



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 30TH GENERAL
CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA**

Procurement No: EUSL/F/S/26/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/03

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 30TH GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/26/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/03

Bids are invited to select a suitable Service Provider for the provision of Photography and Videography Services with Online Streaming at the 30th General Convocation 2026 of Eastern University, Sri Lanka, to be held in October 2026 at the premises of Eastern University, Sri Lanka.

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 bidders with Experience in State University Convocations, which will be considered as an additional advantage during technical evaluation.
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 03.09.2026 from 09.00 hours to 15.00 hours on working days at the Store and Supplies Division, EUSL, Vantharumoolai, Chenkalady. Tel. 065 2240211
4. A completed set of bidding documents in the English Language may be obtained by interested bidders upon submission of a written application by the bidder or bidders' representatives to the address Assistant Bursar, Store and Supplies, Eastern University, Sri Lanka, and upon payment of a non-refundable fee of LKR 5,000.00 per procurement document, from 9.00 a.m. to 3.00 p.m. up to 03.09.2026. The mode of payment shall be a bank draft drawn in favour of "Bursar, Eastern University, Sri Lanka" or a 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 the Vice Chancellor of Eastern University, Sri Lanka. The amount of the Bid Security shall be LKR. 25,000.00.

7. Bids will be closed at 10.30 a.m. on 04th September 2026. 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 30th General Convocation - 2026"** 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 10.30 a.m. on 04.09.2026.

Chairman,
Department Procurement Committee, Eastern
University, Sri Lanka, Vantharumoolai
Chenkalady
14.08.2026

SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 30th GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/26/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/03

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 for a 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 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 04/12/2026). 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 10.30 a.m. on 04.09.2026. 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 the 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 before 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. Before 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 30th GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

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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. The Bidder shall submit samples of Convocation Photographs printed on the quoted material and with all other specifications, in the below-mentioned sizes, and shall submit a sample paper of the quoted material brand without any printing or lamination along with the bid. Further, the Bidder should submit the soft copies of the sample photographs upon the University's request. Failure to submit the sample photographs and soft copies of the photographs as requested will result in disqualification from further evaluation.
 - Size - 12" x 15" with mount- Stage Photo/Studio Photo/Family Photo.
 - Size - 12" x 18" with mount - Group Photo.
4. The Bidder should have a valid Business Registration. Certified copies of Business Registration should be submitted for evaluation.
5. The awarding of the degree to each graduate at the stage should be captured clearly, and the Graduands could be identified clearly in the photographs.
6. The Bidder should attend the pre-bid meeting and site visit on **24.08.2026** to inspect the proposed locations, assess the site conditions, and fully understand the convocation requirements prior to submitting the bid.
7. The Bidder shall provide the necessary facilities for graduands to obtain single and family photographs seamlessly, in accordance with their requirements and preferences. For this purpose, the Bidder must set up a minimum of five (05) studio booths on the University premises. Stage and studio photographs (including full-length, bust, couple, or family portraits) must be available exclusively in a 12" x 15" size with a mount. Group photographs must be

available exclusively in a 12" x 18" size with a mount, adhering to all other required specifications. While payment for the hard copies of the photographs will be made directly by the graduands, edited digital soft copies of any purchased photographs (excluding the group photograph) must be provided to the graduands at no additional charge."

8. Graduands shall have the option to purchase any photograph, video, or approved item individually. The successful bidder shall not require Graduands to purchase a minimum quantity, package, bundle, or combination of items as a condition for sale.

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 a DVD (with plastic cover and cover print)
10. The Convocation ceremony will be held in seven (07) or eight (08) sessions, with a total of 2000 to 2500 Graduands participating in 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.
11. The Convocation Ceremony should be streamed live through the official university Email ID/Facebook ID, and the Bidder should have all the required equipment for the required purpose. Access to the University Email ID/Facebook ID 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 Bidder's company website.
12. The Graduands should have the option 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 by visiting the University, the date by which the 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 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 assign professional staff for all sessions, and the successful Bidder should provide a list of the names and National Identity Card (N.I.C.) numbers of all staff assigned to provide Photography and Videography services during the Convocation. 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 bidder's compliance with the other requirements of the University, and the prices quoted by the bidder. The Department Procurement Committee will take the final decision.
- 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 an 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 favor of the Vice Chancellor, Eastern University, Sri Lanka, as per the format given in 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 the following 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 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 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 90 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.

- The successful Bidder shall maintain a dedicated hotline/mobile number and email address for handling Graduand complaints and inquiries during the Convocation period and until completion of all deliveries.
- If any photograph, video, or printed material is found to be defective, damaged, unclear, or not in compliance with the approved sample specifications, the successful Bidder shall replace the item free of charge within fourteen (14) working days from the date of notification by the University or Graduand.
- All photographs, videos, live-stream recordings, and related media produced in connection with the Convocation shall be deemed official Convocation records. Eastern University, Sri Lanka shall have an unrestricted, royalty-free right to use such materials for academic, administrative, historical, promotional, and other institutional purposes. The successful Bidder shall not publish, distribute, upload, sell, or otherwise use such materials without the prior written approval of the University. Any breach of this condition may result in forfeiture of the Performance Security, termination of the Contract, recovery of damages, and any other action available under the law

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

The bidder shall submit all relevant and complete documentary evidence to comply with the above requirement.

