



EASTERN UNIVERSITY, SRI LANKA

BIDDING DOCUMENT

UNDER NATIONAL COMPETITIVE BIDDING PROCEDURE FOR
THE

SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY
AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING
FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN
UNIVERSITY, SRI LANKA

Procurement No:

EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Name of the Bidder :

Address :



Eastern University, Sri Lanka (EUSL)

INVITATION FOR BIDS (IFB)

SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Bids are invited to select a suitable Service Provider for the provision of Photography and Videography Services with Online Streaming at the 29th General Convocation 2025 of Eastern University, Sri Lanka to be held on 04th and 05th of October 2025 at Eastern University, Sri Lanka premises.

1. The Bidder should have experience in providing Photography and Videography services with Online Streaming for a minimum of five (05) University Convocations or similar events. Priority will be given to the bidders with experience in State-Owned University Convocations involving the participation of at least 1500 Graduands.
2. The Bidder should have a valid Business Registration.
3. Interested eligible bidders may obtain further information from the Assistant Bursar, Stores and Supplies Division, Eastern University, Sri Lanka and inspect the bidding documents up to 11.08.2025 from 09.00 hours to 15.00 hours on working days at Store and Supplies Division, EUSL, Vantharumoolai, Chenkalady. Tel. 065 2240211
4. A completed set of bidding document in English Language may be obtained by interested bidders upon submission of a written application by Bidder or bidders' representatives to the address Assistant Bursar, Store and Supplies, Eastern University, Sri Lanka and upon payment of non-refundable fee of LKR 2,500.00 per procurement document, from 9.00 a.m. to 3.00 p.m. up to 11.08.2025. The mode of payment shall be bank draft drawn in favour of "Bursar, Eastern University, Sri Lanka" or credit to the People's Bank Account No. 227100140000024

5. The Bidders can also download the bidding document from the University Website i.e. **www.esn.ac.lk**. Those who are obtaining the bidding document from the University Website should submit the completed document along with a Bank Draft or Deposit Slip.
6. All bids must be accompanied by a Bid Security in favour of Vice Chancellor Eastern University, Sri Lanka. The amount of the Bid Security shall be LKR. 25,000.00.
7. Bids will be closed at 02.00 p.m. on 12th August 2025. Duly completed bid documents, in two copies labeled as "Original" and "Duplicate" along with relevant samples, placed in separate sealed covers captioned **"Provision of Photography and Videography Service with Online Streaming at the 29th General Convocation - 2025"** in the top left corner should be sent to Chairman Procurement Committee, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady under registered post or you may drop it personally in the Tender box placed at the Registrar's office on or before 2.00 p.m. on 12.08.2025.

Chairman,
Department Procurement Committee,
Eastern University, Sri Lanka
Vantharumoolai
Chenkalady
15.07.2025



SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Section I. Instructions to Bidders (ITB)

1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and Eastern University, Sri Lanka shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. The Bidder shall submit the Bid using the form furnished in Section III and the Bid Submission Form should be signed by an authorized officer with the official rubber seal of the establishment. This form must be completed without any alterations to its format, and no substitutes shall be accepted. Failure to submit the Bid using the given Bid Submission Form, making alterations to its format or submitting a substitute form or format will be treated as non-responsive and will result in the rejection of the bid.
3. The prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
4. Bids shall remain valid minimum of 60 days from the date of closing bids. A bid valid for a shorter period shall be rejected by the University as non-responsive.
5. The Bidder shall furnish as part of its bid, a Bid Security and shall be in the amount of **LKR 25,000.00** in accordance with the format provided in the Section IV. The Bid Security must be in the form of a bank guarantee from any commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka and must be submitted in its original form: copies will not be accepted. The Bid Security should be valid 90 days from the date of closing bids (should be valid up to 11/11/2025). Any bid not accompanied by a substantially responsive Bid Security in accordance with the given format, may be rejected by the University as non-responsive. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security. The Bid Security may be forfeited if:

