



# National Law University Odisha

(established by Odisha Act IV of 2008)

सत्यमेव जयते

Ref.-NLUO/ACAD/21785/25

Dt: 22/08/2025

**Quotation for Photography, Videography and Webcasting/Live Streaming on**  
**www.nluo.ac.in and www.youtube.com** (as per list attached).

National Law University Odisha Cuttack invites sealed quotation for Photography, Videography and Live Streaming the 12<sup>th</sup> Convocation scheduled on 113<sup>th</sup> September 2025, and testing on 12<sup>th</sup> September 2025 as per list attached as Annexure 'A'.

The cover of sealed quotation should be superscripted with the following details.

1. Ref. No. & Date of the quotation call notice,
2. Quotation for Photography, Videography and Live Streaming.

The sealed quotation should reach to the undersigned on or before 03/09/2025 by 11.00 A.M. The quotation received will be opened at 11:15 AM on the same day in presence of such bidders or their representatives as may opt to attend. The bid must accompany a Bid Security of Rs.3,000/- issued in favour of Registrar, NLUO, Cuttack in the form of Demand Draft issued by Nationalized Bank. The security amount of the unsuccessful bidder will be returned & the same for successful bidder will be returned along with the payment after completion of work.

Bid Security of Rs.3,000/- can also be paid through NEFT/RTGS to the following bank account:

- **Name of the Account Holder:** Registrar, National Law University, Odisha
- **Name of the Bank:** State Bank of India
- **Address of the Bank:** National Law University, Cuttack. Sector-13 CDA, Cuttack-753015
- **Account No:** 33807919875
- **Type of Account:** Saving
- **RTGS/NEFT IFSC:** SBIN0017678

1. The University may or may not opt for all the items listed in **Annexure-A**. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
2. The competent authority reserves the right to reject any or all the quotations without assigning any reason/notice and award the contract to more than one agency as per its requirement from time to time.
3. The firm must have experience of Photography, Videography and Live Streaming during academic events. Documentary proof of the same must be enclosed. Preference will be given to the agency having vast experience in the field.
4. The interested suppliers/ firms should submit each of their quotations in a sealed envelope. All the pages of the tender/bid papers should be signed with seal of the firms/ agencies.
5. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on experience with above related works & quality of materials as examined by the procurement Committee.



6. In case of breach of any terms and conditions and failure to execute the work by the successful bidders, the authority will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
7. The bids are liable to be rejected if any of the above conditions are not in proper manner.

*Sd/-*  
*Registrar*



## Annexure-A

## Bill of Quantity

Sl. No	Items /Particulars	QTY	Rate per unit	Total
1	Digital Still Photography with professional photographer (With necessary equipment's and cable, connectors, tools etc.)  For the event on 13/09/2025	03		
2	Photo Album with Cover and back pages: Designing and Printing General 12 X 36	per Sheets		
3	Personalised Small Photo Album with Cover and back pages: Designing and Printing General 8 X 12	Per Sheets		
4	Video Camera and Videography service  01 Video Camera X 02 day 02 Video/DSLR Camera X 2 days (With professional video/DSLR camera with technician with equipment's and caballing)  For live streaming test on 12/09/2025 and livestreaming of event on 13/09/2025	03		
5	<b>Video Mixing Equipment</b> <ul style="list-style-type: none"> <li>• Device should able to take minimum 3HDMI/SDI inputs and provide two output.</li> <li>• Must provide one output to the LED panel, which will require 40-50 mtr long HDMI connectivity.</li> <li>• Should able to produce PIP video.</li> <li>• Should able to show 2 and 3 video feeds using different types of frames.</li> <li>• Should have provision of displaying the University logo in the videos.</li> <li>• Should have provision of showing custom captions.</li> </ul> For testing on 12/09/2025 and actual event on 13/09/2025	01		
6	HD video Webcasting/Live streaming of 9 <sup>th</sup> Convocation on <a href="http://www.nluo.ac.in">www.nluo.ac.in</a> and <a href="http://www.youtube.com">www.youtube.com</a>  (With technicians and necessary equipment's and cable, connectors, tools etc.)  For testing on 12/09/2025 and actual event on 13/09/2025	01		
			TOTAL	
			GST @ .....%	
Total Amount Payable: (In words)				In figure