



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology, Kannur

Ministry of Textiles, Govt. of India

(An ISO 9001:2008 Certified Institute)

File NIFT/KNR/SDAC/001/2025 (PART-XXI)

20.08.2025

कोटेशन आमंत्रण सूचना / Notice Inviting Quotation

NIFT – Kannur invites quotations from the reputed agencies for the Photography, Videography and YouTube Live streaming for the Converge 2025 programme at NIFT Kannur Campus as per the details enclosed at **Annexure-I of Schedule of Requirements**. We request you to submit your best/competitive rates in the enclosed format and by hand /post/courier so has to reach the National Institute of Fashion Technology, NIFT Campus, Mangattuparamba, Kannur-670562 on or before **03.09.2025 at 3.00 PM**.

निबंधन एवं शर्तें / Terms and Conditions

1. Rates inclusive of all taxes, duties, etc.,
2. The firm must have prior experience in photography, videography, and live streaming of academic events. Additionally, the firm must have relevant experience in providing these services within the consignee's state, specifically in Kannur District, Kerala. Quotations submitted without meeting this requirement will be summarily rejected."
3. The event Converge 2025 is scheduled to be held at NIFT Kannur from 07.10.2025 to 09.10.2025. The service provider must ensure their presence on all three days, from morning until night, for providing the required services. The detailed schedule of the event/programme, along with the specific requirements, will be communicated to the selected service provider(s) at least one week prior to the event.
4. All images and videos will remain the sole property of NIFT, Kannur and are protected by copyright.
5. A Non-Disclosure Agreement should be signed to ensure copyright.
6. All photographers and videographers must carry valid professional ID cards.
7. Vendors must bring all necessary equipment, including batteries, memory cards, and storage devices.
8. The vendor/service provider shall make their own arrangements for internet connectivity required for the events. NIFT will not provide internet facilities, nor will it be responsible for arranging the same.



9. Selected and edited photographs must be submitted to the media room at any time, in accordance with the instructions of the NIFT in-charge, ensuring comprehensive coverage of all NIFT campuses.
10. All logistics are to be managed by the vendors.
11. You have to submit the quote as per **Annexure-II**.
12. Attach the proof of PAN CARD and GST Registration No.
13. The applicant shall visit the premises and understand the exact requirements before submission of quotes.
14. All statutory deductions such as TDS, etc. will be recovered from bills as per rules.
15. Payments will be made within 10 working days against satisfactory service and acceptance of the items by competent authority.
16. For further clarifications on the services/Items you may please contact **Mr. Abhilash Balan, Assistant Professor, Mob: 9895990256**.



Copy for display on the notice board as per the list:

1. Municipal office, Anthoor
2. Village office, Morazha.
3. NIFT, Kannur, Notice Board

SCHEDULE OF REQUIREMENT

Sl No	Particulars	Unit	Remarks
1.	YouTube Live Streaming & Recording (Opening & Closing Ceremonies) – 3 HD/4K quality cameras with live streaming mixers, lights, drone cameras, and all necessary connectors.	3 HD/4K cameras with full setup	Complete event coverage with high-resolution edited footage. - 1.5-minute highlight reel for each ceremony (Opening video to be delivered the same day; Closing video by the next day). - Opening Ceremony: 7th Oct, 8:00 AM–1:00 PM, Kannur University, Mangattuparamba Campus. - Closing Ceremony: 9th Oct, 5:00 PM–8:00 PM, NIFT Kannur Campus.
2	Still Photography – Professional coverage of all events	3 photographers with full-frame/medium format cameras, wide-angle and portrait lenses, lights	- Coverage of all NIFT centres and events. Date and Time a) 07.10.25 – 7.30 AM to 9.00 PM b) 08.10.25 – 6.30 AM to 11.00 PM c) 09.10.25 – 8.00 AM to 11.00 PM - Delivery of all RAW photographs and 150 edited images per day by end of each day. - Vertical and horizontal shots for social media.
3.	Videography – Event documentation.	3 videographers with professional cameras & equipment	Date and Time a) 07.10.25 – 7.30 AM to 9.00 PM b) 08.10.25 – 6.30 AM to 11.00 PM c) 09.10.25 – 8.00 AM to 11.00 PM- Coverage of final rounds and key moments of each sports event to ensure fair play. - Coverage of all NIFT centers. - A 15-minute edited compilation video of each day to be delivered within 3 days of event completion (total: 3 videos). - Three 1.5-minute reels per day for social media.
4.	Short-term rental of 3-axis Gimbal	2 Nos.	Short-term rental of 3-axis Gimbal (2 Nos.) is required for the period from 07.10.2025 to 09.10.2025.



Name & Signature of the Service Provider

Annexure-II**Price Bid**

Sl No	Particulars/Descriptions	Unit	Total Amount (Rs.)
1.	YouTube Live Streaming & Recording (Opening & Closing Ceremonies) – 3 HD/4K quality cameras with live streaming mixers, lights, drone cameras, and all necessary connectors.	3 HD/4K cameras with full setup	
2.	Still Photography – Professional coverage of all events	3 photographers with full-frame/medium format cameras, wide-angle and portrait lenses, lights	
3.	Videography – Event documentation.	3 videographers with professional cameras & equipment	
4.	Short-term rental of 3-axis Gimbal	02 Nos.	
GST@.....% (Rs.)			
Grand Total (Rs.)			

Total Amount in words:

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Service Provider Name:

Address:

Phone No:

Signature with Seal:

Date:

