

**NATIONAL TEXTILE UNIVERSITY, FAISALABAD**  
**School of Arts & Design**  
**Specification (Detail)**

**Specifications: Graduate Catalogue**

- Graduate Catalogue Length: The Graduate Catalogue should consist of approximately 150 pages (maximum). However, the number of pages can be adjusted to accommodate design requirements.
- Size: The catalogue dimensions should be 9.5" x 7", offering a convenient and visually appealing format.
- Material: The pages of the catalogue should be printed on high-quality 135 to 150 gsm Matt Prime Imported Paper, ensuring durability and a premium feel.
- Printing: The catalogue should be printed using the 4-color printing process (4 + 4 colors), allowing for vibrant and accurate reproduction of images and text. Additionally, a protective Aqua Coating should be applied to enhance the visual appeal and longevity of the catalogue.
- Title Page: The title page should be printed on 300gsm Art Card, featuring Matt Lamination and Spot UV effects for an impressive and sophisticated presentation.
- Binding: The catalogue should be soft bound, providing flexibility and ease of use.

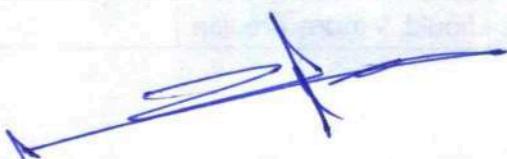
200

**Designing Responsibility:**

- Raw text and pictures will be provided to the vendor for incorporation into the catalogue.
- The vendor will be responsible for the design layout, ensuring an aesthetically pleasing and organized presentation.
- The design proposal will be submitted to the committee for approval before proceeding with printing.

**Quality Assurance:**

- Bidders must provide a certificate stating their thorough review and examination of the reference sample provided. By submitting their bid, vendors must affirm their commitment to supplying the catalogue with the same level of quality in all aspects, including paper, printing, finishing, and binding. The final design should meet the approval of the committee and adhere to the specifications outlined in this bid invitation, reflecting the highest standards of craftsmanship and attention to detail.



<p>Please note that bids lacking the required certificate of review, commitment to quality, and design approval process will be deemed ineligible for consideration.</p>		
<p><b>Specification Details:</b></p> <p>1. Appreciation Certificates:</p> <ul style="list-style-type: none"> <li>- Material: 350 GSM Matt Card of approved texture and quality</li> <li>- Printing: Four-color printing</li> <li>- Size: A4</li> <li>- Quantity: 200 certificates required</li> </ul> <p>Note: The vendor shall be responsible for the design of the appreciation certificates based on the raw information provided by the user. The design should be in accordance with the desired standards and specifications mentioned above.</p> <p>Please ensure that the certificates are printed on the specified material with the approved texture and quality. The design should be visually appealing, professional, and in line with the purpose of appreciation.</p> <p>Note: All tender items or services will be subject to the final quality approval by the event QA committee.</p>	200	
<p><b>Portable Air Conditioning/Chiller:</b></p> <ul style="list-style-type: none"> <li>• Capacity: The air conditioning/chiller unit should have a capacity of 150 HP, ensuring efficient cooling for the designated area.</li> <li>• Mobility: The unit should be easily movable and designed for portable use, allowing for flexible installation and relocation as per requirements.</li> <li>• Energy Source: The air conditioning/chiller unit should be designed to operate without electricity. It should be compatible with external power sources provided by the user, such as generators or alternate power supply systems.</li> <li>• Cooling Efficiency: The unit should deliver effective and reliable cooling performance, maintaining a comfortable and controlled temperature in the desired area.</li> <li>• Temperature Control: The air conditioning/chiller unit should feature precise</li> </ul>	For 10 days	

