



**UNIVERSITY OF JAFFNA – SRI LANKA**

**INVITATION FOR BIDS (IFB)**

**STILL PHOTOGRAPHY FOR 39<sup>th</sup> ANNUAL GENERAL CONVOCATION – 2025**

1. The Chairman, Procurement Committee of University of Jaffna invites sealed bids from eligible and qualified bidders for the Still Photography to cover 39<sup>th</sup> Annual General Convocation -2025 of the University of Jaffna which is scheduled to be held on 19<sup>th</sup>,20<sup>th</sup>,21<sup>st</sup> and 22<sup>nd</sup> of March, 2025.
2. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall have the valid business registration with a minimum of five-year experience in relevant field.
3. Interested bidders may obtain further information from the Finance Branch, University of Jaffna, Thirunelvely, Jaffna and view the Bidding Documents at the same address on any working day from 0900hrs to 1500 hrs. Contact number: 021 2210962/0773095966/0776186358
4. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application to the Assistant Bursar (Supplies I) Finance Branch, University of Jaffna From 10<sup>th</sup> February 2025 to 24<sup>th</sup> February 2025 from 0900 hrs to 1500 hrs upon payment of a non- refundable fee of Rupees two thousand (Rs.2000/-) to be deposited to the Peoples Bank, University of Jaffna with the Reference No “970000060000276” should be filled in the Account Number column in the Deposit Slip.
5. Bidding document and other details will be available in the University website [www.jfn.ac.lk](http://www.jfn.ac.lk).
6. Sealed Bids shall be delivered or sent by registered post to the Assistant Bursar (Supplies I) Finance Branch, University of Jaffna, P.O Box 57, Thirunelvely, Jaffna or be deposited in the tender box kept in the Finance Branch to reach on or before 10.00 am on 25<sup>th</sup> February 2025. Bids will be opened soon after closing at 10.00 am on 25<sup>th</sup> February 2025 at the Finance Branch in the presence of the bidders' representatives who choose to attend.
7. Bids shall be valid at least for a period of 60 Days from the date fixed for receiving of Bids or any extended date.

8. All Bids shall be accompanied by a Bid Security which shall be;
- In the form included in the Bidding document.
  - In favour of "Vice Chancellor, University of Jaffna"
  - For an amount of Rs. 15,000/=
  - Issued by one of the agencies (Banks) acceptable to the client.
9. Pre-Bid meeting will be held on 17<sup>th</sup> February, 2025 at 10.00 am in the Finance Branch, University of Jaffna.

**Vice Chancellor,  
University of Jaffna,  
Thirunelvely, Jaffna  
07.02.2025**

### **INSTRUCTIONS TO BIDDERS**

1. Bids must be sent in the prescribed form annexed hereto. All the bidders should fill and sign Annex 2 &3.
2. Interested bidders may obtain further information from the Finance Branch, University of Jaffna, Thirunelvely, Jaffna and view the Bidding Documents at the same address on any working day from 9:00hrs to 15:00 hrs. Contact number: 021 2210962
3. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application to the Assistant Bursar (Supplies I) Finance Branch, University of Jaffna from 10<sup>th</sup> February 2025 to 24 February 2025, from 0900 hrs to 1500 hrs upon payment of a non- refundable fee of Rupees two thousand (Rs.2000/-) to be deposited to the Peoples Bank, University of Jaffna with the Reference No “970000060000276” should be filled in the Account Number column in the Deposit Slip.
4. All Bids shall be accompanied by a Bid Security which shall be;
  - In the form included in the Bidding document.
  - In favour of "Vice Chancellor, University of Jaffna"
  - For an amount of Rs. 15,000/=,
  - Issued by one of the agencies (Banks) acceptable to the client. (Insurance Bond will not be accepted)
5. Sealed Bids shall be delivered or sent by registered post to the Assistant Bursar, Supplies I, Finance Branch, University of Jaffna, P.O Box 57, Thirunelvely, Jaffna or be deposited in the tender box kept in the Finance Branch to reach on or before 10.00 am on 25<sup>th</sup> February 2025. Bids will be opened soon after closing at 10.00 am on 25<sup>th</sup> February 2025 at the Finance Branch in the presence of the bidders' representatives who choose to attend. Bids should be sent in duplicate with all the blanks in the documents duly perfected, signed and dated, as follows, in two separate sealed covers, distinctly marked accordingly, otherwise it is likely to be rejected.
  - **ORIGINAL-PHOTOGRAPHY SERVICES –UJ/CON/Photo/39**
  - **DUPLICATE - PHOTOGRAPHY SERVICES – UJ/CON/Photo/39**
6. Pre Bid meeting will be held on 17<sup>th</sup> February 2025 at 10.00 am in the Finance Branch, University of Jaffna.
7. Bids will be opened soon after closing at 10.00 am on 25<sup>th</sup> February 2025 at the Finance Branch in the presence of the bidders' representatives who choose to attend.