- a Bidder withdraws its bid during the period of bid validity.
 - the successful Bidder fails to furnish a Performance Security and sign the Contract.
6. Bids must be received by the University at the address Chairman, Department Procurement Committee, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady under registered post or the bidder may drop it personally in the Tender box placed at the Registrar's office on or before 2.00 p.m. on 12.08.2025. The University shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the University after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
 7. The University shall conduct the bid opening in public at the Board Room, immediately after the closing of bids. Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract Award. Any effort by a Bidder to influence the University in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid. To assist in the examination, evaluation, comparison and post-qualification of the bids, the University may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the University shall not be considered for purpose of evaluation. The University's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the University in the Evaluation of the bids
 8. The University reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
 9. The University shall award the Contract to the Bidder whose offer has been determined to be substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. Prior to the expiration of the period of bid validity, the University shall notify the successful Bidder, in writing, that its Bid has been accepted.
 10. Within Seven (7) days after notification, the University shall complete the Agreement, and inform the successful Bidder to sign it. Within Seven (7) days of receipt of such information, the successful Bidder shall submit the Performance Guarantee and sign the Agreement. Upon the successful Bidder's submission of the signed Contract Agreement and Performance Security, the University will promptly notify each unsuccessful Bidder and will discharge its Bid Security.

SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Section II. Conditions of Contract/Evaluation Criteria

1. The Bidder shall submit the Bid using the form furnished in Section III and the Bid Submission Form should be signed by an authorized officer with the official rubber seal of the establishment. This form must be completed without any alterations to its format, and no substitutes shall be accepted. Failure to submit the Bid using the given Bid Submission Form, making alterations to its format or submitting a substitute form or format will be treated as non-responsive and will result in the rejection of the bid.
2. The Bidder should have experience in providing Photography and Videography services with Online Streaming for a minimum of five (05) University Convocations or similar events. Priority will be given to the Bidders with experience in State-Owned University Convocations involving the participation of at least 1500 Graduands. Relevant documents (copies of agreements, awarding letters, purchase orders, or any other authorized documents issued by the client) must be submitted to substantiate experience. Failure to provide these documents with the bid will result in disqualification from evaluation.
3. Bids shall remain valid minimum of 60 days from the date of closing bids. A bid valid for a shorter period shall be rejected by the University as non-responsive.
4. The Bidder shall submit samples of Convocation Photographs printed on the quoted material and with all other specifications, in below mentioned sizes and shall submit a sample paper of quoted brand without any printing or lamination along with the bid. Further the Bidder should submit the soft copies of the sample photographs upon University's request. Failure to submit the sample photographs and softcopies of the 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
5. The Bidder shall furnish as part of its bid, a Bid Security and shall be in the amount of **LKR 25,000.00** in accordance with the format provided in the Section IV. The Bid

Security must be in the form of a bank guarantee from any commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka and be submitted in its original form: copies will not be accepted. The Bid Security should be valid 90 days from the date of closing bids (should be valid up to 11/11/2025). Any bid not accompanied by a substantially responsive Bid Security in accordance with the given format, may be rejected by the University as non-responsive. The Bid Security may be forfeited if:

- a Bidder withdraws its bid during the period of bid validity.
 - the successful Bidder fails to furnish a Performance Security and sign the Contract
6. The Bidder should have a valid Business Registration. Certified copies of Business Registration should be submitted for evaluation.
 7. The awarding of the degree to each Graduands on the stage should be captured clearly and the Graduands could be identified clearly in the photographs.
 8. The Bidder should provide necessary facilities to Graduands to obtain single and family photographs without any inconvenience as per their requirements and preferences and for this purpose the Bidder should set up minimum 05 studio booths in the University premises. The Photographs (Stage/Studio (Single or Family) should only be available in the size of 12" x 15" with mount and the Group Photograph should only be available in the size of 12" x 18" with mount and with the other required specifications. The payment for the hardcopies of the photographs will be made by the Graduands and the edited softcopies of the purchased photographs (except the Group Photo) should be given to the Graduands without any additional charge.

Note: The Bidder is not permitted to issue photographs in any sizes other than those mentioned above.