<p>temperature control capabilities, allowing users to adjust and maintain the desired cooling levels.</p> <ul style="list-style-type: none"> <li>Environmental Considerations: The unit should be designed to minimize environmental impact, considering factors such as energy efficiency and the use of eco-friendly refrigerants.</li> </ul> <p><b>Installation, Commissioning, Operation, and On-Site Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Installation: The vendor should provide professional installation services, ensuring proper setup and connection of the portable air conditioning/chiller unit at the designated site.</li> <li>Commissioning: The vendor should conduct comprehensive commissioning procedures to verify the correct functioning and performance of the unit.</li> <li>Operation: The vendor shall be responsible for operating the portable air conditioning/chiller unit on-site for the designated period specified in the agreement. This includes monitoring the unit's performance, maintaining the desired temperature, and ensuring smooth operation throughout the duration.</li> <li>Maintenance Support: The vendor should offer ongoing maintenance support and periodic servicing to ensure the optimal performance and longevity of the air conditioning/chiller unit. This should include access to spare parts and a responsive customer service helpline for any technical assistance required.</li> <li>Please note that all equipment, components, and services provided must meet industry standards and safety regulations. Bidders should provide detailed information regarding the technical specifications, certifications, and warranty coverage for the portable air conditioning/chiller unit.</li> </ul>		
<p>Publicity material/media, backgrounds, color inks, as per samples available at School of Arts &amp; Design</p> <ol style="list-style-type: none"> <li>Media for Printing: <ul style="list-style-type: none"> <li>- Glossy Flex for Printing (240 g): 60" wide, 861 Sq ft</li> </ul> </li> </ol>	Media. 1722 SFT Ink 08 liters Solvent 02 liter	

<ul style="list-style-type: none"> <li>- Matt Flex for Printing (260 g): 60" wide, 861 Sq.ft</li> </ul> <p>2. Ink for Flex Printing: -Cyan, Yellow, Black, Magenta: 02 sets (1 liter of each color)</p> <p>3. Solvent Cleaner: - Solvent Cleaner: 02 liters</p> <p>For the media, please provide Glossy Flex and Matt Flex for printing, each measuring 60" in width and totaling 861 square feet. Ensure that the media meets the specified weight and width requirements.</p>		
<p><b>Refreshment for Guests/Visitors (per guest):</b></p> <ul style="list-style-type: none"> <li>• Mineral Water: <ul style="list-style-type: none"> <li>Quantity: Each guest/visitor should be provided with 500 ml of mineral water.</li> <li>- Packaging: The mineral water bottles should be securely packed to maintain their freshness and prevent any leakage.</li> <li>- Cold State: The mineral water bottles should be supplied in a chilled state, ensuring a refreshing and cool drinking experience for the guests/visitors.</li> <li>- Brand Requirement: Only tier one/top quality international brands of mineral water will be accepted.</li> </ul> </li> <li>• Bottled/Packed Juice: <ul style="list-style-type: none"> <li>- Quantity: Each guest/visitor should be provided with 250 ml of bottled/packed juice.</li> <li>- Variety: The bottled/packed juice should be a popular and widely consumed brand, offering a range of</li> </ul> </li> </ul>	1000 guest	

flavors such as fruit juices or vegetable juices.

- Packaging: The bottled/packed juice should be securely packed to maintain its freshness and prevent any spillage.

- Brand Requirement: Only tier one/top quality international brands of bottled/packed juice will be accepted.

- Delivery and Presentation:

- Cold State: Both the mineral water bottles and bottled/packed juice should be delivered to the site in a cold state, maintaining their desired temperature.

- Packaging: The refreshments should be properly packed and sealed, ensuring hygiene and preventing any contamination.

- Presentation: The packaging should be visually appealing and presentable, reflecting a professional and high-quality image.

- Quality Assurance:

- Freshness: The mineral water and bottled/packed juice should have a long shelf life, ensuring that they are fresh and safe for consumption.

- Brand Reputation: The mineral water and bottled/packed juice brands provided should be reputable and well-known for their quality and taste.

- Compliance: The refreshments should comply with all relevant food safety and quality regulations.

- Supply Schedule and Timely Delivery:

<ul style="list-style-type: none"> <li>- Distribution: The supply of refreshments shall be distributed over a period of 10 days, in accordance with the schedule of the thesis display.</li> <li>- Vendor Stall or Vending Point: The selected vendor shall establish a dedicated stall or vending point on-site, strategically located for easy access by guests/visitors.</li> <li>- Timely Delivery: The vendor should ensure punctual delivery of the refreshments as per the specified schedule, adhering to the allocated time slots for each day.</li> </ul> <p><b>Note:</b> Bidders should provide detailed information regarding the tier one/top quality international brands of mineral water and bottled/packed juice they propose to supply. Only proposals featuring these brands will be considered. Samples may be requested for evaluation to ensure compliance with the specified requirements.</p> <p>To ensure timely delivery and convenient access for guests/visitors, the selected vendor shall establish a dedicated stall or vending point on-site, strategically located in a prominent area. The stall or vending point should be visually appealing, well-maintained, and staffed by professional personnel to provide efficient and friendly service.</p>		
<p><b>Annual Dinner Arrangement for Graduating Students</b></p> <p>Menu:</p> <p><b>F</b> - One Dish Menu: The dinner menu should consist of a single dish that is suitable for a large gathering, ensuring a diverse and enjoyable dining experience for the graduating students.</p>	170 Persons	

- Food Quality: The dish should be prepared using high-quality ingredients, maintaining hygiene and adhering to food safety standards.

