



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/25-26/44

Dated: 19.02.2026

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 latest by 26th Feb 2026 by 03:00 pm. The event is scheduled during the end of March 2026.

(Detailed Description)

Sl.No	Description	Qty	Unit	Rate Excluding GST	Amount (Excluding GST)
Videography and Photography (for two days) Pre-Convocation Event and Convocation Event:					
1	Photography (including 2 photographers with camera, lenses, flash and post-processing of the pictures etc.)	1	Nos		
2	Videographer: (includes 2 videographers with a camera, lenses, gimbal, and tripod etc.)	1	Nos		
3	Aerial (Drone) Photography and Videography	1	Nos		
4	Video Editing for short video-5 short videos is to be delivered on the <u>same day of convocation</u> for timely publication on social media (Students/Faculty Interviews) and/or sent via email to office.pr@iimshillong.ac.in	1	Nos		
5	Video Editing of 45 sec to 1 min convocation video is to be delivered on <u>7 days'</u> time after the convocation for publication in website and social media.	1	Nos		
6	Deliverables: 1.Soft copy of around 20 nos to be edited and submitted to the Public Relation Office <u>within 2hrs from the closing time</u> of convocation for Digital and Print media updates and/or sent via mail to office.pr@iimshillong.ac.in 2.All Edited soft copy of the photos and video of Pre and main Convocation Event to provided in a USB Flash drive at no cost within <u>7 days</u> from the date of Convocation. 3.Platinum Edition Photobook Printing (Minimum 35 sheets with 200-240 picture in each photobook) to be	1	Nos		

	delivered within 30 days after selection and finalization by PR Office.				
	Total Amount				
	GST				
	Grand Total Amount (Incl. of Taxes)				

Note: Videography and Photography (for two days) Pre-Convocation Event and Convocation Event

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/-
Senior Manager (Stores)
IIM Shillong