



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/ENQ/Conv./DR(S&P)/ 209 / 2016

Date: 09<sup>th</sup> September 2016

**Enquiry for Videography**

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 24<sup>th</sup> September 2016 at IIIT-A. Kindly quote your rates of these items as per below mentioned requirements and conditions:

**Requirements:**

1. **One professional videographer** along with a professional digital video camera is required to cover the single-day event.
2. Video must be taken as per the directions given during the event.
3. Video must be submitted as soft copy only on **complimentary DVDs**.
4. Rates must be quoted for the following three specifications. The Institute shall select one of the options.

SI	Item	Camera Specification ( Model/Make/Resolution/Optical Zoom)	Qty.	Rate/Unit
1	Videography of Convocation Event (1080p Full HD video on DVD )		1	

5. 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.
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 videographer must report at 6 am at IIIT campus along with required devices and need to cover complete event.

**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, 2217.
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.