### **QUALIFICATION OF THE BIDDER**

1. The bidder should have at least 5 years' experience in professional photography (**The bidder has to submit evidence in proof of his experience**)
2. The bidder should Employ at least 3 professional camera men at the site. (**Bidder Should submit the evidence to prove their experience**)
3. Bidder shall produce a copy of Business registration certificate.
4. Bidder shall not be a blacklisted Contractor.

### **VALIDITY OF QUOTATION**

1. Quotation shall be valid for 60 Days from the closing date.

### **EVALUATION OF QUOTATIONS**

1. The Quotation for Hall photography and Studio photography would be evaluated separately.
2. The followings will be considered in evaluating the bids:
  - I. Conformity with the specifications.
  - II. Compliance with the conditions.
  - III. Proof of ability and past experience of the company. (**Submit the portfolio**)
  - IV. Qualifications and experience of all 3 cameramen (specifically for hall photography).
  - V. Quality of photographs (samples) considering the following:
    - a. Quality of Print - 20 marks
    - b. Composition and framing - 20 marks
    - c. Lighting - 20 marks
    - d. Colour Balance and Exposure - 20 marks
    - e. Focusing – depth of field - 20 marks
- Quality: 50 marks (minimum of 50 marks to be obtained to become eligible for the award of contract)

**The Bidder should provide samples of photographs along with his bid for evaluation.**

Three photos (Hall photography)

- a. Profile full shot (15" X 10")
- b. Bust shot landscape (6" X 4")
- c. Wide angle landscape (6" X 4")

Three photos (Studio photography)

- d. 15"x10" size photo
- e. 6"x4" size photo

## **CONDITIONS OF CONTRACT**

1. The successful bidder/ bidders (maximum two) of the studio photography is required to set up a site/ studio for studio photography at the land space provided in the premises of the University. (Approved rate should be displayed and receipt to be given to the Students). If one bidder become successful has to pay Rs. 25,000.00 however if two bidders become successful, each have to pay Rs. 15,000.00 to the University to cover the expenses for providing space and. The successful bidder/ bidders should make suitable arrangements to issue photos to the students in Jaffna.
2. Regarding hall photography, the successful bidder has to deliver the photos to the Record Keeper, Record Room, University of Jaffna (Tel – 021 2222006) within one month from the date of Convocation. Photos of each student should be in separate envelop/ with a suitable cover with the clear identification of the student name, identification number, Faculty and session number. Rs 1000/= per day will be recovered from the performance bond for the late delivery of photos to the University. Successful bidder has to pay 10% of the total income to the University.
3. The bidder shall not sell, handover or offer the photographs to other party or use photographs for any other purposes.
4. The bidder should attach the list of equipment with their specifications, which will be used to cover the convocation (Hall photography). Also the bidder shall inform the details (name, address, qualifications and experience) of the technicians involved in the services.
5. A high quality Album with at least fifteen (15) Photos from each session of Convocation has to be given to the University free of charge.
6. Three photos (Hall photography) to be issued
  - a. Profile full shot (15" X 10")
  - b. Bust shot landscape (6" X 4")
  - c. Wide angle landscape (6" X 4")Photos should in Matte photo paper (minimum 220GSM)
7. All photographers should wear uniform while on duty within the University premises.
8. Limited photographers will be allowed on stage /front of stage (need to get prior approval). They should work according to the assigned space.
9. The photograph should have the proper composition with keeping the following;
  - a. Breathing space / Walking room
  - b. Proper point of view and angles
  - c. Depth of field
  - d. Avoiding over exposure
  - e. Capturing accurate moments
  - f. Absolute framing

### **BID SECURITY**

The bids should accompany a Bid security of Rs. 15,000/= from a recognized bank valid for 60 days from the date of bid opening. Insurance bond will not be accepted.

