

Ref. No.: NCAAH/AQUAMAP25/2024-25/99

Date 21/12/2024

**Quotation Notice**

Competitive quotations are invited for photography and videography including editing and production of reels/short videos for website & social media in association with AQUAMAP25. Sealed covers containing quotation superscribed "Photography and Videography for AQUAMAP25" due on 28/12/2024 should reach the under signed on or before 28/12/2024.

The complete details of the bidder along with **full address, GST Registration Certificate copy, e-mail id, mobile number** for speedy communication may also be invariably enclosed.

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**QUOTATION**


Name of work: **PHOTOGRAPHY AND VIDEOGRAPHY INCLUDING EDITING AND PRODUCTION OF REELS/SHORTVIDEOS FOR WEBSITE & SOCIAL MEDIA IN ASSOCIATION WITH AQUAMAP25**

**SPECIFICATION**

- Three Full Days of coverage (For 12 hours on day 1, 16 hours on day 2, and 10 hours on day 3 Approx.) Digital Videography with operator(s) with HD and Above quality
- Three Full Day coverage Digital Still Photography with an operator(s) (For 12 hours on day 1, 16 hours on day 2, and 10 hours on day 3 Approx.)
- Video and photography should cover all sessions for the three days (main stage, dining areas, registration area, exhibitions and poster presentations, and premises of the venue, including holders in the gates).
- The still photography operator should provide photographs after each session to the event media/technical team for press and media communications, social media updates, and news releases.
- The operators should provide important videos and photographs to present on the digital screens in the venue after each session.
- The operators should be aware of online session management and live streaming.
- The Zoom workspace should be provided with host control to accommodate 500 participants and recording options for all the sessions.
- The processed short videos/reels should be provided consolidating key events.
- A photo album should be provided.
- Digital versions of all the photographs and videos, both originals and processed should be handed over to the Organizing Secretary/ Convener, AQUAMAP25

## Terms and conditions

1. The Centre has the right to reject any quotation without assigning any reason.
2. The rates quoted should be with GST other charges if any should be shown separately.
3. The rate quoted should be valid at least for a period of two months and no revision in rates will be considered.
4. No advance will be paid, and payment will be made only upon satisfactory completion of the work.
5. GST number and Income Tax PAN, if any, should be indicated. CUSAT GST No. is **32AAALC0844J1ZJ**.
6. Taxes as per the Govt. of India norms.

DIRECTOR   
NATIONAL CENTRE FOR AQUATIC ANIMAL HEALTH

Director  
National Centre for Aquatic Animal Health  
Cochin University of Science & Technology