20. Photographs

- Photographs should be printed with the mount, only in the sizes 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 – Colored 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 a suitable size with the text “EASTERN UNIVERSITY, SRI LANKA”. Preferred font size: 20 (capital letters) at the top, centered.
- The text “GENERAL CONVOCATION 2026” is 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 (Without Lamination) or higher. The paper brand’s 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.

The bidder shall submit a sample print prepared strictly in accordance with the specifications given above, including printed output, mount, frame, text layout, font style, colors, and paper quality requirements. The sample shall clearly demonstrate compliance with the specified design, size, and material standards.

General Specifications and Requirements – Videography

21. Video Cameras.

- The Bidder should use a minimum of six (06) video cameras to cover all 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 an 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

The bidder shall submit all relevant and complete documentary evidence to comply with the above requirement.

22. 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.

The bidder shall submit all relevant and complete documentary evidence to comply with the above requirement.

23. The Bidder should provide edited full session videos of each session in full HD stored in DVDs (with plastic cover and cover print).

General Specifications and Requirements – Live Streaming

24. The Convocation Ceremony should be streamed live through the university official email ID in accordance with the requirements of the University. All titles and banner details for each session will be provided by the University.

25. 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 a 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.

The bidder shall submit all relevant and complete documentary evidence to comply with the above requirement.

26. 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.

27. The Bidder should use all the video cameras via the mentioned transmitter inside the Convocation Hall.
28. 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.
29. The Bidder should attach a sketch diagram for their proposed live streaming solutions.

General Specifications and Requirements – LED Displays

30. The Bidder shall supply, install, test, and commission a minimum of six (06) 55-inch or 60-inch LED displays, complete with a sound system, speakers, suitable display stands, and all necessary accessories, at the designated external huts. The required number of displays may be reduced depending on the final event setup and organizational requirements. The Bidder shall also arrange and provide uninterrupted live telecasting to these displays, including all required connectors, cables, signal distribution equipment, and any other necessary accessories to ensure reliable and continuous operation throughout the event.
31. The Bidder shall provide all required video and audio connectivity to two (02) LED display Panel units; one installed in each of the two external huts. The Bidder shall coordinate with the display unit team hired by the University to ensure uninterrupted live telecasting and proper integration of the display system.

General Requirements

32. 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.
33. The Bidder should appoint an overall supervisor/leader responsible for supervising and coordinating with 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.
34. 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 30th GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

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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 Laminated without frame Size - 12" x 15" with mount Colored Photograph with Gloss Lamination Types of Photographs – • Stage Photo • Full Photo • Bust Photo • Couple / Family Photo	Nos	01			
02	Still Photograph Laminated without frame Size - 12" x 18" with mount Colored Photograph with Gloss Lamination Type of Photograph – Group Photo	Nos	01			
03	Edited full Session Video of the Convocation in full HD with DVD (With plastic cover and cover print)	Nos	01			

- **Any item or service required under these bidding documents but not separately priced shall be deemed included in the quoted prices and provided at no additional cost.**

- **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:

.....

(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)	Remarks
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 for a minimum of 60 days from the date of closing bids		
03	Bid Security for LKR 25,000.00 in accordance with the format provided in 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 04/12/2026) 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 the quoted brand, without any printing and lamination have been submitted along with the bid		
06	Certified copies of the Business Registration have been submitted along with the bid		
07	The Photographs (Stage/Studio /Single / 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 soft copies 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 to 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 90 working days from the date of Convocation		
12	An album covering the entire event (Event story book) in the size of 12" x 30", including the special occasions from the Convocation, will be provided to the University.		
13	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		
14	Payment of a non-refundable fee of LKR 5,000.00 has been made, and the Bank Draft/Deposit Slip is attached along with the bid		
15	A minimum of ten (10) professional cameras (full frame) will be used for covering the entire Convocation sessions		
16	Drone Cameras will be used for Video Coverage of the Convocation, and the necessary approvals will be obtained from the relevant authorities		
17	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		
18	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		
19	Edited full session videos of each session in Full HD, stored on a pen drive or on DVDs (with plastic covers and cover prints), will be provided to the University."		
20	All the services mentioned under the Videography section will be provided to the University.		
21	A dedicated backup internet router with a suitable streaming data package will be available		
22	An overall supervisor/leader responsible for supervising and coordinating with all staff will be appointed to ensure smooth functioning without interruptions		
23	Supply and install a minimum of six (06) 55-inch or 60-inch LED displays, complete with a sound system, speakers, suitable display stands, and all necessary accessories, at the designated external huts.		
24	Past live streaming URLs (YouTube/Facebook) have 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 30th GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No:

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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 30th General Convocation 2026 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 30th GENERAL CONVOCATION 2026 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No:

EUSL/F/S/26/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/03

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 30th General Convocation 2026 (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)]