COLLEGE OF AGRICULTURE, FATEHPUR-SHEKHAWATI,
SIKAR-332301, RAJASTHAN
(Sri Karan Narendra Agriculture University, Jobner)
कृषि महाविद्यालय, फतेहपुर–शेखावाटी, सीकर– 332301,राजस्थान
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Prof. Harphool Singh
DEAN

No.F. (03)/Accounts/COA/FTR/2026/ 5057 Date: 25.11.2026

Request for Quotation

Sealed quotations are hereby invited from reputed and registered firms/agencies for providing **Photography and Videography** on the occasion of the inauguration of the New Girls' Hostel by the Hon'ble Governor of Rajasthan and Chancellor, Sri Karan Narendra Agriculture University, Jobner. The inauguration ceremony is scheduled to be held on **02.12.2026** at the **College of Agriculture, Fatehpur-Shekhawati, Sikar (Rajasthan)**. Interested firms/agencies may submit their quotations in the prescribed format along with the requisite documents. The details of the work, estimated cost and other conditions are given below:

Important Details

Particulars	**Details**
Name of Work	Photography and Videography Services for inauguration of the New Girls' Hostel
Venue	College of Agriculture, Fatehpur-Shekhawati, Sikar
Dates	02 December, 2026
Estimated Cost	Rs. 50,000/- (Rupees Fifty Thousand Only)
Budget Head	College of Agriculture, Fatehpur-Shekhawati
Last Date of Submission	01.12.2026 up to 01:00 PM
Date of Opening	01.12.2026 at 02:30 PM

The quotations will be opened on the **01.12.2026 at 02:30 PM** before the Purchase Committee by an officer duly authorized for this purpose. The information of this rate quotation is also available on the University website www.sknau.ac.in. Firms/agencies are required to enclose relevant registration documents and certificates along with the prescribed quotation form. The undersigned reserves the right to accept or reject any or all quotations, without assigning any reason thereof.

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Copy to:

1. Notice Board, College of Agriculture, Fatehpur-Shekhawati.
2. Account Section, College of Agriculture, Fatehpur-Shekhawati.
3. Concerned Purchase Committee Members.
4. Office Record.

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1. Name of Work: Photography and Videography

Scope of Work: Providing professional photography and videography services for cultural programmes and other designated activities/events of on the occasion of the inauguration of the New Girls' Hostel by the Hon'ble Governor of Rajasthan and Chancellor, Sri Karan Narendra Agriculture University, Jobner. The inauguration ceremony is scheduled to be held on **02.12.2026** at the **College of Agriculture, Fatehpur-Shekhawati, Sikar (Rajasthan)**.

Estimated Cost: Rs. 50,000/-

Financial Bid / Rate Quotation

The bidder shall quote the rates per day, inclusive of all taxes, transportation, equipment, manpower and other incidental expenses.

S. No.	Particulars/Items	Rate per Day (Rs.) (Inclusive of All Taxes and Expenses)
1.	Professional Photography	
2.	Professional Videography	

2. Terms and Conditions

1. The firm/agency must be a registered and experienced service provider dealing in professional photography and videography services.
2. The bidder shall quote separate rates for photography and videography on a per-day basis.
3. The services shall be provided from 02.12.2026 as per the inauguration of the New Girls' Hostel schedule and instructions issued by the competent authority/organizing committee.
4. The agency shall deploy experienced and professional photographers and videographers along with high-quality cameras, lenses, lighting equipment, tripods, microphones and other necessary accessories.
5. The agency shall ensure proper coverage of all assigned cultural programmes, important activities, dignitaries, guests and other events as directed by the organizing committee.
6. The agency shall ensure timely arrival and availability of its staff at the venue as per the programme schedule. No additional payment shall be admissible for late-hour coverage or extended working hours required for completion of the assigned work.
7. The agency shall provide high-resolution edited photographs in digital format and properly edited video recordings of the assigned events.
8. All photographs and video recordings shall be submitted to the College in digital format through an appropriate storage device or online transfer, as directed by the College, within the stipulated time communicated by the organizing committee.
9. The agency shall maintain proper backup of all photographs and video [illegible] delivery and acceptance of the complete

10. All photographs, video recordings and other digital content produced under this assignment shall remain the property of college. The agency shall not use or publish the same for commercial or promotional purposes without prior written permission.
11. The quotation must be submitted in a sealed envelope, duly signed and stamped by the authorized person, clearly superscribed "Quotation for Photography and Videography Services for the inauguration of the New Girls' Hostel.
12. Quotations received after the prescribed date and time or incomplete quotations without requisite documents may not be considered.
13. No advance payment shall be made. Payment shall be released only after satisfactory completion of the assigned work, submission of the required digital content and verification by the competent authority, subject to submission of the proper bill/invoice and applicable statutory deductions.
14. The agency shall be solely responsible for the safety and proper functioning of its equipment and for any loss or damage caused due to its negligence during the execution of the work.
15. The Dean, COA, Fatehpur reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason thereof. The College also reserves the right to cancel the quotation process at any stage.
16. The decision of the Dean, COA, Fatehpur, in all matters relating to this quotation and execution of the work shall be final and binding.
17. Any dispute arising in connection with the execution of the work shall be subject to the jurisdiction of the competent courts at Sikar/Rajasthan.

3. Details of the Bidder

Name of Firm/Agency: _____

Name of Proprietor/Authorized Person: _____

Complete Address: _____

Mobile Number: _____

Email ID: _____

GSTIN (if applicable): _____

PAN Number: _____

I/We hereby declare that I/we have carefully read and understood all the terms and conditions mentioned above and agree to abide by the same. The rates quoted are inclusive of all applicable taxes and other expenses.

Date: _____

Place: _____

Signature of Bidder with Seal

Name: _____