9. The Bidder should provide necessary facilities to Graduands to purchase an Edited full Session Video of the Convocation in full HD with DVD (with plastic cover and cover print)
10. The Convocation ceremony will be held in six (06) or seven (07) sessions, with a total of 1700 to 1900 Graduands participating for the ceremony and for each session approximately 280 - 320 Graduands will participate. The list of Graduands for each session will be provided by the Deputy Registrar – Academic Affairs Division to the successful Bidder. Tentative session details are as follows.

| Day | Session | Start Time | End Time |
|-------------------------------|--------------------------|------------|------------|
| 04 th October 2025 | 01 st Session | 07.30 a.m. | 10.45 a.m. |
| | 02 nd Session | 11.00 a.m. | 01.45 p.m. |
| | 03 rd Session | 02.00 p.m. | 05.00 p.m. |
| 05 th October 2025 | 01 st Session | 07.30 a.m. | 10.45 a.m. |
| | 02 nd Session | 11.00 a.m. | 01.45 p.m. |
| | 03 rd Session | 02.00 p.m. | 05.00 p.m. |

11. The Convocation Ceremony should be streamed live through Official University website and the Bidder should have all the required equipments for the required purpose. The access to the University website will be provided to the Service Provider and the Bidder is prohibited from uploading the live stream or photographs of the Convocation to any other website including the bidders' company website.
12. The Graduands should have the options to collect the photographs and other purchased items either from the University or from the Main branch or regional branch of the bidder or to have the items couriered to the address provided by the Graduand. The delivery of all the photographs and other purchased items must be completed within 60 working days from the date of Convocation. If the Graduands wish to collect the photographs and other purchased items visiting the University, the date which bidder intends to issue the items should be informed to the Graduands at the time of accepting the Graduands' order. If the Graduands wish to collect the photographs and other purchased items through courier, the charges should be notified to the Graduands at the time of accepting the order and should be mentioned in the bidder's invoice.
13. The delivery of all the photographs and other purchased items to the Graduands must be completed within 60 working days from the date of Convocation and the Bidder must submit a report to the Deputy Registrar - Academic Affairs Division confirming the successful completion of the task within 75 working days from the date of Convocation.
14. The Bidder should submit an album covering the entire event (Event story book) in the size of 12" x 15" (12" x 30") including the special occasions from the Convocation

procession, Award of degrees and speeches delivered during the Convocation. The University will not pay any fee for this service.

15. The Bidder should have professional staff assigned for all the sessions and the successful Bidder should provide the list of names with the National Identity Card (N.I.C) numbers of all staff assigned to provide Photography and Videography services during the Convocation and all staff must be appropriately dressed for the Convocation.
16. All the bids received will be evaluated by a Bid Evaluation Committee and at the end of the evaluation; a substantially responsive bidder will be selected based on the quality of the samples submitted, the experience of the bidder, the bidders' compliance to the other requirements of the University and the prices quoted by the bidder. The final decision will be taken by the Department Procurement Committee.
17. Within seven (07) days of receiving the notification of the award from the University, the successful Bidder shall furnish the Performance Security in accordance with the Performance Security Form included in Section V. Failure of the successful Bidder to submit the above- mentioned Performance Security or sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In such event the University may award the Contract to the next Bidder, whose offer is substantially responsive and is determined by the University to be qualified to perform the Contract satisfactorily. The successful bidder should submit a performance bond in the value of **LKR 800,000.00** in favour of the Vice Chancellor, Eastern University, Sri Lanka as per the format given in the Section V with the validity period of 95 working days from the date mentioned in the Awarding Letter/Contract Agreement.
18. The Performance Security will be released to the successful Bidder after the satisfactory completion of below conditions.
 - Completing the delivery of all the photographs and other purchased items to the Graduands within 60 working days from the date of Convocation.
 - Submission of a report to the Deputy Registrar – Academic Affairs Division confirming the successful delivery of all the photographs and other purchased items to the Graduands, within 75 working days from the date of Convocation.

- Submission of an album covering the entire event (Event story book) in the size of 12" x 15" (12" x 30") including special occasions from the Convocation procession, Award of degrees and speeches delivered during the Convocation along with edited full session videos of each session in full HD stored in a Pen drive or in DVDs (with plastic cover and cover print) to the Deputy Registrar – Academic Affairs Division – Eastern University, Sri Lanka, and a report confirming the successful completion of these tasks within 75 working days from the date of Convocation.
- Delivery of Photographs and other purchased items to the Graduands in compliance with the samples submitted to the University. This may be checked by a random test and the complaints received from the students will also be considered.

