

Public Relations Office
Mahatma Gandhi University
Priyadarshini Hills P. O, Kottayam, 686560, Kerala, India
Phone: Off. 0481 2731036 Email : office.pro@mgu.ac.in

No. PROMGU/1/2024

15.02.2024

QUOTATION NOTICE

Sealed quotations are invited from experienced individuals/organisations for the full video documentation of the NAAC Peer team visit and related activities at Mahatma Gandhi University scheduled from 05.03.2024 to 07.03.2024.

Terms and Conditions:

1. All programs starting from the official reception of the NAAC Peer team at the University on the morning of March 5, 2024, to the exit meeting of the team on March 7, 2024, should be documented in HD format.
2. Three videographers should be assigned for the duty on all three days.
3. After the completion of the documentation, one copy of the raw videos and the edited copies should be submitted on a pendrive as directed by the Public Relations Officer, who is also the Convenor of the Publication and Media Committee.
4. The quotation should include all expenses, including cameras and the documentation team's members for the three days.
5. All quotations must be submitted to the Public Relations Officer, Mahatma

Gandhi University, Priyadarshini Hills P.O., Kottayam, on or before 11 am on 27.02.2024.

6. The quotation will be opened after 3 pm on the same day.
7. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.

Further details can be received from the Public Relations Office at Mahatma Gandhi University.



Convenor,
Publication and Media Committee
and Public Relations Officer Mahatma
Gandhi University

Copy to:

- 1. Office Notice board*
- 2. P.R.O office (for publication)*