

CITY COLLEGE
102/1, RAJA RAMMOHAN SARANI, KOLKATA – 700 009

NOTICE: 12.08.2024

Quotation Number: 967/Misc/12/08/24

Date: 12.08.24

Subject: Quotations for Videography and Photography during NAAC Peer Team visit

Sealed quotations are invited from reputed firm/company for videography and photography on **12.09.2024 and 13.09.2024** during NAAC Peer Team visit at City College from morning till the end of the visit on the following events/programms.

1. The place of the photo shoot: City College, 102/1, Raja Rammohan Sarani, Kolkata – 700 009
2. Entering of the Peer Team at the college premise and welcome program
3. Presentation of the Principal
4. Presentation of the IQAC co-ordinator
5. Visit of the Peer Team to different departments/sections/library/office/accounts/gymnasium etc.
6. Meeting with the students/students' union
7. Meeting with the alumni members
8. Meeting with the guardians
9. Meeting with the Governing Body members
10. Cultural events
11. Exit Meeting
12. Other programms, if required, not mentioned above

The general terms and conditions:

1. The number of experienced photographers with the supporting staff should be 4 or more.
 2. The numbers of cameras and associated gazettes must be in good condition with battery back up.
 3. The firm/company must bring additional cameras for the photo shoot
 4. The photographers must be available in the college premise with their supporting staff throughout the day till the end of the visit. For the convenience, tiffin/lunch will be provided by the college.
 6. The video file of the shoot in MP4 format is to be delivered on the last day i.e. 13.09.2024 after the completion of the visit.
 7. The selected still photographs – 50 (fifty) numbers, 6"x4", mat finish in album are to be delivered at the earliest after the completion of the visit. *(Soft copy of all photoshoot are to be given in pendrive)*
- The last date of submission of quotation in sealed envelope mentioning "Quotations for Videography and Photography during NAAC Peer Team visit" on top of the envelope is **21.08.2024** during college hours.

Sital Prasad Chattopadhyay
Dr. Sital Prasad Chattopadhyay

Principal *12/8/24*

Principal
CITY COLLEGE
KOL-9

Copy to:

1. Principal, City College
2. Vice-Principal, City College
3. Bursar and Convener, Purchase Committee, City College
4. IQAC – Co-ordinator
5. Convener – NAAC Committee

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