

CENTRAL SANSKRIT UNIVERSITY
Shri Maharaja Ranbir Singh Campus, Jammu
NOTICE INVITING QUOTATION (NIQ)/TENDER

For providing Live Telecast and Recording, Videography and Photography, and LED Display Services during 5th North Zone Youth Festival- 2026

Event Period	02 November to 04 November 2026
Last date for submission of Quotations	23 October 2026

Event: 5th North Zone Youth Festival, 2026
Venue: Shri Maharaja Ranbir Singh Campus,
Central Sanskrit University, Jammu

Sealed tenders are invited by Central Sanskrit University, Shri Maharaja Ranbir Singh Campus, Jammu from interested and eligible firms for Live Telecast & Recording, Videography & Photography, LED Display Requirements during the event 5th North Zone Youth Festival (02.11.2026 to 04.11.2026.) at the Shri Maharaja Ranbir Singh Campus under two Bid system i.e. (i) Technical Bid, and (ii) Financial Bid.

1. The sealed tender super-scribed at the top of envelope as “**Live Telecast & Recording, Videography & Photography, LED Display Requirements during the event 5th North Zone Youth Festival (02.11.2026 to 04.11.2026.) at the Shri Maharaja Ranbir Singh Campus**”, containing Technical Bid & Financial (Price) Bid in separate envelopes, should be submitted/ should reach duly signed & stamped the tender document & it's enclosures at the address given below on or before 23-10-2026.

Director, Central Sanskrit University
Shri Maharaja Ranbir Singh Campus,
Kot Bhalwal, Jammu -181122

2. Tenders received after the due date and time shall not be accepted.
3. The technical bids will be opened first and Financial (Price) Bid shall be opened for those tenderer only those have been technically qualified by the Campus Committee.
4. CSU Shri Maharaja Ranbir Singh Campus reserves the right to accept or reject any or all offers, without assigning any reasons thereof, before award of the contract.
5. The terms and conditions of the tender may be amended before the due date of submission. Bidders are advised to keep track on the campus website for any corrigendum/addendum issued.

Sd/-
Director
Central Sanskrit University
Shri Maharaja Ranbir Singh Campus
Kot-Bhalwal, Jammu

INSTRUCTIONS FOR BIDDERS
(Terms & Conditions for the Contract)

All tenderers shall submit their Bid in two separate envelopes super scribed as Envelope "A-Technical Bids" & Envelope "B-Financial Bids" which will be contained inside one big main envelope addressed to " Director, Central Sanskrit University, Shri Maharaja Ranbir Singh Campus, Kot Bhalwal, Jammu -181122". The sealed envelope must be submitted/ reach on or before 04:00 P.M. on 23/10/2026. Each envelope shall be super-scribed as detailed below:

Main Envelope (Bigger Envelope)	Sub-Envelopes inside main envelope	Contents inside sub-envelopes
Tender for providing Live Telecast & Recording, Videography & Photography, LED Display Requirements during the event 5th North Zone Youth Festival (02.11.2026 to 04.11.2026.) at the Shri Maharaja Ranbir Singh Campus	Envelope "A" Technical Bids	Technical Bid (Documents to be Submitted with the Bid) on page no 6. and supporting documents for eligibility criteria.
	Envelope "B" Financial (Price) Bid	Financial Bid in prescribed format attached below on page no 7

1. Scope of Work

- The University invites financial and technical bids from eligible and experienced agencies for providing comprehensive live telecast, professional videography, photography, event recording and LED display services during the 5th North Zone Youth Festival scheduled to be held from 02.11.2026 to 04.11.2026 at Shri Maharaja Ranbir Singh Campus, Central Sanskrit University, Jammu.
- The selected agency shall be responsible for the timely deployment of requisite equipment, qualified technical personnel and operational support for the execution of all assigned activities in accordance with the event schedule, technical specifications and requirements stipulated in Annexures I (Detailed Scope of Work & Specifications) and Event Schedule/Timetable.

2. Quality, Technical Standards and Deliverables

- The agency shall ensure professional-quality photography, videography and live transmission using appropriate HD/4K cameras, recording equipment, accessories and other requisite technical infrastructure as mention in Annexures I. All equipment shall be installed, configured, tested and maintained in proper working condition throughout the programme.
- All raw photographs and video footage shall be systematically organised and submitted to the University Committee immediately upon completion of the respective event. Edited videos shall be delivered separately for each event, clearly labelled with the event name and date. All deliverables shall be provided in suitable high-quality digital formats on storage devices specified by the University Committee.

