

योजना तथा वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI
(An Institution of National Importance)

NOTICE INVITING TENDER

Live Streaming, Videography and Still Photography Services for Convocation

NIT No.: SPA/CC/CONVOCATION/2026/01

Date: 23/09/2026

Bid System: Two-Packet Bid System

School of Planning and Architecture, New Delhi invites sealed/online bids from eligible agencies/service providers for providing live streaming, videography and still photography services for the Convocation of the School.

1. INVITATION

The work is to be carried out at the venue(s) specified by the Institute and in accordance with the programme schedule. The selected agency shall provide the required manpower, equipment and technical support for the complete assignment.

2. ELIGIBILITY

- The bidder should be a registered firm/company/proprietorship/agency having the required capability to undertake the work.
- The bidder should have experience in videography, live streaming and/or still photography for institutional, government, educational, corporate or similar events.
- The bidder should have valid PAN and GST registration.
- The bidder should have adequate professional cameras, streaming equipment and trained personnel.
- The bidder should not have been blacklisted or debarred by any Government Department, PSU, Autonomous Body or Educational Institution.

3. TECHNICAL BID

The Technical Bid shall contain the following documents:

- Registration/Incorporation certificate, PAN and GST registration certificate.
- Brief profile and complete contact details of the agency.
- Copies of relevant work orders/completion certificates or other proof of similar work.
- Details of cameras, streaming equipment and manpower proposed to be deployed.
- Declaration regarding non-blacklisting/debarment.
- Signed and stamped acceptance of the tender terms and conditions.

4. FINANCIAL BID

The Financial Bid shall be submitted separately. Rates shall be quoted for the services specified in the Scope of Work. The Financial Bid of only those bidders who are found technically qualified and responsive shall be opened.

5. EVALUATION

The Technical Bids will be examined first. The Financial Bids of technically qualified and responsive bidders will thereafter be opened. The work will ordinarily be considered for award to the lowest evaluated responsive bidder (L-1), subject to compliance with the tender conditions and approval of the Competent Authority.

6. GENERAL CONDITIONS

- The agency shall arrange all manpower, cameras, streaming equipment, accessories, cables, storage media, setup and dismantling required for the work.
- The agency shall ensure that all equipment is in working condition and shall keep suitable backup arrangements.
- The agency shall coordinate with the officer nominated by the Institute and follow the programme schedule.
- All photographs and video recordings shall be handed over to the Institute in the required digital format.
- Payment shall be made after satisfactory completion of the work and acceptance of the deliverables.
- The Institute reserves the right to accept or reject any or all bids and to increase or decrease the requirement, as per applicable rules.

7. TENDER SCHEDULE

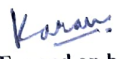
Last date for submission of bid: 30/09/2026

Date and time of opening of Technical Bid: 01/10/2026

Opening of Financial Bid: To be intimated to technically qualified bidders

For any clarification, bidders may contact the Coordinator, Computer Centre, School of Planning and Architecture, New Delhi-110002.

Email: headcass@spa.ac.in


For and on behalf of
School of Planning and Architecture, New Delhi
Authorized Signatory

SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI-
(An Institution of National Importance)
SCOPE OF WORK (SOW)

LIVE STREAMING, VIDEOGRAPHY AND STILL PHOTOGRAPHY SERVICES FOR CONVOCATION

The selected agency shall provide complete professional services for coverage, live streaming, recording and photography of the Convocation of the School of Planning and Architecture, New Delhi. The work shall include, but shall not be limited to, the following:

1. LIVE STREAMING

- Complete end-to-end live streaming arrangement.
- Professional cameras, encoders, streaming/production equipment and trained technical manpower.
- Multi-camera coverage and live switching/production, wherever required.
- Encoding and transmission through the platform/channel specified by the Institute.
- Continuous monitoring and suitable backup arrangements.
- Coordination with the Institute's designated technical representative.

2. VIDEOGRAPHY

- Professional video coverage of the complete Convocation programme.
- Coverage of dignitaries, academic procession, ceremony, addresses, degree/medal distribution, felicitation and other important proceedings.
- Professional cameras, tripods, lenses, storage media, cables and accessories.
- Continuous recording in suitable high-quality digital format.

3. STILL PHOTOGRAPHY

- Professional still photography of the complete Convocation.
- Professional DSLR/Mirrorless camera(s) with suitable lenses and accessories.
- Coverage of dignitaries, faculty, staff, graduating students, degree/medal distribution, group photographs and important moments.
- High-resolution digital photographs with basic selection/colour correction where required.

4. POST-EVENT DELIVERABLES

- Complete raw video footage.
- Edited/final video recording.
- High-resolution photographs.
- Digital delivery through suitable storage media and/or secure cloud link as specified by the Institute.
- Any additional reasonable output related to the above services as instructed by the Institute.

5. MANPOWER AND EQUIPMENT

- Adequate trained and experienced manpower for camera operation, live streaming, production, photography and technical support.
- All cameras, lenses, tripods, encoders, switches, cables, storage media, power accessories and other equipment required for satisfactory execution.
- Equipment shall be tested before the programme and maintained in proper working condition.
- Suitable backup equipment shall be available for equipment failure.

6. COORDINATION AND EVENT EXECUTION

- Venue inspection and coordination for camera positions, connectivity and programme schedule.
- Reporting sufficiently in advance for setup, testing and rehearsal.
- Compliance with instructions of the authorized Institute representative.
- Professional conduct and compliance with venue security and administrative requirements.

7. DATA, CONFIDENTIALITY AND OWNERSHIP

- All photographs, recordings and digital content produced under this work shall be handed over to the Institute.
- The agency shall maintain confidentiality of event recordings, photographs and information accessed during the work.
- No publication, uploading, distribution or commercial use without prior written permission of the Institute.

8. ACCEPTANCE OF SERVICES

- Services shall be considered complete after satisfactory execution and acceptance of deliverables by the authorized representative.
- Any deficiencies identified during or after the event shall be rectified by the agency within the time specified by the Institute.


School of Planning and Architecture, New Delhi