General Specifications and Requirements – Still Photographs

19. Cameras

- The Bidder should use a minimum of ten (10) 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 two (02) cameras (primary and secondary) with two staff members for capturing Stage photographs during the awarding ceremony

20. 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" | 1.2" |
| Landscape/Horizontal Photographs | 1.5" | 1.3" |

- Printed Output – Coloured photograph with Gloss Lamination
- Mount Color - Golden Yellow
- Frame Size – 0.2” or 0.3” (most appropriate size)
- Frame Color – Maroon
- Text Color - Maroon
- Text font - Book Antiqua, Bold, Capital letters
- University Logo shall be placed at the top, centered in suitable size with the text “EASTERN UNIVERSITY, SRI LANKA” Preferred font size: 20 (capital letters) at the top, centered.
- The text “GENERAL CONVOCATION 2025” centered at the bottom: Preferred font size 16.
- Photographs should be **printed on high quality branded paper (Fuji/Mitsubishi/Kodak or equivalent) of 250 GSM or higher. The paper brands’ watermark should be visible on the back.**
- An authorized distributor or agent should be available in Sri Lanka for the quoted paper and the bidder should attach a letter confirming the distributor or agent details along with the bid.

21. Album covering the entire event (Event story book) in the size of 12” x 15” (12” x 30”) including the special occasions from the Convocation procession, Award of degrees and speeches delivered during the Convocation. The University will not pay any fee for this service.

General Specifications and Requirements – Videography

22. Video Cameras

- The Bidder should use a minimum of six (06) video cameras for covering the entire sessions.
- All video cameras must have a resolution of 1920 x 1080, 60fps or higher.
- The Bidder should submit a letter along with the Bid document detailing the number of video cameras to be used during the Convocation, as well as the brands and models of each camera.
- All video cameras must be equipped with HDMI output.
- All video cameras should support connection to a transmitter.
- The Bidder should connect all video cameras to a mixer via a transmitter within the Main Hall during the Awarding Ceremony.
- The Bidder should use a professional branded video stabilizer and gimbals and the Bidder should submit a letter specifying the brands and models of video stabilizer and gimbals along with the Bid document

23. Drone Cameras

- The Bidder should use Drone Cameras for Video Coverage of the Convocation and must obtain the necessary approvals from the relevant authorities. The University may issue a letter confirming that the Bidder is requested to provide this service if required.
- The Bidder should have the capacity and necessary facilities to provide live video coverage using the drone cameras.
- The Bidder should submit a letter along with the Bid document detailing the number of drone cameras to be used during the Convocation, as well as the brands and models of each drone camera.
- The Bidder should have experienced professional staff to operate this camera effectively.

24. The Bidder should provide edited full session videos of each session in full HD stored in a Pen drive or in DVDs (with plastic cover and cover print).

25. The Bidder should provide all the services mentioned under the Videography section free of charge to the University.

General Specifications and Requirements – Live Streaming

26. The Convocation Ceremony should be streamed live through Official University website in accordance with the requirements of the University. All titles and banner details for each session will be provided by the University.

27. Streaming switcher/mixer

- The Bidder should use a professional, reputable brand dedicated to Streaming Switcher/Mixer.
- The device must support a minimum of eight (08) channel inputs.
- The device must have a built-in hardware streaming engine.
- The proposed device must have a minimum of one (01) HDMI output.
- The Bidder should have a backup Streaming Switcher/Mixer
- The Bidder should submit a letter along with the Bid document detailing the number of devices to be used for this purpose (including backup Streaming Switcher/Mixer), as well as the brands and models of each device.
- The Bidder should be able to live stream to YouTube and Facebook with high quality, without dropped frames.
- The Bidder must have minimum of two (02) experienced professional staff members to manage the live streaming independently.

- The Bidder must ensure the proposed drone camera can connect effectively with the specified mixer for live streaming.

