



॥ सा विद्या या विमुक्तये ॥

ಭಾ.ತಂ.ಸಂ. ಧಾರವಾಡ
भा. प्रौ. सं. धारवाड
IIT DHARWAD

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भारतीय प्रौद्योगिकी संस्थान धारवाड़

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
PERMANENT CAMPUS (PC), CHIKKAMALLIGAWAD
DHARWAD 580 011, KARNATAKA

VIDEOGRAPHY, LIVE STREAMING AND PHOTOGRAPHY FOR THE 06th CONVOCATION AT IIT DHARWAD

LPC Reference No.: IITDH/C&S/2025-26/LPC/12

NOTICE INVITING QUOTATIONS FOR LOCAL PURCHASE

Videography, Live Streaming and Photography for Institutes 06th Convocation

1.	Description	Videography, YouTube live streaming, Event Photography and Aerial shoot using drone and other related works for the Institute's 06 th Convocation
2.	Procurement Category	Services
3.	Procurement Type	Local Purchase
4.	Submission of Quotation and Documents (in a sealed envelope):	By hand/post to: Assistant Registrar, Contract & Services
5.	Start Date to submit the quotation	07 th July 2025 from 12:00 PM
6.	Last Date to submit the quotation	14th July 2025 till 10:00 AM
7.	Site Visit/Clarifications start date	07 th July 2025 from 12:00 PM
8.	Site Visit/Clarifications end date	11 th July 2025 till 05:00 PM
9.	Opening of the quotation	14 th July 2025 at 10:10 AM
10.	Cover No.	Cover Type
	1	Techno Commercial (Single packet)
		Description
		Techno Commercial Bid
11.	Bid Validity (Days):	30 Days
12.	Delivery Date	18 th and 19 th July 2025.
13.	Date of Convocation	19 th July 2025 (Saturday).
14.	Payment Terms	Within 30 days from the date of Satisfactory completion of services and submission of the satisfactory services completion report
15.	Delivery Location	IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India
16.	Evaluation Method	Total value-wise evaluation
17.	Quotation Inviting Authority:	Assistant Registrar (Contract & Services), IIT dhArwAD Address: IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India

Sd/-
Assistant Registrar
Contract & Services
IIT dhArwAD

1. Introduction

The Institute is celebrating its 06th Convocation on 19th July 2025 (Saturday). The Convocation will be graced by the graduating students along with their parents, Invited Guests, Faculty and Staff of the Institute. The Institute is desirous of availing Videography, YouTube live streaming, Event Photography and Aerial shoot using drone and other related services/works for the Institute's 06th Convocation from the Service Providers who have the requisite knowledge and experience in providing the required services.

The Indian Institute of Technology dhArwAD invites sealed bids from reputed firms/organizations/service providers for providing requisite services at the Institute on the occasion of the Institute Convocation. The interested Service providers should submit their bids in sealed envelopes. The firm's name should be clearly written on the envelope. The authorized person of the firm should execute the bid and submit all the requisite documents along with the commercial bid in a single envelope.

The Service Provider is required to provide Videography, YouTube live streaming, Event Photography and an Aerial shoot using a drone for all the participants of the Convocation as per the pre-decided timings by the Institute. The Service Provider should deliver the services as per the high standards and requirements of the Institute.

The bidders should consider all the Corrigendum's issued before submitting the bid. All bid details and any information will be published on the Institute's Website <https://www.iitdh.ac.in/>.

Note:

It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or by hand should reach within the stipulated date & time. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information/documents are also liable to be rejected.

2. Scope of Services

Scope of Work

Project Title: Convocation Videography and Photography

Event: IIT dhArwAD Convocation (19th July 2025, Saturday)

1. Multi-Camera Video Coverage

- Complete video coverage of the Convocation ceremony using **three professional video cameras in 4K** to capture the event from multiple angles and perspectives.
 - **One cinematic camera** for capturing high-quality, cinematic visuals of key moments, ambiance, and creative transitions to enhance the overall production value.
 - Any missing cables or adapters needed to make the setup compatible with the institute's system must be procured by the Service Provider at their own cost.
 - Camera positioning to include:
 - Wide shot of the stage and audience
 - Close-up shots of dignitaries and graduating students
 - Side or overhead view for dynamic visuals
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2. YouTube Live Streaming

- Setup and management of **real-time live streaming** of the entire event on the **official IIT Dharwad YouTube channel**.
 - Inclusion of:
 - Proper streaming hardware and software
 - Audio integration from our microphones placed on dais
 - Visual overlays (e.g., event title, speaker names)
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3. Event Photography by Two Photographers

- Deployment of two or more dedicated still photographers to capture key moments and activities throughout the event.:
 - Key moments of the ceremony
 - Group photographs of graduates, dignitaries, and faculty
 - Candid and posed shots throughout the venue
 - Individual photos of students collecting their certificates.
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4. Aerial Drone videography and Cinematic Visuals

- **Drone-based aerial videography and photography** to capture:
 - Sweeping campus views
 - Crowd gatherings and outdoor setups
 - Aerial perspectives of the event venue
 - Video capture, footage, and cinematic visuals of various labs and facilities on the campus ***(To be conducted separately during the month of August 2025)***
- Drone operation to comply with all safety and regulatory guidelines

Other responsibilities:

- The Service Provider is responsible for bringing all necessary cables and accessories required.
- The videographers, photographers, and drone operator are required to be present for the **rehearsal scheduled on 18/07/2025 (Friday) from 2:00 PM onwards.**
- The **cost of the pen drive** required to deliver the footages will be **borne by the Service Provider.**

Deliverables:

- Raw footage of all videos, including drone and camera recordings.
- Soft copies of all still photographs taken.
- Final edited video of the Convocation.

