RANI RASHMONI GREEN UNIVERSITY

TARAKESWAR, HOOGHLY

West Bengal, India

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Memo No: 512-1/RRGU/Cer.Re-Tender/2026

Date: 26/11/2026

NOTICE

INVITING RE-TENDER FOR WORK OF PHOTOGRAPHY, LIVE STREAMING & LED SCREEN FOR CERTIFICATE DISTRIBUTION CEREMONY-2026

Sealed Tenders are invited from reputed and bonafide Organisation / Companies / Agencies for supply/work of "**Photography, Live Screen and LED Screen**" for the **"Certificate Distribution Ceremony 2026"** of Rani Rashmoni Green University, Tarakeswar, Hooghly.

Sl. No.	Particulars	Specifications	Rate per Plate (Including GST)
	LED SCREEN BACKDROP	20ft. x 12ft. LED Display Screen - P3 / P4 LED Wall for Live Display	
	PHOTOGRAPHY	1) Photography and Videography 2) 1 Nos. Digital Album of 10 Pages with Selected Photos.	
	LIVE STREAMING	Live Streaming of the Total Program through University Official Page.	

- **Tender Schedule**

Starting date of Tender submission	26th November, 2026
Last date of Tender submission	15th December, 2026

Sealed envelope super scribed as " **WORK OF PHOTOGRAPHY, LIVE STREAMING & LED SCREEN FOR CERTIFICATE DISTRIBUTION CEREMONY -2026**" should be dropped in the Tender Box kept at the Office of the Registrar, Rani Rashmoni Green University, Tarakeswar, Hooghly at its present office at Government General Degree Collage, Singur.

- **Terms & Conditions:**

1. The entire quoted rate should comply and have to be valid up to April, 2027.
2. Bidders must possess a valid Trade License, GST Registration, and PAN card.
3. Quoted rates must include all equipment rental, manpower costs, editing, printing, transportation, data/internet costs, and applicable taxes (GST). No additional charges will be entertained.
4. Bidders must have at least 2–3 years of experience providing professional photography, videography, and live-streaming coverage for university convocations/government functions/major corporate events. Sample portfolios or links to past live streams must be provided.
5. Bidders must utilize professional-grade mirrorless/DSLR cameras, high-definition video cameras (4K/Full HD), professional audio capture equipment, motorized gimbals/tripods, lighting rigs, and dedicated hardware encoders for live streaming.
6. high-resolution digital photos delivered in a drive/hard drive within 2–3 days.
7. Multi-camera live production switcher setup (e.g., ATEM) with real-time lower thirds, graphics, logos and titles.
8. LED Screen programming and checking must be completed at least **2 to 3 hours prior** to the official event start time.
9. Technical staff must follow university decorum, display proper ID badges, and adhere to venue safety protocols.
10. All power cables must be properly dressed, taped down, or covered with cable ramps across walkways to avoid tripping hazards.
11. The university accepts no liability for loss, theft, or physical damage to the vendor's equipment during transport, setup, or execution.
12. The financial bid rate must cover equipment rental, transportation, setup, labour, technical operation, dismantling, and applicable taxes. No additional charges will be entertained.
13. Payment will be processed within 07–14 days after the event upon submission of valid tax invoices and technical clearance from the event coordinator. No advance payments will be made.

Documents to be Submitted:

1. Trade License Copy
2. GST Certificate of Company/Individual
3. PAN Card of Company/Individual
4. Aadhar Card of Owner
5. MSME Certificate if available
6. Company Address Proof

26/11/2026

Registrar
Rani Rashmoni Green University

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