



Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/06

Date: 15.10.2026

To,
M/s [Name of Firm]
Address
Email:
Contact No.:
GSTIN:

Sub: Quotation enquiry for hiring of photographer & videographer with drone service for RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026 at RGIPT Jais, Amethi.

Dear Sir,

We request you to submit your competitive rates (quotation) for hiring of photographer & videographer with drone service for RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026 at RGIPT Jais Campus as per the attached BOQ as **Annexure – 1** on company letterhead.

Terms & conditions:

1. The quoted rate should be inclusive of **GST charges**.
2. GST number should be mentioned in the quotation.
3. The quotation should be sent to us duly **Signed and Stamped** only in **Sealed Envelope** and Super scribed as **Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/06, Quotation for hiring of photographer & videographer with drone service for RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026 at RGIPT Jais, Amethi** by speed post/courier or by hand to the Office of Dean, Student Affairs, RGIPT Jais, Amethi.
4. **Payment Terms:** 100% payment shall be released after successful completion of the work to the satisfaction of the Indenter, submission of the original GST invoice, and delivery of all specified photographs, videos, and other deliverables to the Institute, subject to verification and completion of the prescribed formalities.
5. Quotation received after the due date, for whatever reason, will not be considered for evaluation. The order will be awarded to the vendor, whose rate will be lowest in grand total.
6. The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.
7. Your sealed quotation should be addressed to: **The Dean, Student Affairs, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Mubarakpur Mukhetiya More, Post - Harbanshganj, Jais, Amethi, UP – 229304.**
8. For any queries or clarifications, please contact the office at Mobile Nos. 9140949548 / 9554893195 between 9:00 AM and 6:00 PM on working days.
9. **LAST DATE FOR SUBMISSION OF QUOTATION ON OR BEFORE 22.10.2026 BY 4:00 PM.**

Assistant Dean, Student Affairs

Dean, Student Affairs
& Chairman, Purchase Committee
डॉ० कौशिक गुहा बिस्वास
Dr. Koushik Guha Biswas
अभिधान, अमर बागवले
Dean, Student Affairs
अरजिआई मोटी जायस, अनेठी
Mubarakpur Mukhetia More, Bahadurpur, Post : Harbanshganj, Jais, Amethi-229 304, U.P., India

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Event Name: RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026

Event Date: 30th October to 02nd November 2026

Event Venue: RGIPT Jais Campus

Sl. No.	Item Description	Total Amount
A	Photography & Videography of RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026 event with Drone Service Event Name: RGIPT Annual Cultural & Social Fest KALTARANG & SOUHARDYA 2026 Venue: RGIPT Jais, Amethi Date: 30th October to 2nd November 2026 (Four Days) Timing: 9:30 AM to 10:00 PM • Complete photographic and video coverage of event activities, performances, sponsor banners and logos, branding, decorations, and other important event highlights. • Drone-based aerial photography and videography throughout the event, subject to applicable permissions and safety requirements. • Delivery of 8–10 high-quality, edited photographs per day for press releases, media publications, and official communication. • Creation of 10–15 professional Instagram Stories per day for the event's official social media handles. • Daily wise 4 Highlighted reels • Delivery of a professionally edited event after movie of at least 10 minutes. • Delivery of at least 500 edited photographs for the official social media handles of the event, along with requested team photographs, behind-the-scenes (BTS) photographs, and other relevant shots.	
B	GST @ ____ %	
C	Total Amount (Sl. No. A, B)	

Note: "All photographs and videos shall be professionally captured and edited, and the final deliverables shall be submitted to the Institute in the agreed digital format and within the timelines specified by the Institute."




 डॉ० कौशिक गुहा बिस्वास
 Dr. Koushik Guha Biswas
 अधिष्ठाता, छात्र मामले
 Dean, Student Affairs
 आरजीआईपीटी जायस, अमेठी
 RGIPT Jais, Amethi