

COEP Technological University (COEP Tech)

(Unitary Public University of Government of Maharashtra)

w.e.f.21 June 2022

(Formerly College of Engineering, Pune)

Shivajinagar, Pune-411005.

GYMKHANA

NO/COEP/Gathering/videography /23-24/ 068

Date: 19.03.2024

INVITATION OF QUOTATION

To,

Sub: Quotation invitation for the work of Video shooting for various programs of annual social gathering for 29.03.2024 and 31.3.2024

Dear Sir,

You are invited to submit your most competitive quotation for the above mentioned subject as per the specifications given below on or before 26/3/2024 up to 12.00 noon.

Sr. No.	Program And Date	Video shooting	Venue
1	29.03.2024 Inauguration (Arts and crafts exhibition) "Shabda" program Street Play Faculty Gathering Gathering Drama (From 9 am to 7 pm)	1. Video Shooting a) 9 Hrs (Full Day) b) 5 HRs (Half Day)	COEP Technological University Campus
2	31.03.2024 Variety Program COEP Got Talent Kavya Sammelan Concert (From 9 am to 7 pm)	1. Video Shooting a) 9 Hrs (Full Day) b) 5 Hrs (Full Day)	COEP Technological University Campus

Terms & Conditions.

1. For Video shooting: - Supplier or vendor will give the entire recording as per the time frame slot with editing mentioned in the contract. No extra charges will be given for the same, in the form of pen-drive the institute will pay necessary charges for the pen-drive require.
2. The work covers taking videography of all events of annual social gathering
3. All the videos have to be taken with a DSLR camera of high resolution.
4. The Videographer will have to be present at the venue on the date and time of the

assignment allotted at least 30 minutes before the start of the function. In case of delay, the vendor/party may be penalized. The agency should be well equipped with all necessary hardware and software for smooth processing and transfer of the still/video coverage. , the Videographer may have to carry a card reader/data cable to an event for transferring images etc. from the venue itself.

5. The agency should be able to provide service at very short notices.
6. All accessories required for videography must be arranged by the agency.
7. The agency will take a note and signature of reporting time and ending time of the program from the concern person who have given order and should be submitted the same while submitting the bill.
8. Bill should be submitted in the name of **“Vice Chancellor, COEP Technological University” Pune.**

Brolande

Head ,Video and Photography
Gathering 2024

D.A.sawant
Secretary,

Gathering 2024

Lump
19/03/2025

Director, BOSD
COEP Tech