- Vegetarian and Non-Vegetarian Options: The dish should have both vegetarian and non-vegetarian variants, accommodating the dietary preferences of all attendees.

- Quantity: Sufficient servings should be provided to accommodate the expected number of guests.

#### Beverages:

- Non-Carbonated Drinks: Only non-carbonated beverages, such as bottled juices, flavored water, and mocktails, should be provided as drink options for the guests.

- Brand Requirement: Only reputable and well-known brands of non-carbonated drinks should be included to ensure quality and taste.

#### Dessert/Sweets:

- Assortment of Sweets: A selection of traditional sweets and desserts should be included in the menu, offering a sweet ending to the dinner.

- Variety: The assortment should feature a range of flavors and textures, catering to different preferences.

#### Seating and Lighting Arrangement:

- Comfortable Seating: Adequate seating arrangements, such as chairs and tables, should be provided to accommodate all the guests comfortably.

- Spacious Layout: The seating arrangement should be organized in a way that allows sufficient space for guests to move around and interact.

- Lighting: Appropriate lighting should be set up to create a pleasant ambiance and ensure proper visibility for the guests.

#### Provision of Revolving Fans:

- Comfortable Environment: Revolving fans should be strategically placed to ensure a comfortable and well-ventilated dining environment for the guests.
- Adequate Number: Sufficient revolving fans should be provided to cover the entire dining area, maintaining a pleasant temperature.

#### Sound System and Temporary Stage:

- Sound System: A high-quality sound system should be provided to ensure clear and audible announcements, speeches, and background music during the event.
- Temporary Stage: A temporary stage with dimensions of 15ft by 10ft should be constructed, providing a designated area for performances, speeches, and other event-related activities.

#### Venue Preparation:

- Open Area: The dinner arrangement should be made in an open area within the university premises, offering a spacious and suitable location for the event.
- Cleanliness: The venue should be clean and well-maintained before and during the event, providing a pleasant atmosphere for the graduating students.
- Cleaning After Dinner: The vendor shall be responsible for the cleaning of the venue after the dinner, ensuring that it is left in a tidy and presentable condition.

#### Quality Assurance:

- Food Safety: All food items and beverages should comply with the relevant food safety and hygiene regulations, ensuring the well-being of the guests.

- Taste and Presentation: The dishes and sweets should be flavorful, visually appealing, and presented in an attractive manner.
- Service Standards: The service staff should be trained, courteous, and professional, delivering excellent service throughout the event.

**Note:** Bidders should provide detailed information about the proposed menu, including the dish, non-carbonated drinks, and assortment of sweets. Emphasis should be placed on the quality of ingredients, taste, and presentation. Samples may be requested for evaluation. The seating arrangement, lighting setup, provision of revolving fans, sound system, and temporary stage should be described in detail to ensure a comfortable and enjoyable experience for the graduating students. The bidder should also include a plan for post-event cleaning of the venue.

<b>Miscellaneous items Specification Details:</b>		
<p><b>1. Souvenir Framing:</b></p> <ul style="list-style-type: none"> <li>- Size: 18"x24"</li> <li>- Frame: 1-inch black matt frame</li> </ul> <p>- Mounting Sheet: 2-inch off-white window cut mounting sheet, 3mm thick</p> <ul style="list-style-type: none"> <li>Logo printed on frame (3/4 x 3 inch)</li> <li>- Quantity: Total of 15 frames required</li> </ul> <p><b>2. Flower Bouquets:</b></p> <ul style="list-style-type: none"> <li>- Size: 18"x30"</li> <li>- Flowers: Seasonal flowers with a combination of tulips and lilies</li> </ul>	Lumpsum	

