

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.

NO/COEPTECH/Reg. Off/AI-Materials/25-26/23

Date: 10/01/2026

INVITATION FOR QUOTATION FOR PHOTOGRAPHY AND VIDEOGRAPHY FOR WORKSHOP ON "AI IN ADVANCED MATERIALS" ON 28TH JANUARY 2026.

To,

Sub: Quotation invitation for the order of Photography and Videography for the workshop on "AI in Advanced Materials" on 28th January 2026, from 9 a.m. to 6 p.m., in S.L. Kirloskar Auditorium, BHAU Building, COEP Technological University.

Respected Sir,

Please quote your lowest rate in the sealed envelope for the supply services work mentioned below for the Workshop on 28 January 2026, on or before 18 January 2026, up to 12 noon.

The detailed list of requirements, including full specifications & terms & conditions, is stated below.

Sr. No.	Details	Details	Timing
1	Photography	Professionally capture high-quality images of key moments, sessions, stage activities, guest interactions, and overall highlights during the event.	9 a.m. – 6 p.m.
2	Videography	Professionally record important sessions, speeches, and event highlights, creating visual content for future reference, outreach, and archival use of the event. (Full programme recording as well as a short video of 5 mts summarizing the whole event.) (Provision for live broadcasting of the event should be available.)	9 a.m. – 6 p.m.

Terms & Conditions.

1. Please send your quotation in a sealed envelope in the Name of "Registrar, COEP Technological University."
2. Please state taxes and transportation charges separately.
3. The institute reserves all the rights to select or reject the offer of the Vendor.
4. No advance will be paid. Payment will be released after the successful completion of said work.
5. Please specify your terms and conditions, if any.
6. Work shall start on 28/01/2026 from 09.00 a.m. No extension shall be given for the same. If the delay is created from your side, then a penalty at the rate of 0.5% per week: maximum limit of 5%, shall be charged in case the WO value is 2 lakh and above.
7. The rate quoted for the above work shall be valid for a period of three months from the date of opening.
8. The rate should be for "F.O.R." destination.
9. The material should be supplied on a CREDIT BASIS. The limit for credit will be up to 3 months from the date of the quantity invitation.
10. The final bill to be submitted in triplicate and will be paid on actual work done within 15 days.


Registrar
COEP Tech University