



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India.

॥ বিদ্যার বিন্দুতে রহস্যম ॥

Ref. No.: 152/Photo & Video/KC/PC/2025

Date: 31/12/2025

## *Invitation of Quotation for Photography & Videography*

Sealed Quotations are hereby invited by the undersigned for **Photography & Videography** for Katwa College as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned **on or before 07/01/2026, 3:00 p.m. (Including holidays).**

### Specification

Date	Requirement	Camera Quality
• 20.01.2026	• One (01) Photographer	• DSLR/Mirrorless Cameras with high quality Photo Resolution
• 21.01.2026	• One (01) Videographer	• Video Camera configured with 1080 P video quality
• 22.01.2026		

### Terms & Conditions:

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. **Quotation must be dropped in “Quotation Box” located in Administration Block of Katwa College, Katwa.**
- **Rates must be quoted in Indian rupees** and as per the format specified taxes extra if any must be written separately.
- Rates must be quoted for basis (including Freight charges, Insurance, installation, GST etc.).
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- **The rates quoted must be valid for 90 days minimum** from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- Delivery Period: as per our requirement.
- Payment Terms: Payment will be made only after satisfactorily delivery / commissioning of material and after inspection by the Katwa College.
- The latest / revised version shall be supplied.
- **The qualifying bidder should supply all items which are listed in awarded purchase order.**

Sd/-  
Principal,  
Katwa College.