



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No.: IIIT-A/ENQ/Conv./DR(S&P)/208/2016

Date: 09th September 2016

Enquiry for Photography

To,

M/s.

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Sir,

The Institute intends to hire the following on the Occasion of "11th Convocation (2016)" being organized on 24th September 2016 at IIIT-A. Kindly quote your rates of these items as per below mentioned requirements and conditions:

Requirements:

1. **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. At least 350 photos per photographer will be required out of which 500 will be selected. Need based purchase shall be done for additional photos at the same quoted price. Redundant, defective and irrelevant photos will not be purchased.
4. Payment shall be made only for the selected photos only.
5. Rates must be quoted for the following specifications. The Institute shall select one of the options. **No separate payment will be made for the photographers.**

Sl	Item	Camera Specification (Model/Make/Resolution/Optical Zoom)	Qty.	Rate/Unit
1	Soft Copy of Photo		500	
2	Photo album containing 100 photos 5x7 plain good quality top leather cover size 10x12 (pvc) natraj. (Selected Photo)		1	

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

6. You are requested to send the quotation by courier/speed post with complete details of specifications, terms & conditions etc. **upto- 14/09/2016 till 12:00 Noon**. 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.
7. The photographers 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.

(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

➤ Hon'ble Director for kind information pl.