



SOUTH EASTERN UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS

Photographic Coverage at the General Convocation – 2023

1. Sealed bids are invited by the South Eastern University of Sri Lanka for Photographic Coverage at the General Convocation of the South Eastern University of Sri Lanka tentatively scheduled to be held from 13th to 14th May 2023 at South Eastern University of Sri Lanka, Oluvil for 2000 No. of Graduands.
2. The bidders shall quote for each of the following items separately :
 - Post Card Size
 - 8" x 12" Size - Stage
 - 8" x 10" Size - Studio
 - 12" x 15" Size - Studio
 - 16" x 24" Size - Enlargement
 - DVD (Covering entire session)
 - Should be laminating and mounted (Board Mount) with University name, degree title and crest in gold foil
 - **With Frame**
 - **Without Frame**
3. The bids will be accepted till 02.00 p.m. on 27th April 2023 and will be opened at 02.30 pm on the same day immediately thereafter.
4. The South Eastern University of Sri Lanka will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bids, or providing the service afterwards.

Instructions to Bidders

Terms and Conditions

1. The bids shall submitted in duplicate only on forms obtainable from the Assistant Bursar / Stores and Supplies Division of the South Eastern University of Sri Lanka on payment of Rs. 5,000/- paid at the Shroff of the University. The Bids which are quoted for all the items in the price schedule will be considered for the evaluation.
2. Duly completed bid forms should be deposited in the Tender Box available in the Vice Chancellor Office. The words "**Photographic Coverage - Convocation 2023**" shall be written on the top left hand corner of the envelope.
3. Bids will be accepted only till **02.00 p.m. on 27th April 2023**. No late bids will be accepted under any circumstances.
4. A certified photocopy of the Business Registration Certificate shall be submitted along with the bid.
5. The bidders shall also provide evidence of previous experience in providing services of similar nature along with the Bid.
6. South Eastern University of Sri Lanka has the sole rights to select the most suitable photographer.
7. The awarded bidder shall get the sample photograph approved prior to the Convocation
8. The selected photographer shall sign an agreement with the University.
9. The selected photographer, under no any circumstances shall increase the charges approved by the University.
10. The South Eastern University of Sri Lanka will charge a non-refundable fee of Rs. 125,000/- in cash from the selected Photographer / Photographic Company and a refundable deposit of Rs. 100,000/-.

Payments shall be made to the Shroff of the University and the receipt should be submitted to the **Senior Assistant Registrar /Academic & Student Affairs** before entering into the agreement with the University.

In the event of violation of the terms & conditions mentioned here, the South Eastern University of Sri Lanka has the authority to retain the refundable fee and the university missives the right to take appropriate action against the company.

11. Only three photographers are allowed to be on the stage of the Convocation Hall when the degree is conferred at the Convocation.
12. All staff of the photographer shall be well - disciplined within and outside the Convocation Hall during the day, of the Convocation.
13. A postcard size stage photograph should be given free of charge to all Graduands who ordered at least one photograph from the three different sizes: 8" X 10", 8" X 12, 12" X 15"
14. The photographs ordered shall be ready within one month from the date of the Convocation and the date of collection of photographs shall be indicated clearly on the receipts issued to the Graduands.

At the time of issuing, all the photographs shall be orderly kept and issued by the staff employed by the photographer. The students shall not be asked to select their own photographs.

15. A list of names along with their National Identity Card Number of those who will be covering the photography at the Convocation shall be submitted by the photographer to the Senior Assistant Registrar / Academic & Student Affairs, one week before the Convocation.
16. A video coverage of the entire Convocation in well edited Compact Disk along with an album containing at least 100 photographs of 4" X 6" size shall be provided to the South Eastern University of Sri Lanka free of charge, including photographs covering the procession, especially the Chancellor's Procession.
17. A sample photograph of each size is required to be submitted to the University.
18. Photographers shall make arrangements to display the entire events in a wide screen installed behind the stage during each the session and outside the convocation hall.