



Ref. No.:F69.V4/ REG/2704-26

Date: 07.08.2026

NOTICE INVITING TENDER

Sealed quotations are hereby invited from reputed and experienced agencies/firms for providing the following services on a **rental basis** for the **5th Annual Convocation of Cooch Behar Panchanan Barma University**, scheduled to be held on **30.09.2026**:

The interested agencies/firms are requested to submit their quotations mentioning the **item-wise rate, applicable GST, and total amount**, along with details of their experience in providing similar services.

Scope of Work:

1. Providing and installing an **8' × 12' LED Screen** on rental basis for the Convocation programme, including necessary supporting equipment, installation, operation and dismantling.
2. Providing **professional videography services** for the entire Convocation programme, including necessary cameras, operators and related equipment.
3. The agency shall ensure proper functioning of all equipment throughout the programme.
4. The agency shall make all necessary arrangements for installation, testing and removal of the equipment.
5. The quoted rate should be inclusive of all applicable charges including GST.

The quotation should reach the **Office of the Registrar (Addl. Charge), Cooch Behar Panchanan Barma University, Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101**, on or before **14.08.2026 at 03:00 PM**.

The University reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Registrar (Addl. Charge)

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Cooch Behar Panchanan Barma University