



Invitation for Bids

Selecting a Photography and Videography Service Provider for the 49th Internal Convocation University of Sri Jayewardenepura

Bids are invited to select a suitable service provider for provision of Photography and Videography Service at the 49th Internal Convocation 2023 of the University of Sri Jayewardenepura to be held on 06th, 07th and 08th October 2023 at the Bandaranaike Memorial International Conference Hall.

1. The photographer selected for this purpose should have at least 05 years of experience in photographing university convocations or similar events. Priority will be given for covering convocations with the participation of at least 1500 graduands.
2. Must be a photographer with financial stability with a turnover of at least 6 million per annum.
3. Should have at least 5 years of business registration.
4. The selected service provider should have the capacity to provide at least 10 photo booths outside the main hall of the Bandaranaike Memorial International Conference on all three days of the Convocation for the convenience of the graduates to take photographs.
5. Interested eligible bidders may obtain further information from Assistant Registrar/ Establishments (Information and Services) of the University of Sri Jayewardenepura - T.P. 011-2802856 and inspect the bidding documents during office hours on working days.
6. Bidding documents can be purchased by interested bidders on submission of a written application and on payment of a non-refundable fee of Thousand Rupees (Rs.1,000/=) on working days from **16th August 2023 to 04th September, 2023** between 9.00 a.m. to 2.30 p.m. The method of payment will be in cash to the University Shroff Counter.
7. Each bidder should pay a refundable deposit of Rs. 25,000.00 as a bid security when submitting the bid.
8. A Pre-bid meeting will be held at **10.30 a.m. on 24th August, 2023** at the Administration Board Room of the Administration Building, University of Sri Jayewardenepura. Bidders are requested to participate at this meeting to get any clarification.
9. Bids will be closed at **10.30 am on 05th September, 2023**. Duly completed bid documents in two copies along with relevant samples, in separate sealed covers marked as "Original" and "Duplicate", and both covers reinserted in a single cover captioned "**Provision of Photography and Videography Service at the 49th Internal Convocation - 2023**" in the top left corner of all the three envelopes should be sent to Assistant Registrar/ Establishments (Information & Services), University of Sri Jayewardenepura, Gangodawila, Nugegoda by registered post or enclosed in the tender box kept in the office of the Assistant Registrar/ Establishments (Information & Services) Division to receive on or before **10.30 am on 05th September, 2023**.
10. Bids will be opened immediately after the closure of bids: **10.30 a.m. on 05th September, 2023** at the Administration Board Room of Administration Building and the bidders or their authorized representatives may participate at the bid opening.

11. Incomplete and late bids will be rejected. Any proofs of posting will not be accepted in case of delays.
12. Final decision will be made by the Department Procurement Committee.

Chairman
Department Procurement Committee (Minor)
University of Sri Jayewardenepura
Gangodawila
Nugegoda
15/08/2023