28. Transmitter/Receiver

- The Bidder should use a high-quality transmitter with a power range of 200-300 meters.
- The Bidder should have a minimum of three (03) compatible high-quality transmitters for this event.
- The Bidder shall submit a letter along with the Bid document detailing the number of devices to be used during the Convocation, as well as the brands and models of each device.

29. The Bidder should use all the video cameras via the mentioned transmitter inside the Convocation Hall.

30. The Bidder should use a reputable brand of HDMI cables and converters to connect the camera with the mixer and the Bidder should attach a letter along with the Bid document detailing the number of devices to be used during the Convocation, as well as the brands and models of each device.

31. The Bidder should attach a sketch diagram for their proposed live streaming solutions.

32. The Bidder should provide all the services mentioned under the Live Streaming section free of charge to the University

General Specifications and Requirements – LED Displays

33. The Bidder should supply and install minimum of ten (10) 55" LED displays with sound system speaker arrangements at the external huts.

34. The bidder should supply two (02) 60" displays and make the necessary arrangements to install the displays inside the Main Hall with all fittings. One display will connect with the live stream, while the other will connect to a laptop to display the Graduands' profile. The Bidder should provide the necessary accessories to connect.

35. The Bidder should provide all the services mentioned under the LED Display section free of charge to the University.

General Requirements

36. The University will provide internet connectivity to connect the streaming switcher/mixer; however, the bidder should have a dedicated backup internet router with a suitable streaming data package.

37. The Bidder should appoint an overall supervisor/leader responsible for supervising and coordinating with the all staff to ensure smooth functioning without interruptions. The Bidder should provide the supervisor's contact name and number for communication during the Convocation sessions. The supervisor should make arrangements and communicate with relevant staff to resolve any issues promptly.
38. The Bidder should provide past live streaming URLs (YouTube/Facebook) along with the Bid document.



SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/E/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Section III. Bid Submission Form

Price Schedule

| S. NO | Description of the item | Unit | R. Qty | Discounted Unit Price (Rs.) | Unit VAT (18%) (Rs.) | Total Price (Rs.) {(5+6)*4} |
|-------|---|------|--------|-----------------------------|----------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 01 | Still Photograph Size - 12" x 15" with mount Coloured Photograph with Gloss Lamination Types of Photographs – Stage Photo/Studio Photo/Family Photo Only | Nos | 01 | | | |

| | | | | | | |
|----|---|-----|----|--|--|--|
| 02 | Still Photograph Size - 12" x 18" with mount Coloured Photograph with Gloss Lamination Type of Photograph - Group Photo Only | Nos | 01 | | | |
| 03 | Edited full Session Video of the Convocation in full HD with DVD (With plastic cover and cover print) | Nos | 01 | | | |

NOTE: ALL THE PRICES QUOTED ABOVE WILL BE EVALUATED AS A PACKAGE

If VAT is added for the prices quoted above, please indicate the VAT Registration Number:

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(A copy of VAT Registration Certificate should be attached).

Service Provider Agreement

The bidder is required to indicate their agreement or disagreement with the Conditions of Contract by clearly marking “Yes” or “No” in the “Bidders’ Conformity” column provided below.

| S.No | Conditions of Contract | Bidders’ Conformity (YES/NO) |
|------|---|------------------------------|
| 01 | Bid has been submitted using the form furnished in Section III and the bid has been signed by an authorized officer with the official rubber seal without any alterations to its format. | |
| 02 | Bid is valid minimum of 60 days from the date of closing bids | |
| 03 | Bid Security in the amount of LKR 25,000.00 in accordance with the format provided in the Section IV, has been submitted in the form of a bank guarantee with a validity of 90 days from the date of closing bids (valid up to 11/11/2025) and has been submitted in its original form | |
| 04 | Relevant documents have been submitted to substantiate experience in providing Photography and Videography services with Online Streaming for a minimum of five (05) University Convocations or similar events | |
| 05 | Samples of Photographs printed on the quoted material with other specifications have been submitted along with the bid and sample paper of quoted brand without any printing and lamination have been submitted along with the bid | |
| 06 | Certified copies of Business Registration have been submitted along with the bid | |
| 07 | The Photographs (Stage/Studio (Single or Family) will only be available in the size of 12” x 15” with mount and the Group Photograph will only be available in the size of 12” x 18” with mount, in accordance with the other required specifications | |
| 08 | Edited softcopies of the purchased photographs (except the Group Photo) will be given to the Graduands without any additional charge/fee | |
| 09 | Necessary facilities will be provided to Graduands to purchase an Edited full Session Video of the Convocation in full HD with DVD (with plastic cover and cover print) | |