### **PERFORMANCE SECURITY**

Before a formal agreement is signed, the successful bidder shall be required to furnish a Performance Security for Rs. 40,000.00 for Hall photography and Rs. 20,000 for studio photography in the form of bank guarantee in the name of Vice Chancellor, University of Jaffna for the validity period of 90 days for the due and satisfactory completion of the contract.

**We agree with the above conditions**

.....

**Signature of the bidder**

.....

**Date**

### **SCHEDULE OF REQUIREMENTS**

<b>A : Convocation Hall Photography</b>	<b>Approximate numbers</b>
1. 15"x10" size photo	4000
2. 6"x4" size photo	2 (copies) x 4000
3. Soft copy of the above <b>(Each DVD including the above Photos in JPEG format Should be Issued to each and every Individuals)</b>	4000
<b>B : Studio photography</b>	
1. 15"x10" size photo	2000 to 4000
2. 12"x10" size photo	2000 to 4000
3. 6"x4" size photo	2000 to 4000
4. Other sizes (Please specify sizes and rate with annex 3, Price Schedule)	

**Note: Actual size and number can vary upon the demands**

- **The followings should be included in each package**

**1. Printed photographs**

- a. Profile full shot (15" X 10")
- b. Bust shot landscape (6" X 4")
- c. Wide angle landscape (6" X 4")

**2. DVD (Softcopy)**

**BIDDERS RESPONSE TO SPECIFICATIONS**

	<b>Requirement</b>	<b>Bidders Response (Yes/No)</b>	<b>Details/ Remarks/bidders offer</b>
<b>ITEM: A</b>  <b>Convocation</b>  <b>Hall Photography</b>	1. Professional Digital Camera- <b>Mega Pixel 24 or Higher</b>		
	2. At least 3 cameras shall operate with 3 professional photographers		
	3. Photo quality: RAW and JPEG full		
	4 <b>Size: 15"x 10"</b> (Approximate number of photographs 4000) <b>Size: 6"x 4"</b> (Approximate number of photographs 2*4000)		
	5. Print: Matte mode on Kodak/Fuji paper ( not less than 220GSM)		
	6. Lights to be used (soft box is preferable)		
	7. Using trigger at the Stage for interrupting of other Flash lights. Addition to the available lights in the stage the bidder should make confirm the better photography by providing additional appropriate lighting set up		
<b>ITEM B</b>  <b>Studio</b>  <b>Photography</b>	1. Professional Digital Camera- <b>Mega Pixel 24 or Higher</b>  2. All the necessary accessories		

**Note: Prior approval from the University authorized officer/s for all the Equipment is required and certified.**



**PRICE SCHEDULE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT RATE (IN RS. WITHOUT VAT)</b>	<b>TOTAL AMOUNT (IN RS. WITHOUT VAT)</b>
<b>A: Convocation Hall Photography</b>	15"x10" size photo	4000		
	6"x4" size photo	2x4000 (8000)		
	Soft copy of the above (in compact disk)	4000		
<b>Total for Hall Photography</b>				

We agree to provide the described services at the General convocation of University of Jaffna on ..... 2025, in accordance with the conditions and technical specifications at the above rates.

VAT Registration Number (if any): .....

.....  
Signature of the Bidder

.....  
Name of the Bidder

.....  
Date

ITEM	Description	Qty	Unit rate ( in Rs. without VAT)	Total Amount ( in Rs. without VAT)
<b>B: Studio photography</b>	15"x10" size photo	3500		
	12"x10" size photo	3500		
	6"x4" size photo	3500		
<i>Other sizes (Please specify and Give Unitrate)</i>				

**We agree to provide the described services at the General convocation of University of Jaffna on ..... 2025, in accordance with the conditions and technical specifications at the above rates.**

VAT Registration Number (if any) : .....

.....  
Signature of the Bidder

.....  
Name of the Bidder

.....  
Date