<ul style="list-style-type: none"> <li>- <b>Packing:</b> Good packing ensuring no harmful leaves or plants</li> <li>- <b>Quantity:</b> Three flower bouquets required to be supplied one per day at 10.30 AM on Day 1, Day 4, and Day 7</li> </ul> <p><b>3. Ribbon for Opening Ceremony:</b></p> <ul style="list-style-type: none"> <li>- <b>Length:</b> Two rolls of 10 yards each</li> <li>- <b>Width:</b> 1 inch</li> <li>- <b>Material:</b> Satin silk fabric</li> <li>- <b>Color:</b> White</li> </ul> <p><b>4. Cable Ties:</b></p> <ul style="list-style-type: none"> <li>- <b>Length:</b> 12 inches (Quantity: 1000 pieces), 8 inches (Quantity: 1000 pieces)</li> <li>- <b>Material:</b> Nylon cord, 2/8" thick (200 meters)</li> <li>- <b>Fish Cord:</b> 0.7 mm (400 meters)</li> </ul> <p><b>5. Adhesive Tapes:</b></p> <ul style="list-style-type: none"> <li>- <b>Type:</b> Transparent adhesive tapes</li> <li>- <b>Quantity:</b> 1/2" width (10 rolls), 1" width (10 rolls)</li> </ul>		
<p><b>Ramp and allied arrangements for Fashion Show:</b></p> <ul style="list-style-type: none"> <li>- <b>Dimensions:</b> The ramp should have a length of 40ft and a width of 08ft, providing a spacious and suitable platform for models to showcase their designs.</li> <li>- <b>Sturdy Construction:</b> The ramp structure should be sturdy and capable of supporting the weight of models and any additional equipment.</li> </ul>	Lumpsum	

- Safety Measures: Non-slip surface materials should be used to ensure the safety of the models during their walk.

#### Light Truss and SMD Display:

##### - 1. Light Truss System:

- A complete light truss system shall be provided.
- The truss system should be designed to securely hold and position lighting fixtures for optimal illumination of the stage and ramp area.
- The truss material should be durable and capable of withstanding the weight and stress of the lighting fixtures.
- The truss system should be adjustable to allow for flexible positioning of the lights as per the event requirements.

##### 2. Lighting Fixtures:

- High-quality lighting fixtures shall be included as part of the system.
- The fixtures should provide sufficient brightness and coverage to illuminate the stage and ramp area effectively.
- The fixtures should have adjustable angles and beam widths to achieve desired lighting effects.
- LED lights are preferred for their energy efficiency and long lifespan.
- The fixtures should have the option for different lighting effects, such as color mixing or strobe effects, to enhance the visual appeal of the fashion show.

##### 3. Remote Control:

- The lighting system should include a remote control functionality.

- The remote control should allow for convenient adjustment of the lighting settings, including brightness, color, and effects.

- The remote control range should be sufficient to operate the lights from a reasonable distance.

#### SMD Display for Fashion Show:

##### 1. Size and Configuration:

- The SMD display should cover the full width of the stage, approximately 32 feet.

- It should be designed in a three-segment configuration, consisting of two wings on each side and a central big piece.

- The wings and central piece should seamlessly integrate to form a cohesive visual display.

- The height of the SMD display should be 10 feet, providing sufficient visibility to the audience.

##### 2. Display Technology:

- The SMD display should utilize advanced LED technology for vibrant and high-resolution visuals.

- It should have a pixel pitch suitable for displaying clear images and videos from a distance.

- The display should have a wide viewing angle to ensure visibility from different parts of the venue.

- The LED modules used in the display should be of top quality, offering

<p>consistent brightness and color reproduction.</p> <p><b>3. Multimedia Support:</b></p> <ul style="list-style-type: none"> <li>- The SMD display should support multimedia content playback, including images, videos, and animations.</li> <li>- It should be compatible with various media formats and resolutions.</li> <li>- The display system should have the capability to seamlessly switch between different content sources during the fashion show.</li> <li>- It should have sufficient connectivity options to interface with multimedia devices such as laptops, media players, or live video feeds.</li> </ul>		
<p><b>4. Control System:</b></p> <ul style="list-style-type: none"> <li>- The SMD display should come with a reliable control system for managing and controlling the content playback.</li> </ul>		
<p><b>Stage:</b></p> <ul style="list-style-type: none"> <li>- Dimensions: The stage should measure 32ft by 20ft, offering a spacious performance area for models, performers, and event participants.</li> <li>- Sturdy Construction: The stage structure should be robust and stable, capable of supporting the weight of individuals and equipment.</li> <li>- Lining and Covering: All linings and coverings used on the stage should be clean and wrinkle-free, ensuring a professional and polished appearance.</li> </ul> <p><b>Sound System:</b></p> <ul style="list-style-type: none"> <li>- High-Quality Sound: A professional</li> </ul>		

Pro and High Definition array sound system, sound system should be provided to deliver clear and balanced audio for announcements, music, and performances during the fashion show.