| | | |
|----|---|--|
| 10 | Options will be provided to Graduands collect the photographs and other purchased items either from the University or from the Main branch or regional branch or to be couriered to the address provided by the Graduand | |
| 11 | The delivery of all the photographs and other purchased items to the Graduands will be completed within 60 working days from the date of Convocation and a report will be submitted to the Deputy Registrar – Academic Affairs Division confirming the successful completion of the task within 75 working days from the date of Convocation | |
| 12 | An album covering the entire event (Event story book) in the size of 12" x 15" (12" x 30") including the special occasions from the Convocation will be provided to the University free of charge | |
| 13 | Performance bond in the value of LKR 800,000.00 in favour of the Vice Chancellor, Eastern University, Sri Lanka as per the format given in the Section V with the validity period of 95 working days from the date mentioned in the Awarding Letter/ Contract Agreement will be submitted after receiving the notification of the award of contract from the University | |
| 15 | Professional staff will be assigned for all the sessions and the list of names with the National Identity Card (N.I.C) numbers of all staff assigned has been submitted | |
| 16 | Payment of non-refundable fee of LKR 2,500.00 has been made and the Bank Draft/ Deposit Slip is attached along with the bid | |
| 17 | A minimum of ten (10) professional cameras (full frame) will be used for covering the entire Convocation sessions | |
| 18 | All cameras have a resolution of 32 MP or higher | |
| 19 | A letter has been submitted 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 | |
| 20 | A minimum of two (02) cameras (primary and secondary) with two staff members will be dedicated for capturing Stage photographs during the Awarding Ceremony | |
| 21 | A minimum of six (06) video cameras will be used for covering the entire Convocation sessions | |
| 22 | All video cameras have a resolution of 1920 x 1080, 60fps or higher | |
| 23 | A letter has been submitted along with the Bid document detailing the number of video cameras to be used during the Convocation, as well as the brands and models of each video camera | |

| | | |
|----|---|--|
| 24 | All video cameras are equipped with HDMI output | |
| 25 | All video cameras support connection to a transmitter | |
| 26 | All video cameras will be connected to a mixer via a transmitter within the Main Hall during the Awarding Ceremony | |
| 27 | A professional branded video stabilizer and gimbals will be used and a letter has been submitted specifying the brands and models of video stabilizer and gimbals along with the Bid document | |
| 28 | Drone Cameras will be used for Video Coverage of the Convocation and the necessary approvals will be obtained from the relevant authorities | |
| 29 | A letter has been submitted along with the Bid document detailing the number of drone cameras to be used during the Convocation, as well as the brands and models of each drone camera | |
| 30 | Experienced professional staff are available to operate the drone cameras and the capacity and necessary facilities are available to provide live video coverage using drone cameras | |
| 31 | Edited full session videos of each session in full HD stored in a Pen drive or in DVDs (with plastic cover and cover print) will be provided to the University free of charge | |
| 32 | All the services mentioned under the Videography section will be provided to the University free of charge | |
| 33 | Convocation Ceremony will be streamed live through Official University website in accordance with the requirements of the University | |
| 34 | A professional, reputable brand dedicated to Streaming Switcher/Mixer will be used | |
| 35 | The Streaming Switcher/Mixer will support a minimum of eight (08) channel inputs | |
| 36 | The Streaming Switcher/Mixer has a built-in hardware streaming engine | |
| 37 | The proposed Streaming Switcher/Mixer has a minimum of one (01) HDMI output | |
| 38 | Backup Streaming Switcher/Mixer is available | |
| 39 | A letter has been submitted along with the Bid document detailing the number of Streaming Switchers/Mixers to be used for this purpose (including backup Streaming Switcher/Mixer), as well as the brands and models of each Streaming Switcher/Mixer | |
| 40 | Necessary facilities will be provided to live stream to YouTube and Facebook with high quality, without dropped frames | |
| 41 | A minimum of two (02) experienced professional staff members will be assigned to manage the live streaming independently | |

