raw image and video files instantly at the end of the program each day.
3. The photographer team should be present at the college at 8 AM or before (if required) and end at 7 PM or later (if required) each day.
4. The photographs and video footage will remain the property of the college, and the service provider will not use them for any other purposes without written consent.
5. The service provider must be prepared to work closely with the institution's team and follow any specific instructions or guidelines provided.
6. The bidder must quote the total price including all taxes and all other expenses (if necessary).
7. Bidder should provide the following documents along with the quotation:
 - ✓ Self-attested photocopy of PAN Card,
 - ✓ Self-attested photocopy of Aadhaar Card
 - ✓ Trade License (if available)
8. All the quotations with relevant documents should reach the office by **11.30 A.M. on 02/12/2024**.
9. Interested parties may submit their tenders in sealed envelopes clearly marked " Quotation for Photography and Videography Services for NAAC Peer Team Visit" to the following address:
 - ✓ Office of the Principal,
Government General Degree College, Tehatta
Tehatta, Nadia, PIN-741160.
10. Scaled tender quotations will be opened in the Office of the Principal in presence of members of Purchase Sub-committee of the college on **02/12/2024 at 12 noon** and vendors are requested to be present positively during the opening of tender.
11. Firms with previous experience of working in educational institutions will be preferred naturally.
12. Incomplete quotation (without proper documentations and quotations which do not follow above mentioned terms and conditions) will be immediately rejected.
13. In the event that the vendor selected as L1 is unable to provide the above services due to unavoidable circumstances, they must inform the same in writing on their official letterhead, with the designated signature, at the earliest. The notice should be given well in advance of the event date. In such cases, the work order will be cancelled and awarded to the next L1 vendor.
14. Payment of Bills will be made as per Govt. rules.
15. Any ambiguity in the Quotation/Tender will be automatically cancelled.
16. The institution reserves the right to reject any or the whole tender that does not meet the required specifications or falls short of the expected quality standards at any time with or without prior notice.



Joint Convener
Purchase Sub-committee



Officer-in-Charge
Govt. General Degree College, Tehatta
Officer-in-charge
Govt. Gen. Degree College, Tehatta
Tehatta, Nadia- 741160

Copy to:

1. Tender notice, College website.
2. College tender notice board.