



SOUTH EASTERN UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS

Photographic Coverage at the General Convocation – 2025

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 03rd to 04th May 2025 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 :
 - 12" x 15" Size - Stage
 - 12" x 15" Size - Studio
 - 12" x 15" Size - Family
 - 12" x 18" Size - With mount –Group photo only
 - DVD (Covering the entire session)
 - Softcopy of Photograph
 - Should be laminating and mounted (Board Mount) with University name, degree title
3. The bids will be accepted till 02.00 p.m. on **02nd April 2025** 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

GENERAL TERMS AND CONDITIONS

1. The bids shall be 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. The duly completed quotations marked “**Photographic Coverage – Convocation 2025**” on the top left corner of the envelope, should be sent to the **Chairman, Department Procurement Committee, South Eastern University of Sri Lanka, University Park, Oluvil, #32360** by the registered post or deposited in the Tender Box kept at the office of the Vice Chancellor. The bids will be closed at 02.00pm on **02nd April 2025** and will be opened at 02.30 pm on the same date. Late bids will be rejected.
3. Bids will be accepted only till **02.00 p.m. on 02nd April 2025**. 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. 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 reserves 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. 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.

14. 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.
15. A video coverage of the entire Convocation in well edited Compact Disk along with an album containing at least 100 photographs 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 **Senior Assistant Registrar /Academic & Student Affairs before finishing the album.**
16. The Bidder shall submit samples of Convocation Photographs printed on the quoted material and with other specifications, in below mentioned sizes along with the bid. Failure to submit the sample photographs as requested will result in disqualification from further evaluation.
 - Size - 12" x 15" with mount- Stage Photo/Studio Photo/Family Photo Only
 - Size - 12" x 18" with mount - Group Photo Only
17. 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 a **55" LED TV** screen outside the convocation hall to display the entire event at free of charge.
18. Bidder should operate not less than three studios at the University for the purpose of getting photos of the graduates at the general Convocation.
19. **Bid Security**
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 01.05.2025 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 will be rejected.

20. Performance Security:

Before a formal Agreement is signed, the successful bidder shall be required to furnish a Performance Security of Rs. 100,000/= 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.

21. Forfeiture of Performance Security:

The services which will be supplied should strictly be conformed to the given requirements and if they are found to be not in par with the requirements as per the samples given the Performance Security shall be forfeited to the University.

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 32 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.
- ❖ The bidder should dedicate a minimum of three (03) cameras (primary and secondary) with two staff members for capturing Stage photographs during the awarding ceremony

02. Photographs

- ❖ Photographs should be printed with the mount, only in the sizes as mentioned below
- ❖ Size - 12" x 15" with mount- Stage Photo/Studio Photo/Family Photo Only
- ❖ Size - 12" x 18"with mount - Group 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 or higher.
The paper brands (Fuji/Mitsubishi/Kodak or equivalent)
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 attached sample. (Annexure-I)

PRICE SHEDULLE

**Photographic Coverage at the General Convocation of the
South Eastern University of Sri Lanka – 2025**

S . No	Category		Unit Price	
			1st Copy (Rs.)	Additional Copy (Rs.)
1	12" x 15" Size Studio / Stage / Family			
2	12" x 18" Size	With Mount Group Photo only		
3	Softcopy of Photograph			
4	DVD - (Covering entire session)			
Total Amount				

Note:

The Evaluation shall be made based on the total Amount since the entire service should be provided by single supplier

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 VEDIO SERVICES WITH ONLINE STREMIING, GENERAL COVOCATION -2025, 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/2025/02** ("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)]