PUNJAB ENGINEERING COLLEGE
(Deemed to be University)
CHANDIGARH
OFFICE OF DEAN STUDENT AFFAIRS

PEC/DSA/26/_____
Dated_____

QUOTATION NOTICE

Subject: Quotation for hiring the following Coverage Services (Photography & Videography) for PECEFST-2026.

Quotation are hereby invited in respect of item mentioned below. The quotation should be sent in the sealed cover with wax/ transparent fixing tape duly signed marked "Quotation for hiring of Coverage Services (Photography & Videography) (for 3 days)" for PECEFST-2026 to be held on 30.10.2026 to 01.11.2026 and due date on the top of the envelop so as to reach this office or before 27.10.2026 by 1:00 PM at DSA office.

S. No.	Item	Description	Cost (Excluding GST) (Rs.)
1.	Photography	Professional photographers (3 nos.) for 3 days of event coverage with unlimited shots; daily highlights gallery (15-20 edited photos per day) and final edited collection of 500+ colour-corrected, high-resolution images.	
2.	Videography	Videographers (2 nos.) for 3 days of event coverage; daily recap reels, live social media snippets (5-8 clips per day) and delivery of all raw video footage.	
3.	Drone Coverage	Aerial coverage for 3 days; 4K aerial video clips and high-resolution drone photos of campus infrastructure, stage/stadium and crowded venues.	
Total (Inclusive of GST)			

The quotation should be submitted on the letter head of the firm only.

Terms & Conditions: -

1. GST/Service Tax should be mentioned separately.
2. The rate should be including career charges.
3. The firm should be from Tri-city only.
4. The rate quoted should be lump-sum all together.
5. No advance payment will be made 100% payment will be made after providing the satisfactory services.
6. In case of services not provided as per the work order or delay the penalty will be imposed as per the GFR rules of the recommendation of the committee.
7. The firm/vendor shall not have been blacklisted or debarred by any Government Department, Government Institution, or Public Sector Undertaking. (undertaking must be submitted along with quotation).

Dean Student Affairs