- Audio Equipment: The sound system should include microphones, speakers, amplifiers, and any other necessary audio equipment for optimal sound quality.

#### Smoke System:

- Special Effects: A smoke system should be installed to create captivating visual effects on the stage, adding depth and ambiance to the fashion show.

- Safe Operation: The smoke system should comply with safety regulations and guidelines to ensure the well-being of the performers and audience.

#### Ramp Side Effects:

- Paper Poppers: The sides of the ramp should be fitted with paper poppers, which can be remotely triggered during the finale walk to create an exciting and celebratory atmosphere.

#### Installation of Photo Stall Backdrop:

- Dimensions: The photo stall backdrop should have dimensions of 8ft by 16ft, providing a visually appealing background for photography.

- User-Provided Frames and flex: The user will provide two frames measuring 8ft by 8ft, and the vendor will install the printed flex onto the frames to create the backdrop.

- Installation Duration: The installation of the photo stall backdrop should be completed within a single day.

#### Quality Assurance:

- Cleanliness: All equipment, linings, and coverings should be thoroughly cleaned and maintained to ensure a crisp and professional appearance.

- Safety Measures: The installation should comply with safety standards and regulations, prioritizing the well-being of the models, performers, and attendees.

- Equipment Reliability: All audio, lighting, and smoke systems should be of high quality and in excellent working condition, ensuring uninterrupted operation throughout the fashion show.

Note: Bidders should provide a detailed plan for the construction and installation of the ramp, light truss, SMD display, stage, sound system, smoke system, and photo stall backdrop. Emphasis should be placed on the quality, safety, and reliability of the equipment and installations. The vendor is responsible for the cleanliness and maintenance of all components. Samples or demonstrations may be requested for evaluation. The installation and dismantling of the equipment should be completed within the specified timeframe.

#### Seating Arrangement for Fashion Show:

- Sofa Seating: Provide 100 comfortable and stylish sofas for the fashion show attendees. The sofas should be well-padded, visually appealing, and kept impeccably clean throughout the event.

- Standard Chairs: Arrange 100 standard chairs that are sturdy, ergonomic, and maintained in a pristine condition for the comfort of additional guests.

#### Quality Assurance:

- Cleanliness: The seating options should be thoroughly cleaned and free from any stains, dirt, or debris. Regular maintenance and cleaning should be conducted during the event to ensure a hygienic seating environment.

- Comfort: Prioritize the comfort of the guests by providing well-cushioned seating options that allow

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Sofa Seating 100		
Standard chairs 100		

them to enjoy the fashion show without any discomfort or distractions.

- **Aesthetics:** The sofas and chairs should be visually pleasing, enhancing the overall ambiance and theme of the event.

**Note:** Bidders should provide details and specifications of the sofas and standard chairs they propose to supply, with an emphasis on their cleanliness and maintenance procedures. Samples or demonstrations may be requested for evaluation. The vendor is responsible for the arrangement, setup, and ongoing cleanliness of the seating area. Regular checks and cleaning should be conducted during the event to ensure a pleasant seating experience for all guests.

#### **Supply of Lunch for Jurors:**

- **Menu:** Provide a well-balanced lunch consisting of one dish, a sweet dessert, cold drinks, and mineral water for each juror.

- **Quantity:** The lunch should be prepared for four persons on Day 1, Day 4, and Day 7 of the event.

- **Freshness:** Ensure that the lunch is freshly prepared and delivered to the designated area in a timely manner. The food should be served at an appropriate temperature to maintain its quality and taste.

- **Suitably Hot/Cold State:** Hot dishes should be served hot, maintaining their temperature and ensuring they are not lukewarm or cold. Cold drinks and mineral water should be served chilled, maintaining a refreshing state.

12 Persons

- Quality Assurance: Emphasize the use of high-quality ingredients, hygienic preparation methods, and adherence to food safety standards throughout the lunch preparation and delivery process.