3. Detailed Technical Requirements

- Live Telecast and Recording as mention in Annexures I (Detailed Scope of Work & Specifications) and Event Schedule/Timetable.
- Videography and Photography as mention in Annexures I (Detailed Scope of Work & Specifications) and Event Schedule/Timetable.

- LED Display Requirements as mention in Annexures I (Detailed Scope of Work & Specifications) and Event Schedule/Timetable.

4. Manpower and Responsibilities

- The agency shall deploy adequate numbers of qualified photographers, videographers, camera operators, LED technicians and other technical personnel necessary for the satisfactory execution of the assignment.
- The agency shall be responsible for timely deployment, coordination with the University Committee, testing and maintenance of equipment, uninterrupted service delivery, provision of backup arrangements and timely submission of all prescribed deliverables. All personnel shall comply with the instructions issued by the authorised representatives of the University.

5. Eligibility Conditions

The participating agency shall satisfy the following eligibility requirements:

- The agency shall be a legally registered firm, company or other eligible business entity.
- The agency shall possess valid PAN and GST registration, as applicable.
- The agency shall furnish documentary proof of its office in Jammu.
- The agency shall possess demonstrable experience in executing comparable photography, videography, live telecast or audio-visual assignments for government departments, autonomous bodies, universities, colleges or reputed private institutions.
- The agency shall possess the requisite equipment, technical expertise and manpower to execute the complete scope of work.
- The agency shall submit a duly signed declaration regarding non-blacklisting or non-debarment, as prescribed in the tender.
- The agency shall undertake to comply with all terms, conditions and technical specifications stipulated in the tender document.

The University reserves the right to verify the credentials and supporting documents furnished by any participating agency in accordance with the prescribed procurement procedure.

6. Documents to Be Submitted with the Technical Bid

The Technical Bid shall contain the following self-attested documents as mention in the Technical Bid (Documents to be Submitted with the Bid) on page no 6.

7. Bid Submission Procedure

- The Technical Bid and Financial Bid shall be prepared and submitted separately in accordance with the instructions specified in the tender notice. Each bid document shall be duly signed and stamped by the authorised signatory.
- Where sealed-envelope submission is prescribed, the Technical Bid and Financial Bid shall be enclosed in separate, clearly marked envelopes and submitted within the stipulated deadline. The Financial Bid shall not be placed inside the Technical Bid envelope.

8. Submitted of Financial Bid

- The tenderer shall quote the consolidated price for the complete assignment in the prescribed Financial Bid format attached below on page no 7. The quotation shall clearly indicate the applicable taxes and shall include all

costs relating to equipment, manpower, transportation, installation, operation, recording, editing, storage media and other incidental expenses necessary for satisfactory execution of the work.

- The Financial Bid shall be evaluated in accordance with the evaluation criteria and procurement procedure specified in the tender notice.

9. Payment Terms

- Payment shall be released after satisfactory completion of the assigned work, submission of the required deliverables, verification by the authorised University Committee and receipt of a valid invoice with supporting documents.
- All payments shall be subject to applicable statutory deductions and the financial rules and conditions prescribed by the University.
- No payment shall be admissible for rejected, deficient or unauthorised service.
- No additional charges shall be admissible beyond the accepted quotation unless expressly approved in writing by the competent authority.

10. Penalty for Deficiency or Unsatisfactory Service

- In the event of delay, inadequate coverage, interruption of live transmission, non-deployment of prescribed equipment or manpower, failure to submit deliverables, or any other deficiency attributable to the agency, the University shall be entitled to take appropriate action in accordance with the tender and work-order conditions.
- Such action may include requiring rectification, withholding or making proportionate deductions from payments, imposing stipulated penalties, recovering admissible losses, or terminating the assignment in cases of material or repeated default, subject to the applicable contractual provisions and due procedure.

11. Inspection and Monitoring

- The University shall designate an authorised committee or representative to supervise and monitor the execution of the assignment. The authorised committee may inspect equipment and manpower deployment, verify the quality of services, review live transmission and LED display operations, and assess the completeness and quality of submitted media.
- The agency shall promptly rectify any deficiencies identified during inspection and comply with the reasonable technical and operational directions issued by the authorised University representatives. Certification of satisfactory performance by the competent authority shall form part of the process for acceptance of the work and processing of payment.

12. Rights of the University

- The University reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason, subject to applicable procurement rules.
- The University reserves the right to modify the event schedule, venues or coverage requirements as per actual programme needs, subject to applicable contractual terms.
- The University may require reasonable changes in technical arrangements, equipment deployment, live telecast or LED display requirements. Any financial adjustment, where applicable, shall be subject to the tender conditions and approval of the competent authority.

