University of Kalyani

Centre for Information Resource Management

NOTICE INVITING QUOTATIONS

Ref. No. KU/CIRM/ Convocation32/ DispAVLive2026 **Date: November 06, 2026**

Sealed quotations are invited from reputed vendors for Display ,Videography, Photography, Live Streaming and Aerial Drone shoot services for 32nd Convocation Programmme 2026, the specification (Annexure-I) of which is furnished below:

Sl. No.	Description of Items	Quantity	Remarks(if any)
01.	**Display ,Videography, Photography, Live Streaming and Aerial Drone shoot services for 32nd Convocation Programmme 2026 (Details on Annexure-I & II)**	**LUMSUM**	Sealed Quotation be submitted to the CIRM, University of Kalyani,, Kalyani, Nadia 741235,West Bengal

The above notice may be downloaded from University website www.klyuniv.ac.in.

Last Date of receiving quotations: 18th November, 2026 up to 12 Noon

Quotation must be made by the bidders in their official pad/letter head and be submitted to the following address:

Centre for Information Resource Management, Kalyani-741235, Nadia, West Bengal

Introduction:

The University of Kalyani is organizing its 32nd Convocation Ceremony to commemorate the successful completion of academic programmes by the post-graduating students and to celebrate their academic achievements, dedication, innovation, and contributions to the university. The Convocation is one of the most prestigious events of the Institute and is expected to be attended by graduating students, their parents and guardians, distinguished guests, members of the Court, faculty members, staff, alumni, and other invitees. In order to professionally document, broadcast, and preserve the proceedings of this significant occasion, the Institute intends to engage a competent and experienced Service Provider for providing Display ,Videography, Event Photography, YouTube Live Streaming, Aerial Drone Shoot, and other related audio-visual services for the Convocation Ceremony and associated events.

The Service Provider shall deploy adequate professional personnel, modern equipment, backup systems, and necessary technical infrastructure to ensure uninterrupted and high-quality service delivery throughout the

event. The services shall be rendered strictly as per the schedule, instructions, quality standards, branding requirements, and operational protocols communicated by the University from time to time. The selected Contractor shall coordinate closely with the Institute's designated officials/staff before and during the event to ensure smooth execution of all activities and timely submission of all deliverables, including edited photographs, videos, live-stream recordings, raw footage, aerial recordings, and other media content as prescribed under the scope of work and as instructed by the University Authorities.

Terms & Conditions:

- The work to be rendered by the Vender under this tender/ agreement is installation and integration at the University premises and APJ Abdul Kalam Auditorium before **24 hrs** the Convocation programme t **on 1st December 2026 (tentatively)**.
- **Bidder must submit pricing and proposals for the entirety of the scope of work, and failing to quote for any single item, component, or service will result in immediate and automatic disqualification of the bid as non-responsive. We explicitly confirm compliance with the tender requirement stating that partial quotes are not allowed, and we have provided a fully inclusive, comprehensive proposal that accounts for 100% of the requested scope, including all integration, installation, demonstration, and end-to-end management services for the convocation event.**
- **Bidders are requested to quote item- wise as far as possible putting rates of the items separately. Other Costs (if any) like taxes, duties, installation cost must be mentioned separately in the quotation.**
- Bidders must submit valid documents as Trade License, IT, GST and Credential documents for similar type of work.
- In case of any dispute, University decision be taken as granted and all disputes are subject to Kolkata Jurisdiction only.
- Purchaser enjoys the right to select the vendor without assigning any reasons thereof to any bidder and lowest quotation does not ensure any guarantee for awarding purchase order.
- Purchaser may take decision for not buying any or all the items as stated hereinabove due to the fund constraint or for other issues.
- Purchaser also possesses the right to take decision on relaxation of any clause as stated above in case of need for selecting suitable and responsive vender without compromising the quality of the items as mentioned above.

Annexure-I

Scope of Work:

Event Management: 32nd Convocation Display, Videography, Photography, Live Streaming with Aerial Drone Shoot Services.

Event Venue: University of Kalyani

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.
   Camera for capturing high-quality, cinematic visuals of key moments, ambiance, and creative

transitions to enhance the overall production value. Camera positioning to include:

- Wide shot of the stage and audience
- Close-up shots of dignitaries and getting certificate of the students
- Side or overhead view for dynamic visuals

2. **Live Streaming and Display Integration :**

Setup and management of real-time live streaming of the entire event on the official University YouTube channel. Inclusion of proper streaming hardware and software audio integration from microphones placed on dais, visual overlays (e.g., event title, speaker names).

The vendor shall provide a real-time live video feed of the Convocation proceedings for display on the screens, projection systems and other display units installed within the auditorium and associated venues, as identified by the University.

The all systems shall be running minimum one hours scheduled prior to the Convocation ceremony.

3. **Event Photography by Two Photographers :**

Deployment of two 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.