- Packaging: Proper packaging and labeling should be implemented to preserve the freshness and integrity of the food items during transportation and serving.

**Note:** Bidders should provide detailed information regarding the proposed lunch menu, including dish options, sweet dessert choices, and the variety of cold drinks to be supplied.

Additionally, the vendor should highlight their commitment to maintaining the freshness and appropriate temperature of the food items. Samples or tastings may be requested for evaluation. The vendor is responsible for the timely delivery of the lunches to the designated area on each specified day.

#### **Providing and Spreading Floor Covering/Carpet:**

- Floor Protection: The vendor is responsible for providing and spreading a thick floor covering or carpet of a neutral color tone to protect the synthetic three badminton courts during the event. The floor covering should be capable of preventing any damage to the court surface and providing a suitable base for the placement of 8ft x 8ft frames.

- Size and Quantity: The floor covering should be sufficient to cover the entire area of the badminton courts, as per the prescribed size. The exact

6000 SFT for 10 Days

dimensions will be provided by the management committee.

- Quality and Durability: The floor covering should be of high quality, durable, and capable of withstanding foot traffic and the weight of the frames placed on top of it. It should not leave any marks or residue on the court surface.

- Neutral Color Tone: The color tone of the floor covering should be neutral to blend well with the surroundings and not clash with the overall event aesthetics.

- Rate Quotation: Bidders should provide a per square foot rate for the supply and spreading of the floor covering. The quotation should be inclusive of all associated costs, including material, labor, and any additional services required.

#### Quality Assurance:

- Floor Protection: Ensure that the floor covering provides effective protection to the synthetic badminton court, preventing any damage or markings.

- Durability: Use high-quality materials that can withstand heavy usage and foot traffic without wearing out or losing their protective qualities.

- Installation: Professionally spread the floor covering, ensuring it is free from wrinkles, securely fixed, and properly aligned to cover the entire badminton court area. Installation should be completed a day before the event.

- Cleanup: Remove and clean the floor covering after the event, leaving the badminton court in its original condition without any residue or marks.

Note: Bidders should submit detailed specifications and samples of the proposed floor covering/carpet along with their quotation. The samples will be evaluated for quality, durability, and suitability. Any additional services related to the floor covering, such as installation, removal, and cleanup, should be clearly outlined in the bid.

**Digital Photography Services for 10-Day Event:**

**1. Pre-event Preparations:**

- Pre-event Meeting: The vendor must attend a pre-event meeting with the management committee to discuss the event requirements, schedule, and expectations.
- Equipment Check: The vendor should ensure that all photography equipment, including cameras, lenses, lighting, and accessories, are in proper working condition and ready for use.

Lumpsum

**2. Event Days Coverage:**

- Comprehensive Coverage: The vendor will provide photography services for the duration of the 10-day event. This includes capturing candid moments, keynote speeches, presentations, panel discussions, and other significant activities.
- Skilled Photographers: The vendor should assign skilled photographers

with experience in event photography to ensure high-quality and professional coverage.

- **Multiple Locations:** The event may take place in different venues or areas. The vendor should be able to cover all locations and manage the logistics accordingly.

### 3. Product Photography for Student Displays:

- **Quantity:** The vendor will capture two pictures of each student display, resulting in a total of 125 students.

- **High-Quality Images:** The pictures should be of high resolution and showcase the details and aesthetics of the student displays effectively.

- **Post-processing:** The vendor should provide basic editing, retouching, and color correction for the product images to enhance their visual appeal.

### 4. Fashion Show Coverage:

- **Photography and Videography:** The vendor should capture the fashion show, including the models' walks, outfits, and overall ambiance.

Additionally, the vendor should record three videos: one covering the entire fashion show, one focusing on the highlights of the event, and one short post-event promotional video.

- **Editing and Post-production:** The vendor is responsible for editing the captured videos, including adding transitions, music, sound effects, and

voice-overs to create a professional and engaging final product.

#### 5. Deliverables and Timeline:

- **Delivery Schedule:** The vendor should provide a detailed timeline for delivering the edited photos and videos. This timeline should include the post-production process, quality checks, and final submission dates.
- **Digital Format:** All photos and videos should be provided in a high-resolution digital format, compatible with common viewing platforms and suitable for online and offline distribution.
- **Copyright and Usage:** The management committee will retain the rights to use the photos and videos for promotional and documentation purposes related to the event and the institution.

