



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India
Ph. : (03582) 230218, Ph. & Fax : (03582) 230833, E-mail : info@cbpbu.ac.in Website : www.cbpbu.ac.in

OFFICE OF THE REGISTRAR

Ref. No.:F69.V4/ REG/3037-26

Date: 07.09.2026

NOTICE INVITING TENDER

Sealed quotations are hereby invited from reputed and experienced agencies/firms for providing **Still Photography Services with Albums** on a **rental/service basis** for the **5th Annual Convocation of Cooch Behar Panchanan Barma University**, scheduled to be held on **30.09.2026**.

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

Scope of Work:

1. **Still Photography Services with Albums** for the entire Convocation Programme, including necessary cameras, photographers/operators and all related equipment. The agency shall provide **03 (three) album books, with 200 photographs in each album**.
2. The agency shall ensure the proper functioning and availability of all equipment throughout the Convocation Programme.
3. The agency shall make all necessary arrangements for the **installation, testing, operation and removal** of the equipment/services.
4. The quoted rate shall be **inclusive of all applicable charges, including GST**, transportation, manpower, equipment and any other incidental expenses.
5. The agency shall ensure timely delivery of the photographs and albums as per the requirements of the University.

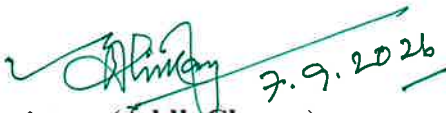
Submission of Quotation:

The sealed 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 **16.09.2026 at 03:00 PM**.

The quotation should be submitted in a sealed envelope clearly superscribed with:

“QUOTATION FOR STILL PHOTOGRAPHY SERVICES WITH ALBUMS FOR THE 5TH ANNUAL CONVOCATION OF CBPBU”

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


Registrar (Addl. Charge)

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Cooch Behar Panchanan Barma University