- The award of work shall be subject to fulfilment of all prescribed eligibility criteria, technical requirements and contractual conditions.
- The University reserves the right to require rectification of deficiencies or reject unsatisfactory services and deliverables in accordance with the tender terms and conditions.

13. Declaration by the Bidder

I/We hereby declare that the information and documents submitted with this Technical Bid are true and correct to the best of my/our knowledge. I/We have read and understood the tender conditions and agree to comply with the prescribed scope of work, technical specifications, delivery requirements and other contractual obligations.

Name of Agency/Firm: _____

Name of Authorised Signatory: _____

Signature with Seal: _____

Director
Central Sanskrit University
Shri Maharaja Ranbir Singh Campus
Kot-Bhalwal, Jammu

Last date for submission of Quotation/Tender: 23.10.2026

Place of submission:

Central Sanskrit University, Shri Maharaja Ranbir Singh Campus,
Kot Bhalwal, Jammu- 181122. Jammu & Kashmir

Contact details →

Sh. Savya Sachi Sharma (Section Officer) – 9797522481

Website: <https://csu-jammu.edu.in>

TECHNICAL BID

(Documents to be Submitted with the Bid)

- Firm/company registration or constitution document.
- Photocopy of proof of office in Jammu.
- GST Registration certificate in the name of registered owner.
- PAN in the name of registered owner
- Copy of Work experience/Work Order of executing similar work orders of event in two Central/State Government Department/ Organization/ Semi-Government/ Autonomous Bodies/ Universities/ Colleges/ Reputed Big Private Universities etc.
- Bank account details / cancelled cheque.
- Declaration regarding non-blacklisting/debarment.
- Acceptance of all tender terms and conditions.
- Price Bid in the prescribed format.
- Technical Bid & Financial (Price) Bid in separate envelopes, should be submitted/ should reach duly signed & stamped the tender document.

Note: Tenderer must enclose self-attested copies of the aforesaid documents

Date :

Place :

Signature
(with Name and Stamp)

Address:

Email Id :

Contact Phone Number:

FINANCIAL BID

Name of the : _____
Agency/Firm : _____
Address : _____
Mobile : _____
E-Mail Id : _____
Name of Owner : _____
Contact No. : _____
PAN No. : _____
GSTIN : _____
Bank A/c No. : _____
IFSC : _____
Name of Bank : _____

S. No.	Description	Quantity & Scope of Work	Amount in Rs. (Both in figure and Words)
01	Live Telecast and Recording	As given in Annexure-I & Event Schedule/Timetable)	Rs. (in words)
02	Videography and Photography	As given in Annexure-I & Event Schedule/Timetable)	Rs. (in words)
03	LED Display Requirements	As given in Annexure-I & Event Schedule/Timetable)	Rs. (in words)
Total			Rs. (in words)

Signature & Seal of
Tenderer

ANNEXURE-I

(Detailed Scope of Work & Specifications)

Name of the Event: Live Telecast & Recording, Videography & Photography, LED Display Requirements during the event 5th North Zone Youth Festival (02.11.2026 to 04.11.2026.) at the Shri Maharaja Ranbir Singh Campus.

	Name and Scope of Work/ Requirement
01	Live Telecast and Recording • The Agency/Firm shall provide live telecast of the function on YouTube and professional video recording through 03 (three) videographers, along with a drone camera with necessary accessories and a qualified operator. The drone camera's live feed shall be integrated into the YouTube live stream, subject to applicable permissions and technical feasibility. Photographers and necessary audio equipment shall be deployed for comprehensive event coverage. • The live stream shall include the playing and live broadcasting of the National Anthem as per the approved programme schedule, ensuring clear audio and video quality. • The raw recordings shall be submitted to the Committee in soft copy immediately after the event. Edited videos, audio recordings and photographs shall also be provided in soft copy as per the Committee's requirements. • The Agency/Firm shall be solely responsible for the complete live-streaming operation, including stream setup, audio-video quality, internet connectivity, uninterrupted transmission, technical support and adequate backup arrangements to minimise disruptions and prevent loss of recorded content. • A pre-event live demonstration shall be conducted to verify the proper functioning and readiness of the YouTube live-streaming system.
02	Videography & Photography • Complete Event Coverage: Comprehensive professional HD videography and photography shall be undertaken for each event specified in the approved event schedule (as detailed in Annexure-II), using 4K cameras with tripods, gimbals and professional cameramen, to ensure complete and high-quality coverage of all major activities, competitions and significant moments. • Specialised Video Equipment: Professional HD/4K cameras with advanced recording, tracking and instant-replay capabilities, operated by qualified camera personnel, shall be deployed for Running, Wrestling Competition and Mallakhamb. The system shall support real-time live feed to the LED displays, along with instant replay of recorded footage wherever required, particularly for the accurate verification and review of running events. • Specialized Video Equipment: Specialised video equipment, cameras and accessories suitable for dynamic sports coverage shall be deployed for the following events mentioned Running, Wrestling Competition, Mallakhamb. • Edited Video for Closing Ceremony: A professionally edited event highlights video covering the key events, activities and significant moments of Day 1 and Day 2 shall be prepared, with a duration of at least 20–30 minutes. The edited video shall be produced in high-quality digital format and submitted to the University Committee sufficiently in advance for review, approval and technical testing. The final approved video shall be made ready for playback during the Closing Ceremony scheduled on Day 3 (04-11-2026) at 03:00 PM. • Submission of Raw Data: All raw photographs and video footage captured during each event shall be systematically compiled, properly indexed and

