



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No.:IIIT-A/ADR(S&P)/153/2017

Date: 03.08.2017

Expression of Interest for Photography & Videography

To,

M/s.

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Sir,

The Institute intends to provide opportunity to interested agencies where they can sell Hard copy/Soft copy of Photograph/Video to interested student. The agency may also sell printed mugs and T-Shirts and any other additional item of such nature on pre-approved rates by the institute during the "12th Convocation (2017)" being organized on 09th September 2017 at IIIT-A.

For getting this opportunity, we want that the agency should provide Complimentary Soft Copy of all Photography /Videography done during the event along with One Printed Album of at least 40 Flaps containing approx. 100 photographs.

Along with this agency need to submit certain percentage of amount to the Institute of their complete sale. Institute will provide adequate space, Electricity and Basic Arrangements for the stall to be placed near the main venue.

Kindly submit your proposal **before 18th Aug.2017** which will include following requirements to be met as per below mentioned conditions:

Requirements:

1. Event will be covered through **Two professional photographers** each with their own (at least) 20MP DSLR cameras are required to cover the single-day event.
2. Photos must be taken as per the directions given during the event. In particular, photos must be taken of every student receiving the degree/prize.
3. Event will be covered through **Two professional videographers** along with a professional digital video camera is required to cover the single-day event.
4. Video must be taken as per the directions given during the event.
5. Video must be submitted as soft copy only on **complimentary DVDs**.
6. Video should be submitted in two parts, viz., (a) Inauguration ceremony, and (b) rest of the event. The two videos should be submitted as a single **.mkv** file. The files should be compatible with VLC player using standard codes. Raw video footage also must be submitted.
7. Rates must be quoted for the following specifications. The Institute shall select one of the options. **No separate payment will be made apart from sale.**
8. Agency will have to cover complete event as per schedule.

Sl	Item	Maximum Price to be charged (Including Taxes)	Share Offered to Institute (%)
1	White mug	225	
2	Magic mug	500	
3	Coloured mug	350	
4	Couple mug	550	
5	Cushions	600	
6	Wooden keyring	80	
7	Acrylic keyring	100	
8	Steel keyring	150	
9	T-shirt	400	

11	5×7inches photo with mount	200	
12	Soft Copy of Photo	10	

*The photos should be provided as soft copies in full resolution only on **complimentary DVDs/Pen Drive**.

9. You are requested to send the quotation by courier/speed post with complete details of specifications, terms & conditions etc. **upto 18/08/2017 till 12:00 PM**. Rates should be quoted with all taxes inclusive. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.
10. The photographers and videographer must report one hour before start of the event along with required devices.

Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Enquiry must be quoted in prescribe format.
3. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : 0532-2922051.
4. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
5. Rate quoted should be inclusive of all taxes.
6. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
7. The lowest rate will not be the basis of claim to get the order.
8. No. of quantity is approx and may be increase or decrease as per need.
9. Services/equipments will be arranged by firm rendering service.
10. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
11. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any enquiry.
12. Collection of the sale will be done through Institute, Agency share will be released after submission of the complimentary copy of Videography/Photography & Album.
13. Agency need to submit the copy of complementary Videography/Photography & Album within 15 days of the event.


 Acting Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information pl.