



## MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari District – East Champaran, Bihar

**Website:** [www.mgcub.ac.in](http://www.mgcub.ac.in) | **E-mail:** [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in)

### QUOTATION INQUIRY

Ref. No. MGCU/Educational Conclave 2026/Tender/05

Dated: 08 February 2026

**Sealed Quotations are invited for Photography and Videography  
for Educational Conclave 2026**

**Last Date & Time of Submission of Quotation: 17<sup>th</sup> February 2026 (Tuesday) till 11:00 AM**

All interested and eligible vendors/firms/agencies may please submit their lowest quotation for supplying the required items in the format attached at **ANNEXURE – 1**, and the same must reach us on or before the date marked above and should contain the following information:

1. Full specifications of the item offered and its rate with F.O.R. to MGCU Motihari, Bihar should be clearly mentioned.
2. Clearly mention the date of validity of the offer.
3. **Clearly mention your Email ID and Mobile number.**
4. Mention appropriate GST % as applicable for supplying Goods & Services to educational institutions.
5. Please mention your valid GST Registration Number and PAN in the quotation.
6. The Annual turnover of the tenderer should be at least two lakhs in the last three years. Proof of the same must be enclosed.
7. **Tender processing fee of Rs. 590/- (including GST 18%) and EMD of Rs. 20,000/- in the form of a Demand Draft drawn in favour of “Mahatma Gandhi Central University” payable at Motihari must also be enclosed.**
8. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
9. The sealed envelope super scribed with "**QUOTATION for SERVICES RELATED TO PHOTOGRAPHY AND VIDEOGRAPHY**" must be sent at the following address:

**The OSD (Administration)**  
Mahatma Gandhi Central University  
Dr Ambedkar Administrative Building  
Raghunathpur, Near OP Thana, Motihari  
District - East Champaran, Bihar – 845 401

**Other terms & conditions pertaining to items/services mentioned above as given below:**

1. The quantities are approximate; they may increase or decrease as per actual requirement at the time of placing the order. Accordingly, the per-unit cost, along with the minimum order quantity, must be mentioned.
2. The numbers mentioned are indicative, and they may change as per the requirements of the Committee.
3. The Vendors may visit the Office regarding the inspection of venues for supply and installation during 11.00 AM to 04.00 PM on any working day before submitting their bids.
4. The vendors must ensure that they have valid licenses/certificates from the concerned agencies for executing supply and services. Such vendors shall be preferred.
5. Successful vendors shall be responsible for safe and hassle-free supply/installation of ordered items/ services to avoid/minimise all hazards.
6. The installation of accessories for photography and videography must be completed and ready at **08:00 AM** on **22<sup>nd</sup> February 2026 (Sunday)** at the designated places.
7. Appropriate penalty as decided by the Competent Authority shall be levied, if the supply/services are of poor quality and not up to the mark as proposed in the quotation/bid.
8. Payment shall be made online as per the actual supply/services provided based on the quality and satisfactory performance.
9. All the disputes shall be subject to the Motihari Jurisdiction.
10. Notwithstanding anything mentioned above, the University reserves the right to reject all the bids.

**[SACHCHIDA NAND SINGH]**  
OSD (Administration)

**FORMAT FOR PRICE BID**

[Should be given on the letterhead of the agency in sealed cover envelope]

Tender No.: .....

Dated: .....

Order/Work: **Work related to Photography and Videography for Educational Conclave 2026**

Name of the Firm/Bidder/Agency: .....

Address: .....

Phone/Fax/Mobile: .....

Email: .....

GST No.: .....

PAN No.: .....

Date of Validity of the Offer/Bid: .....