#### 6. Quality Assurance:

- **Professionalism:** The vendor and their team should exhibit a high level of professionalism throughout the event, ensuring punctuality, appropriate attire, and effective communication with the event organizers.
- **Technical Expertise:** The vendor should possess the necessary photography and videography skills, using professional-grade equipment and techniques to capture high-quality images and videos in various lighting conditions.
- **Editing and Post-production:** The vendor should have expertise in editing software and techniques to deliver well-

edited, visually appealing photos and videos that align with the event's theme and requirements.

Note: Interested vendors should submit a comprehensive proposal that includes their experience, portfolio, equipment list, delivery schedule, and pricing details. The proposal should address all the specified requirements and demonstrate the vendor's ability to meet the event's photography and videography needs.

**Vendor Confidentiality Agreement:**

The selected vendor must sign a Non-Disclosure Agreement (NDA) prior to the commencement of any photography or videography services. The purpose of this agreement is to ensure the protection of sensitive and confidential information, as well as to maintain the privacy and exclusivity of the captured materials. The terms of the NDA include:

**1. Non-Disclosure Obligation:**

- The vendor agrees not to disclose, distribute, or share any photographs, videos, or other captured materials related to the event to any third party without prior written consent from the event organizers.
- The vendor shall not use any of the captured materials for promotional purposes or in any other context unrelated to the event without explicit permission from the event organizers.

## 2. Ownership and Rights:

- All intellectual property rights, including copyrights, for the photographs, videos, and other captured materials shall remain the property of the event organizers.
- The vendor acknowledges that they have no right, title, or interest in the captured materials beyond the scope of their agreed-upon services.

## 3. Data Protection and Security:

- The vendor shall take appropriate measures to ensure the security and confidentiality of any personal data captured during the event. They shall handle and store such data in compliance with applicable data protection laws and regulations.
- The vendor shall not retain any personal data captured during the event beyond the agreed-upon period necessary for the completion of their services.

## 4. Confidentiality Duration:

- The obligations of confidentiality shall remain in effect indefinitely, even after the conclusion of the event, unless otherwise specified in writing by the event organizers.

By signing the NDA, the vendor demonstrates their commitment to maintaining the confidentiality and privacy of all captured materials and information associated with the event.

Failure to comply with the terms of the NDA may result in legal action and the termination of the vendor's services.

The event organizers reserve the right to request additional confidentiality measures if deemed necessary.

**Quality Approval Notice:**

All items or services provided under the tender are subject to the final quality approval by the Event Quality Assurance (QA) Committee. The QA Committee is responsible for ensuring that all deliverables meet the required standards and specifications outlined in the tender documents. The following points should be noted:

**1. Quality Evaluation:**

- The QA Committee will assess the quality of the items or services based on predetermined criteria, including but not limited to performance, durability, reliability, aesthetics, and compliance with relevant industry standards.

- The Committee reserves the right to conduct inspections, tests, and any necessary evaluations to determine the compliance and suitability of the tendered items or services.

2- The quantities mentioned in the tender specifications are approximate and can be subject to adjustments based on pricing and availability within the allocated budget. The purpose of this flexibility is to allow for potential modifications that may be necessary to optimize the overall project scope while maintaining cost-effectiveness.

**3. Compliance with Specifications:**

- All tendered items or services must adhere to the specifications and

requirements specified in the tender documents. Any deviations or variations may result in disqualification or rejection.

#### 4. QA Committee Decision:

- The QA Committee's decision regarding the quality approval of the tendered items or services is final. The Committee may accept, reject, or request modifications to ensure compliance with the desired quality standards.

#### 5. Remedial Actions:

- If any non-compliance or quality issues are identified during the evaluation process, the vendor will be given an opportunity to rectify the deficiencies within a specified timeframe. Failure to address the concerns adequately may result in disqualification or termination of the contract.

#### 6. Collaboration and Communication:

- Vendors are encouraged to collaborate with the QA Committee throughout the evaluation process, providing any necessary documentation, samples, or evidence of compliance to support their submissions.

The QA Committee's objective is to ensure that all items or services procured through the tender meet the highest quality standards and fulfill the event's requirements. By adhering to the quality approval process, we aim to deliver an exceptional and successful event experience.

Please be informed that the QA Committee's decisions are final, and their evaluations are crucial in determining the acceptance and suitability of the tendered items or services.