4. **Aerial Drone videography and Cinematic Visuals :**

Drone based aerial videography and photography to capture:

- Sweeping campus views
- Convocation Rally and outdoor setups
- Aerial perspectives of the event venue
- Video capture, footage and visuals of the campus

Drone operation to comply with all safety and regulatory guidelines

5. **Presence & Workflow :**

The videography and photography crew must be physically present the minimum one hours scheduled prior to the Convocation ceremony as well as during the actual event.

All post-production activities including video editing, colour grading, sound mixing and rendering shall be carried out off-site at the vendor's office/studio.

6. **Timelines & Revisions :**

- All setup shall be finalized and demo run before 24 hours.
- If required selected press photographs shall be shared within 2 hours of completion of the event.
- Complete raw footage and photographs shall be submitted within 2 working days after the event.
- Final edited Convocation video shall be delivered within 5 working days from the date of the event.
- Complete raw footage and photographs shall be submitted within 2 working days after the event.

- Final edited Convocation video shall be delivered within 3 working days from the date of the event.

7. **Professional Conduct & Logistics:**
   All crew members deployed for the event shall wear formal attire and maintain professional conduct throughout the convocation. The vendor shall make their own arrangements for travel, local transportation, accommodation. No additional payment shall be made by the university towards these expenses.

8. **Eligibility Criteria :**
   The vendor shall have prior experience in providing videography, photography and live-streaming services for Convocations, Government events, academic conferences or other large institutional ceremonies.

9. **Intellectual Property Rights :**
   University of Kalyani shall retain full and exclusive ownership and copyright of all photographs, video footage, edited content and related media captured during the event.
   The vendor shall not publish, distribute or use any footage, photographs or edited material for promotional purposes, portfolio display, social media or any other public usage without prior written approval from University Authority.

10. **Other responsibilities :**
    - The vendor shall coordinate with the University's technical team to ensure compatibility of internet bandwidth, internet connectivity and seamless transmission during the rehearsal and the event.
    - Necessary encoders, converters, cabling, switchers, and technical support required for uninterrupted live display shall be arranged by the vendor.
    - The vendor 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 the day before.
    - The cost of the pen drive and printed album required to deliver the footages will be borne by the vendor.

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

Sd/-
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Annexure-II

Specification of Temporary installing 32nd Convocation Display, Videography, Photography, Live Streaming with Aerial Drone Shoot services, which is furnished bellow :

1. **LED Display Video Wall P3 (10 ft x 20 ft) :** 01 No for Outside the Auditorium

   - Pixel Configuration: SMD 3 in 1(P3) or Higher Available
   - Physical Pitch: <= 3 mm
   - The display is light, trendy and features a feel of high technology.
   - The TV is module designed and the structure framework is composed of different single modules.
   - Each unit has new designed aluminum-cast shell that features lightness, high precision, and quickness in heat dissipation, fine looking and convenience in installation.

2. **LED Display Video Wall P3 (12 ft x 24 ft) :** 01 No for A.P.J Abdul Kalam Auditorium
   - Pixel Configuration: SMD 3 in 1(P3) or Higher Available
   - Physical Pitch: <= 3 mm
   - The display is light, trendy and features a feel of high technology.
   - The TV is module designed and the structure framework is composed of different single modules.
   - Each unit has new designed aluminum-cast shell that features lightness, high precision, and quickness in heat dissipation, fine looking and convenience in installation

3. **Live casting YouTube & Facebook Page and Video Recording**
4. **Video Wall Platform:** 3ft x 4ft or as per needed
5. **HD (1920x1080) Digital Video Camera:** 02 Nos.
6. **HD (1920x1080) Digital Photography Camera** 02 Nos.
7. **Drone** 01 No.
8. **Photo Book Album (8x12) 20 Pages:** 08 Nos.
9. **Photo with all Backup in USB Drive:** 02 Nos.
10. **Full Programme Recorded in USB Drive:** 03 Nos.
11. **Spotlight (as required):**

Sd/-

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PRICE BID FORMAT (To be prepared in Letter Head/Official Pad of the bidder)

Sl. No.	Item	Quantity	Basic Price of quoted materials In INR	Discount, if any, in INR	GST @ 18% on Basic Price after Discount in INR	Other Costs, if any, in INR	Total Cost in INR
	Annexure I & II	**1**	**2**	**3**	**4**	**5**	**6=2-3+4+5**
1.	LED Display Video Wall P3 (10 ft x 20 ft)	01 No.					
2.	LED Display Video Wall P3 (12 ft x 24 ft)	01 No.					
3.	Video Wall Platform	02 Nos.					
4.	HD (1920x1080) Digital Video Camera	02 Nos.					
5.	HD (1920x1080) Digital Photography Camera	02 Nos.					
6.	Drone	01 No.					
7.	Photo Book Album (8x12)	08 Nos.					
8.	Photo with all Backup in USB Drive	02 Nos.					
9.	Full Programme Recorded in USB Drive	02 Nos.					
10.	Live casting YouTube & Facebook Page						
11.	Spotlight (as required)	02 Nos.					
Event Management of 32nd Convocation Display, Videography, Photography, Live Streaming with Aerial Drone Shoot Services **Total Cost (Including GST)**							

Sd/-

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