

INSTRUCTIONS TO BIDDERS

GENERAL TERMS AND CONDITIONS

1. The selected photographer shall sign an agreement with the University.
2. The selected photographer, under no circumstances shall increase the charges approved by the University and provide the different sizes of the photographs.
3. The South Eastern University of Sri Lanka shall charge a non-refundable fee of Rs. 250,000/- from the selected Photographer / Photographic Company. Payments shall be made to the Shroff of the University and the receipt should be submitted to the **Deputy Registrar /Academic & Student Affairs** before entering into the agreement with the University.
4. Only three Camera man are allowed to be on the stage of the Convocation Hall when the degree is conferred at the Convocation.
5. All staff of the selected photographer shall be well - disciplined within and outside the Convocation Hall during the day of the Convocation.
6. 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.

7. 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 selected photographer to the Deputy Registrar / Academic & Student Affairs, one week before the Convocation.
8. A video coverage of the entire Convocation in well edited USB drive or external storage device along with an album containing at least 120 photographs of difference sizes (4" X 6" to 12"x15") shall be provided to the South Eastern University of Sri Lanka free of charge, including photographs covering the procession, especially the Chancellor's Procession. Prior approval should be obtained from **Deputy Registrar /Academic & Student Affairs before finalizing the album.**
9. The Bidder shall submit, together with the Bid, samples of photographs printed on the quoted material along with the relevant specifications. The Bidder shall also submit sample paper of the quoted brand, both with and without printing and lamination. Failure to submit the required sample photographs and paper samples in accordance with this requirement shall result in the Bid being disqualified from further evaluation.
 - Size - 12" x 15" - Stage Photo/Studio Photo/Family Photo Only
10. An authorized distributor or agent should be available in Sri Lanka for the quoted paper and the bidder should attach a letter confirming the distributor or agent details along with the bid.
11. The Service Provider shall, at no additional cost, provide a **soft copy** of the photograph to each Graduands who has ordered a minimum of one photograph.

12. Photographers shall make arrangements to fix a high-resolution **12' X 24' LED TV** screen to display the entire event, installed behind the stage, and **three 55" LED TV** screen outside the convocation hall to display the entire event at free of charge.

13. Bidder should operate not less than three studios at the University for the purpose of getting photos of the graduates at the general Convocation.

14. Bid Security

15. The bids shall accompany a Bid Security of Rs. 25,000/= obtained from a bank approved by the Central Bank of Sri Lanka valid up to 01.08.2026 in favour of the Bursar, South Eastern University of Sri Lanka. (Insurance Bond will not be accepted) or a receipt obtained from Shroff, South Eastern University after making a cash payment for an amount as stipulated above. All bids sent without the Bid Security shall be treated as informal and shall be rejected.

16. Performance Security:

Before a formal Agreement is signed, the successful bidder shall be required to furnish a Performance Security of Rs. 200,000/= from a bank approved by the Central Bank of Sri Lanka (Insurance Bond will not be accepted) in the name of the Vice-Chancellor, South Eastern University of Sri Lanka.

17. Forfeiture of Performance Security:

In the event of violation of the terms & conditions mentioned here, the South Eastern University of Sri Lanka has the authority to forfeit the bid security.

Furthermore, the services provided must strictly adhere to the specified requirements. If they are found to be below the required standards in comparison with the approved samples, the Performance Security will be forfeited to the University.

18. The University reserves the right to take appropriate action against the company in the event of any violation of the terms and conditions specified in the bidding documents.

I hereby agree to the above Terms and Conditions.

Signature of the authorized officer:

Name of the company:

Date

Company Seal

TECHNICAL SPECIFICATIONS AND REQUIREMENTS FOR PHOTOGRAPHING SERVICES

01. Cameras

- ❖ The Bidder should use a minimum of five (05) professional cameras (full frame) for covering the entire Convocation sessions.
- ❖ All cameras must have a resolution of 24 MP or higher
- ❖ The Bidder should submit a letter along with the Bid document detailing the number of cameras to be used during the Convocation, as well as the brands and models of each camera.
- ❖ A minimum of three (03) dedicated cameras shall be assigned for stage photography, including backup equipment.

02. Photographs

- ❖ Photographs should be printed with the mount, only in the sizes as mentioned below
- ❖ Size - 12" x 15" Stage Photo/Studio Photo/Family Photo Only
- ❖ The mount sizes of the Photographs should be as follows

Type of Photograph	Top and Bottom	Left and Right
Portrait /Vertical Photographs	1.5"	1.5"
Landscape/Horizontal Photographs	1.5"	1.5"

- ❖ **Paper** – 250 GSM to 300 GSM. The paper brands (Fuji/Mitsubishi/Kodak/Digimax or equivalent internationally recognized professional photographic paper) Watermark should be visible on the back.
- ❖ **Printed Output** – Coloured photograph with Gloss Lamination
- ❖ **Mount Color** - Golden Yellow
- ❖ **Frame Color** – Black
- ❖ **Text Color** - Black
- ❖ **Text Font** - Book Antiqua, Bold, Capital letters

- ❖ The University Logo, University Name and the degree title should be printed on the photographs according to the sample. (Annexure -1)

Signature of the authorized officer:

Name of the company:

Date

Company Seal

PRICE SHEDULLE
Photographic Coverage at the General Convocation of the
South Eastern University of Sri Lanka – 2026

S . No	Category	Unit Price	
		1st Copy (Rs.)	Additional Copy (Rs.)
1	12" x 15" Size Studio / Stage / Family		
2	DVD - (Covering entire session)		
Total Amount			

Name and Address of Bidder :

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Signature :

Designation :

Company Seal :

Telephone No Tel. No :

Fax No :

Email :

Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* -----

Beneficiary: Vice Chancellor, South Eastern University of Sri Lanka, University Park, Oluvil # 32360.

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- *[name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. ----- *[reference number of the contract]* dated ----- with you, for the PHOTOGRAPHY AND VIDEO SERVICES WITH ONLINE STREAMING, GENERAL COVOCATION -2026, SEUSL (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount in figures]* (-----) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. *[insert date, three years beyond the scheduled completion date]* and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Bid Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: Vice Chancellor, South Eastern University of Sri Lanka, Oluvil

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. **SEU/SS/NCB/2026/02** ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[insert amount in figures]* ----- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]