

**Tender for the providing service of “VIDEOGRAPHY AND
PHOTOGRAPHY”**

**LBS Institute of Technology for Women, Poojappura,
Thiruvananthapuram**

Tender- No. P/1834/LBSITW/2026



**The Principal
LBS Institute of Technology for Women, Poojappura,
Thiruvananthapuram -695 012**

Phone: 0471-2349232

Tender Form

From,

.....
.....

To,

The Principal

LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram -695 012

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the articles referred to and described in the attached specification and schedule, as may be decided by the Principal, LBS Institute of Technology, Thiruvananthapuram at the rates quoted against the item. The articles will be delivered within the time and at the places specified in the schedule.

*I/We am/are remitting/have separately remitted the required amount of Rs. **xxxxx/-** (Rupees xxxxxxxx Only) as Earnest Money.

Yours faithfully

Date:

Signature

Address

*(To be scored in cases where no earnest money deposit is furnished)

NOTICE INVITING TENDER

No. P/1834/LBSITW/2026

Dated: 14.09.2026

Tender for the providing service of “VIDEOGRAPHY AND PHOTOGRAPHY” at LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram.

The Principal, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram invite Tenders from experienced and reputed videographers providing services **“VIDEOGRAPHY AND PHOTOGRAPHY ” at** LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram Details are available in www.lbt.ac.in and in www.lbscentre.kerala.gov.in

SPECIFICATION OF WORK

Sl. No.	Item	Quantity
1	Videography & Photography	Day 1 & Day 2: 5 teams- each team consists of two persons for videography and photography
		Day 3: Only one team consists of two persons for videography and photography
2	External Hard Disc	Two numbers of 2TB

- Professional video and photo coverage of programs separately
- Video recording and photos using suitable HD/4K cameras
- Complete event coverage as required
- Supply of final videos and photos in suitable digital format
- Duration of work in each day is 7 am to 7 pm
- 5 nos. videography 5 nos. photography are required for first two days
- 1 number videography & 1 number photography are required for last day

Superscription – Tender No. P/1834/LBSITW/2026 dated: 14.09.2026 for the “Providing Videography and Photography services for three days ” at LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram. (Schedule attached)	
Date and time of issuing of Tender	14.09.2026, 9.30 am
Due date and time for receipt of Tender	22.09.2026, 2 pm
Date and time for opening of Tender	22.09.2026, 3.00 pm
Earnest money deposit	Rs. 1500/- (One Thousand and Five Hundred only)

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Tender fee	Rs.400/- (Rupees Four Hundred only) + GST
Security Deposit	5% of the quoted Amount
Date up to which the rates are to be firm	Three months from the last date for submission of the Tender
Supply & for providing services	Within 3 days on receipt of the supply order
Address of Officer from whom quotation forms are to be obtained and to whom Tender are to be sent	The Principal, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram -695 012.

Reputed video graphers/authorized distributors having credible experiences can only participate in the Tender. The participating bidders are required to submit the offer for all items.

Tenders are advised to study the Tender document carefully. Submission of the Tender shall be deemed to have been done after careful study and examination of all instructions, forms, terms and required specifications in the Tender document with full understanding of its implications. Tender not complying with all the given clauses in this Tender document are liable to be rejected.

Note:

1. The acceptance of the Tender will rest with the accepting authority and does not bind the accepting authority to accept the lowest bid or any Tender and reserve absolute right to accept or reject any Tender in full or in part or all Tenders received; if no party is found suitable as per the requirement. Accepting authority reserve the right to fix the total quantity to be purchased which may change from the renderer quantity mentioned in this Tender document.
2. The Tender reserves the right to accept any Tender, and to cancel/abort the Tender process and reject all Tenders at any time prior to award of contract, without thereby incurring any liability to the renderer, of any obligation to inform the affected agency of the grounds for Principal' action and without assigning any reason.
3. The Tender inviting authority reserves the right for seeking extension of offers from the successful renderer. Acceptance of such request offer is however optional to the renderer.
4. Incomplete offers will not be considered and will be rejected.
5. Quality of the product should be ensured. Non compliance of these parameters will lead to the rejection of the product.
6. Prices should be inclusive of all taxes.

Sd/-

Dr. Smithamol.M.B
PRINCIPAL,
LBSITW POOJAPPURA