SI.	Particular	Amount (in Rs.)
1.	<p><b>PROFESSIONAL PHOTOGRAPHY</b></p> <p><b>Minimum Deliverables:</b> Minimum 1200–1500 high-resolution edited photographs Coverage of:</p> <ul style="list-style-type: none"> <li>• Inaugural session</li> <li>• Academic sessions</li> <li>• Guest interactions</li> <li>• Panel discussions</li> <li>• Cultural/side events</li> <li>• Audience engagement</li> <li>• Group photographs</li> <li>• Candid moments * Stage &amp; branding visuals</li> <li>• Camera: Full-frame DSLR/Mirror less (Canon R5/R6, Sony A7 series or equivalent)</li> <li>• Resolution: Minimum 24 MP</li> <li>• Format delivery: JPG + RAW (optional)</li> <li>• Editing: Colour correction, exposure balancing, sharpness optimization</li> <li>• No watermarks</li> </ul>	
2.	<p><b>PROFESSIONAL VIDEOGRAPHY (4K CINEMATIC QUALITY)</b></p> <p>Multi-camera setup (minimum 3 cameras)</p> <p>Complete event coverage in 4K UHD (3840×2160) Professional audio recording (lapel mic + ambient mic).</p> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. <b>Full Documentary Video: Duration: 55–65 minutes</b> <ul style="list-style-type: none"> <li>• Cinematic transitions</li> <li>• Lower thirds (names/designations)</li> <li>• University branding intro &amp; outro</li> <li>• Background score (copyright free)</li> </ul> </li> <li>2. <b>Highlight Film</b> <ul style="list-style-type: none"> <li>• Duration: 5–7 minutes</li> </ul> </li> <li>3. <b>Session-wise clipped videos</b></li> </ol>	
3.	<p><b>SOCIAL MEDIA REELS / SHORT VIDEOS</b></p> <p><b>30 professionally edited reels Specifications:</b></p> <ul style="list-style-type: none"> <li>• Duration: 30–60 seconds each</li> <li>• Vertical format (9:16 – 1080x1920)</li> <li>• Dynamic captions</li> <li>• Motion graphics where required</li> <li>• Optimized for Instagram, Facebook, YouTube Shorts</li> </ul>	
4.	<p><b>PREMIUM PHOTO ALBUMS – 02 NOS (ARCHIVAL QUALITY)</b></p> <p>Album Specifications Size:</p> <ul style="list-style-type: none"> <li>• 12 inches × 12 inches (square premium coffee-table format)</li> </ul>	

	<p><b>Pages:</b></p> <ul style="list-style-type: none"> <li>• Minimum 40 sheets (80 sides) per album</li> <li>• Lay-flat panoramic binding (no center break)</li> </ul> <p><b>Paper Quality:</b></p> <ul style="list-style-type: none"> <li>• 800 GSM premium photographic paper OR</li> <li>• Imported Lustre/Silk finish professional album paper</li> <li>• Water-resistant &amp; fade-resistant coating</li> </ul> <p><b>Cover:</b></p> <ul style="list-style-type: none"> <li>• Hardbound acrylic/glass laminated front cover</li> <li>• Leatherette or premium fabric spine &amp; back</li> <li>• University logo UV printed</li> </ul> <p><b>Print Quality:</b></p> <ul style="list-style-type: none"> <li>• High-definition professional photo printing</li> <li>• Colour calibrated Minimum 240 DPI Design</li> <li>• Professionally designed storytelling layout</li> <li>• Captions with event name &amp; date</li> <li>• Elegant minimal design theme</li> </ul>	
5.	<p><b>DATA DELIVERY</b></p> <p>All content must be provided in: One branded Pen Drive (minimum 128 GB)</p> <p>Folder-wise structured data:</p> <ul style="list-style-type: none"> <li>• Photos (Day-wise)</li> <li>• Reels</li> <li>• Highlight film</li> <li>• Full documentary</li> </ul> <p>Additionally via Google Drive link</p>	
6.	<p><b>MANPOWER REQUIREMENT</b></p> <p><b>Minimum team onsite:</b></p> <ul style="list-style-type: none"> <li>• 3 Professional Photographers</li> <li>• 2 Videographers</li> <li>• 1 Audio technician</li> <li>• 1 Creative supervisor/director</li> </ul>	
<p><b>TIMELINES:</b></p> <p>Raw preview within 3 days</p> <p>Final edited photos &amp; videos: 10 days; Albums delivery: 15 days</p>		

- **Please mention minimum order quantity (if any) .....**

**Signature of the Authorized Signatory**

**Note:** 1. The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. Each sheet should be duly signed. In case of any increase/decrease of number of units or number of copies, the corresponding amount will be increased /decreased on prorata basis.

2. The price comparison will be made based on the grand total of aforesaid table.