

**OFFICE OF THE SECRETARY
SRIMANTA SANKARADEVAKALAKSHETRA SOCIETY
PANJABARI, GUWAHATI-37**

No.SSK.35/Documentation/RU/2026/864

Dated Guwahati, the 23rd Dec., 2025

SHORT NOTICE INVITING QUOTATION

Sealed quotations in plain paper affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five paise) only are hereby invited for empanelment of Govt. Registered firms having Trade License for Still Photography, Videography for documentation and Audio-Video presentation works in connection with 'Kalakshetra Ramdhenu Utsav-26' held from 31st December, 2025 to 4th January, 2026 organised by Srimanta Sankaradeva Kalakshetra. The quotations will be received by the undersigned up to 3-00pm on 27th December, 2025 and will be opened on the same day. The undersigned is at liberty not to accept the lowest rate and can cancel any or all quotations without assigning any reasons thereof.

Specifications of works :

1. Video Camera with Videographer (Videography)
 - Sony PXW-Z190 4K 3-CMOS 1/3" Sensor XDCAM Camcorder Sensor Resolution 3840 x 2160 (lenses inclusive)
 - Sound recording equipment: microphone, XLR cable, HDMI cable
 - Professional videographer for each camera.
2. Still Camera with Photographer (Photography)
 - Full frame DSLR: Sony a7iii
 - Lenses: Sony 28-70mm F3.5-5.6 OSS Z00m lens (wide/normal)
 - Sony 70-200mm F2.8 G Master lens (tele)
 - Lighting : Godox TT685 TTL flash light
 - Professional photographer for each camera
3. Audio-Video Presentation

Terms and Conditions :

1. The firm will have to be able to deliver the raw and edited videography in DVD/Pen Drive format after completion of the works.
2. The firm will have to be able to deliver still photography in time.
3. For details agency may visit Srimanta Sankaradeva Kalakshetra office during working hours.
4. Rates asked by the bidder should be inclusive of all taxes.
5. All the interested bidder are requested to download the SNIQ from official website www.sankaradevkalakshetra.com of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati and also requested to read carefully before submission of their bid.
6. The party will have to submit the bills in triplicate after completion of supply for necessary payment.


Secretary

Memo No.35/Documentation/RU/2026/864

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Dated Guwahati, the 23rd Dec., 2025

Copy to :

1. The Vice-Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37
2. Notice Board, Cultural Affairs Department, Dispur, Guwahati-6.
3. Notice Board Directorate of Cultural Affairs, Assam, Rabindra Bhawan, Guwahati-1
4. Notice Board, Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37
5. Office Copy.

S/d

Secretary
Srimanta Sankaradeva Kalakshetra Society