



NOTICE INVITING QUOTATION

To

M/s _____

Due Date and Time: 09.11.2026, 02:00 PM

Subject: Notice Inviting Quotations for Videography and Photography for Upcoming Youth Festival

Sealed quotations under registered post/by hand are invited from various firms/agencies for various Photography and Videography work for the upcoming Inter-Zonal Youth Festival (13-15 November, 2026) upto 09.11.2026, 02:00 PM in the RN 203, Vivekananda Block, Department of CSE, IGU Meerpur, Rewari. The tentative requirements are as follows:

Sr. No.	Requirement	Rate (Lumpsum) ₹												
1.	For 3 Days (13-15 November, 2026):- <table><tr><td>Stage 1</td><td>One videographer, One photographer, One LED screen with event live facility, YouTube live-streaming facility, One drone, and one additional camera operator for reels/short videos and candid photography</td><td>10:00 AM to 11:00 PM</td></tr><tr><td>Stage 2</td><td>One videographer and one photographer</td><td>10:00 AM to 6:00 PM</td></tr><tr><td>Stage 3</td><td>One videographer Only</td><td>10:00 AM to 6:00 PM</td></tr><tr><td>Stage 4</td><td>One photographer Only</td><td>10:00 AM to 6:00 PM</td></tr></table> Additional Instructions Candid Photography and Drone Coverage: The candid photographer and drone operator shall cover the entire festival venue throughout the event, including the arrival and entry of VIP/VVIP guests, dignitaries, and other important moments. Submission of Data: The vendor shall submit all photographs, video recordings, edited content, and other digital data on a suitable external SSD hard disk and upload the same to the University's Google Drive, as directed by the Department of Students' Welfare (DSW).	Stage 1	One videographer, One photographer, One LED screen with event live facility, YouTube live-streaming facility, One drone, and one additional camera operator for reels/short videos and candid photography	10:00 AM to 11:00 PM	Stage 2	One videographer and one photographer	10:00 AM to 6:00 PM	Stage 3	One videographer Only	10:00 AM to 6:00 PM	Stage 4	One photographer Only	10:00 AM to 6:00 PM	<i>To be quoted by the firm</i>
Stage 1	One videographer, One photographer, One LED screen with event live facility, YouTube live-streaming facility, One drone, and one additional camera operator for reels/short videos and candid photography	10:00 AM to 11:00 PM												
Stage 2	One videographer and one photographer	10:00 AM to 6:00 PM												
Stage 3	One videographer Only	10:00 AM to 6:00 PM												
Stage 4	One photographer Only	10:00 AM to 6:00 PM												

	3. Complete Recording of Competitive Performances: Every competitive performance, including one act play, skits, theatre performances, and other similar items, shall be recorded in its entirety in a single, continuous video for each performance, wherever technically feasible. The recordings shall be provided in a suitable format for subsequent uploading to the University's official YouTube channel. 4. Same-Day Submission of Reels/Short Videos: The vendor shall prepare and submit at least five edited reels/short videos on each day of the festival to the office of the Department of Students' Welfare (DSW). These videos shall highlight the day's major activities, performances, audience participation, and important moments of the festival.	
--	--	--

Terms and Conditions

- 1. The quotation shall be submitted in favour of the Registrar, Indira Gandhi University, Meerpur, Rewari.*
- 2. The Committee may increase or decrease the quantity of work as per requirements.*
- 3. Rates shall be inclusive of all applicable taxes/GST, transportation, labour, installation, and other incidental expenses.*
- 4. The lowest quotation shall not automatically qualify for acceptance. The Committee may reject a quotation if the firm's experience, work quality, or execution capability is unsatisfactory.*
- 5. Payment shall be made after satisfactory completion of the work and certification by the Committee, as per University rules.*
- 6. All vendors are advised to visit the University campus before submitting their quotations to understand the nature of the work and quote their rates accordingly.*

-S/d-
Convener, Committee

Cc (for kind information and necessary action):

1. Director, UCC, I.G. University, Meerpur, with request to upload the same on the university website
2. DSW, IGU Meerpur
3. F.O., IGU Meerpur
4. DR (P&S), IGU Meerpur
5. All committee members