



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/23-24/25

Dated: 12.02.2024

Sub: Notice Inviting Quotations for Videography and Photography during pre-convocation and main convocation

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the subject **“Quotations for Videography and Photography for Convocation”** Enquiry No. with due date and the offer to be sent by Hand/Speed post/ Courier or by E-mail to **spo@iimshillong.ac.in** latest by 26th Feb 2024 by 03:00 pm.

(Detailed Description)

Sr. No	Description	Qty	Rate per unit (Inclusive of GST)	Amount (Inclusive of GST)
1	Videography and Photography (for two days) -Pre Convocation Event and Convocation Event : A. Photography (includes 2 photographers with camera, lenses, flash & post-processing of the pictures etc.) B. Videographer (includes 2 Videographers with a camera, lenses, gimbal, and tripod etc.) C. Aerial (Drone) Photography & Videography D. Video Editing for short videos – 2 to 3 Short Videos is to be delivered on the same day of the Convocation for timely publication on Social Media. E.Video Editing of 45sec to 1 min video is to be delivered on 7 days time after the Convocation for publication in website and social media. F. Platinum Edition Photobook Printing (Minimum 35 Sheets with 200-240 pictures in each photobook) G. Photography and Videography for Pre- Convocation Event *Soft copy of around 20 no's to be edited/corrected and submitted at the Corporate Affairs office within 2hrs from the closing time of convocation for Digital and Print Media updates.	1		

	*All Edited Soft copy of the photos and videos to be provided in a USB Flash drive at no cost within 7 days from the date of Convocation.			
	Grand Total in Figures (Rs)			
	Grand Total in words			

The above mentioned rates is inclusive of all taxes.

Terms and Conditions:

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
3. Stores will be accepted subject to the verification and inspection by the competent authority.
4. Time schedule of delivery of main convocation video (edited) and is within **30 days** after the convocation or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
5. Time schedule of delivery of Platinum Edition Photobook Printing is within **30 days** from the date of photo selection and finalization of the album soft copies by IIM Shillong or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
6. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
7. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
8. The Institute reserves the right to reject any tender or all tender without any reason.
9. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Stores and Purchase Officer
IIM Shillong