



**RAVENSHAW UNIVERSITY
CUTTACK**

NOTICE

No 442 Date 30/01/2025

Quotations are invited from intending firms for "Video and Photography" for the forthcoming Convocation to be held on 14th February, 2025 at Ravenshaw University. Kindly quote your rate as per below mentioned specification:

Sl. No.	Description	Rate PER UNIT
1	Video Coverage of 13 th Convocation Shooting (deploy 02 persons).	
2	Photograph of the entire programme along with printing of selected 200 copies (deploy 02 persons)	

The quotations are invited by courier/ speed post/ by hand with complete details terms and conditions etc upto 07.02.2025 at 03:00 P.M. and the same will be opened in the same day at 4:00 P.M. Quotations may be dropped in the Office of the Stock , Store and Purchase Section. Basic rate, taxes and freight charges etc. must be quoted separately F.O.R destination at Ravenshaw University, Cuttack.

Terms and Conditions:

1. The work order to be accomplished at the Convention Centre (Seven Pillars of Wisdom), Ravenshaw University, Cuttack. The vendors are requested for site visit before submitting their quotations.
2. Quote rate should be valid at least for 60 days.
3. May feel free to contact in the Office of the Stock, Store and Purchase Officer.
4. Enquiry must be quoted in prescribed format as above.
5. Quality, if not, found up to mark, the supply will not be accepted.
6. Payment will be made only after receipt of complete supply to the satisfaction of this Ravenshaw University and no advance payment will be made in any case.
7. While sending quotation, the word "QUOTATION FOR VIDEO COVERAGE AND PHOTOGRAPHY" may be inscribed on the sealed envelope.
8. The quotations received after due date will not be considered.
9. University Authority reserves its right to accept or reject any or all proposals without assigning any reason.
10. In case any query/ clarification, you may contact to the undersigned between 10:00 A.M. to 5:30 P.M.

S.W.
30/01/2025
**Associate Professor in charge of
Stock & Store and Purchase Officer
Ravenshaw University, Cuttack**

Memo 443 Date 30/01/2025

Copy to Registrar's Office/ CPGC / CoF/ Associate Professor in charge of Stock & Store and Purchase Officer/ PA to Hon'ble Vice Chancellor for information.

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30/01/2025
**Associate Professor in charge of
Stock & Store and Purchase Officer
Ravenshaw University, Cuttack**