3. General Terms and Conditions

- a) No equipment and other necessary items will be provided from IIT Dharwad, and the same should be arranged by the Service Provider at their own cost.
- b) Any damage to movable / immovable property while carrying out the event shall be made good by the agency at its own cost and the site must be handed back in neat and clean conditions to the satisfaction of IIT Dharwad. If any damages is found it will be recovered by the Service Provider as per actual cost.
- c) IIT Dharwad will provide space and power/electricity and Internet facility.
- d) The interested service provider may visit the site before submitting the quotation and may contact the PRO office.

- e) The service should be provided satisfactorily within the stipulated time given from the date of the order as mentioned in the purchase order.
- f) No advance payment shall be made by the IIT Dharwad. However, the IIT Dharwad intends to make all the final payments at the earliest during working days.
- g) In case at any stage, if it is found that the supply executed by the company was not satisfactory and up to the standard, IIT Dharwad shall have the right to put a penalty on the Contractor.
- h) The agency shall ensure that staffs deployed for rendering services are free from any infection or communicable diseases.
- i) The Director, IIT Dharwad, has the right to accept or reject any tender without assigning any reason. The decision of the Director IIT Dharwad in this regard will be final and no correspondence will be entertained.
- j) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- k) The bidder should consider all the addendum/corrigendum's published before considering the bid.
- l) In case of a tie in the price bids, the decision of the Committee shall be final and binding.
- m) For any feedback/clarifications, the bidders may visit the Institute on working days or mail to us at cs.office@iitdh.ac.in and pr.office@iitdh.ac.in

4. Payment Terms

- a) The payment to the firm will be made within 30 days from the date of submission of the Invoice. No advance payment will be made at any cost. The payment will be made after successful completion of the services with a satisfactory performance certificate.
- b) 50% **of the payment** will be made post-Convocation upon receipt of the edited video, raw footage, and soft copies of all photographs taken during the event.
- c) **Remaining 50%** will be made after submission of raw footage covering lab setups, campus overview, and other campus facilities.
- d) If the services are found unsatisfactory, the Institute reserves the right to deduct the penalty amount from the bill.
- e) Deduction as applicable as per the norms of the Government will be made from the bill.
- f) Payment shall be made as per the norms of the Institute.
- g) Payment procedure: The bills shall be processed for payment after scrutiny of all documents submitted by the service provider along with the verification report. The payment will be released to the designated account of the service provider through PFMS. No cash payment will be made by IIT dhArwAD. The Institute shall endeavour to settle the bill approximately within 30 days or at the earliest possible. However, no interest shall be liable on IIT DHARWAD for any unforeseen delay in settlement of bills. The Contractor should indicate the valid GST number and bank details on the final compiled Invoice.
- h) In case the Service provider fails to render the required services within stipulated period the Institute reserves the right to avail from the other service providers from the open market and the service provider should bear the cost of such arrangements on his/her own. If the Institute makes any payment to the other service provider it will be reimbursed by the Contractor.
- i) The payment will be made to the service provider only for the services delivered as per the Institute's requirements and satisfaction.

Price Bid / Financial Bid
(to be provided on the letterhead of the firm/agency)

Sl.No.	Particulars	Total Amount in ₹
1.	Video Coverage with 3 4K Cameras (multiple views).	
2.	Cinematic Visuals Capturing Charges (one camera).	
3.	YouTube live streaming.	
4.	Event Photography by a minimum of 02 photographers.	
5.	Aerial Drone Videography and Cinematic Visuals.	
GST Amount		
Total Amount in ₹ (Inclusive of GST)		

Undertaking: We have quoted the price considering all the factors and we will provide the required services as per the Institute Requirements and we will make all possible efforts to render the Satisfactory Services to the Institute and we have not been blacklisted by any Government entity.

Date:
Place:

Authorised Signatory
Seal

Note:

- The bidder should thoroughly go through the scope of work and submit the bid. No change in the quoted price will be entertained for any reason.
- The quoted price should be inclusive of all services/charges, including manpower transportation; no extra payment will be made other than the per plate charges.
- The Price should be quoted in INR only. The quoted price should be inclusive of all taxes.
- Discount, if any, should be indicated separately/prominently.
- Offers should clearly mention, any conditional offers/incomplete offers will not be accepted. Any clause making price variation will not be acceptable.
- The Contract will be awarded to the successful L1 bidder.