| | | |
|----|---|--|
| 42 | Proposed drone camera can connect effectively with the specified mixer for live streaming | |
| 43 | A high-quality transmitter with a power range of 200-300 meters will be used | |
| 44 | A minimum of three (03) compatible high-quality transmitters will be used for this event | |
| 45 | A letter has been submitted along with the Bid document detailing the number of transmitters to be used during the Convocation, as well as the brands and models of each transmitter | |
| 46 | All the video cameras will be used via the mentioned transmitter inside the Convocation Hall | |
| 47 | A reputable brand of HDMI cables and converters will be used to connect the camera with the mixer | |
| 48 | A letter has been submitted along with the Bid document detailing the number of HDMI cables and converters to be used during the Convocation, as well as the brands and models of each HDMI cable and converter | |
| 49 | A sketch diagram has been attached for proposed live streaming solutions | |
| 50 | All the services mentioned under the Live Streaming section will be provided free of charge to the University | |
| 51 | Minimum of ten (10) 55" LED displays with sound system speaker arrangements will be supplied and installed at the external huts | |
| 52 | Two (02) 60" displays will be supplied and will make necessary arrangements to install the displays inside the Main Hall with all fittings. One display will connect with the live stream, while the other will connect to a laptop to display the Graduands' profile. Necessary accessories will be provided to connect. | |
| 53 | All the services mentioned under the LED Display section will be provided free of charge to the University | |
| 54 | A dedicated backup internet router with a suitable streaming data package will be available | |
| 55 | An overall supervisor/leader responsible for supervising and coordinating with the all staff will be appointed to ensure smooth functioning without interruptions | |
| 56 | Past live streaming URLs (YouTube/Facebook) has been submitted along with the Bid document | |

Signature of the Authorized Officer:

Name of the Authorized Officer:

Designation:

Name of the Organization:

Official Seal:



SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No:

EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Section IV. FORMAT FOR BID SECURITY

[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 (insert name and address of the University)]*

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 provision of Photography and Videography Services with Online Streaming at the 29th General Convocation 2025 under Invitation for Bids No. ----- *[insert IFB number]* ("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 University during the period of bid validity,

- (i) fails or refuses to execute the Contract or
- (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB

This Guarantee shall expire:

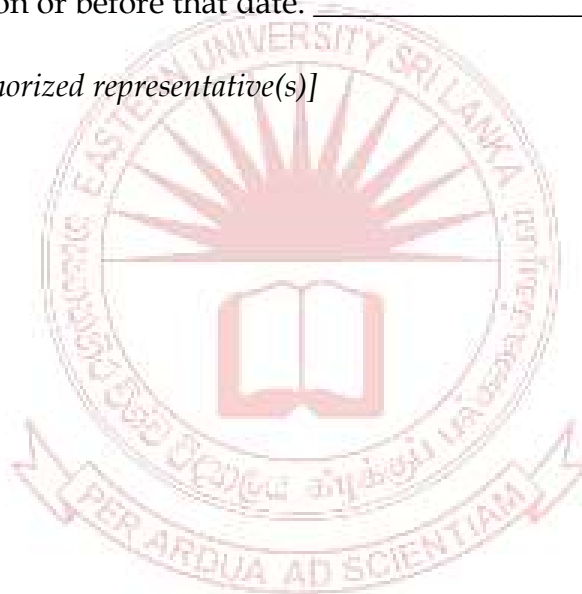
(a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or

(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)]



SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No:

EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Section V. FORMAT FOR 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, Eastern University, Sri Lanka**

Date: -----

PERFORMANCE GUARANTEE/SECURITY No.: -----

We have been informed that ----- *[name of Service Provider]* (hereinafter called "the Service Provider") has entered into Contract No. ----- *[reference number of the contract]* dated----- with you, for the ----- Provision of Photography and Videography Services with Online Streaming at the 29th General Convocation 2025 (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 Service Provider, 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, 95 working days from the date mentioned in the Awarding Letter]* and any demand for payment under it must be received by us at this office on or before that date.

[Signature (s)]