	submitted to the University Committee immediately upon completion of the respective event. The complete raw media shall be provided in its original, unedited and full-resolution format, without alteration, modification or loss of quality, and shall be delivered in a suitable digital format on an appropriate storage device. • Event-Wise Edited Videos: A professionally edited video of each individual event shall be prepared and submitted separately, ensuring comprehensive coverage of the respective event, including key activities, performances, competitions and significant moments. Each edited video file shall be clearly and appropriately labelled with the name and date of the respective event, systematically organised on the storage device, and submitted to the University Committee in a high-quality digital format suitable for official records, documentation, archival and future use. • Quality and Technical Standards: The agency/service provider shall deploy professional-grade photography, videography, along with all necessary accessories, technical manpower and operational support, to ensure uninterrupted and high-quality coverage of the entire event. All equipment shall be properly installed, configured, tested and maintained prior to and throughout the programme. Adequate technical personnel shall remain available on-site to manage the equipment, resolve technical issues promptly and ensure seamless execution of all photography, videography and LED display requirements. • Quality and Delivery: The agency/service provider shall use professional-grade photography and videography equipment with qualified technical personnel to ensure high-quality and uninterrupted event coverage. All equipment shall be properly tested and operational throughout the programme. All photographs and videos shall be professionally recorded, systematically organised and delivered in high-quality digital format on suitable storage devices.
03	LED Display Requirements LED Wall Display: The following LED display arrangements shall be provided for live event coverage and display of event-related content throughout the programme: 02 (Two) outdoor LED Walls measuring 10 × 6 feet each and 01 (One) outdoor LED Wall measuring 16 × 9 feet, of P3/P4 HD specification, complete with LED processor, riser/supporting structure, laptop/control system and dedicated operator/technician. The LED displays shall show the live feed of the event currently in progress and, during intervals when no event is being conducted, shall continuously display previously recorded footage/highlights of events already completed. All LED walls shall be professionally installed, configured, tested and appropriately positioned to ensure clear, uninterrupted and reliable display throughout the programme.

Enclosed:

* Event Schedule/Timetable for Youth Festival

Central Sanskrit University
Shri Maharaja Ranbir Singh Campus, Kot-Bhalwal, Jammu & Kashmir

5th North Zone Youth Festival (02-04 November 2026)

Event Schedule/Timetable for Youth Festival

Pre Festival Day (Zero Day) 01.11.2026			
S.No.	Event	Time	Venue
1.	Registration of All Participants	11.00 AM Onwards	Campus Main
2.	Rehearsal of March Past/ Shobha Yatra	4.00 PM Onwards	Campus Ground
3.	Managers Meeting	5.00 PM	(Conference Hall) Room No. 157
4.	Draws of Fixtures	5.30 PM	(Conference Hall) Room No. 157

Events Day- 1		Date: 02.11.2026	
S.No.	Event	Time	Venue
1.	Assembly for March Past and Procession	8.00 AM	Campus Ground
2.	March Past	9.00 AM To 9.30 AM	Campus Ground
3.	Opening ceremony	9.30 AM To 11.00 AM	Campus Ground
4.	Sanskrit Translation Writing	11.00 - 12.00 PM	Conference Hall Room No. 157
5.	Sanskrit News Writing	12.00 - 1.00 PM	Conference Hall Room No. 157
4.	Volleyball (Upto Quarterfinal)	11.00 PM To 1.00 PM	Volleyball Court
LUNCH BREAK 1.00 PM To 2.00 PM			
5.	Kho-Kho	2.00 PM Onwards	Kho-Kho Court
6.	Volleyball (Upto Quarterfinal)	2.00 PM To 5.00 PM	Volleyball Court
7.	100 Mtr. Boys' (Semi Heat)	5.00 PM.	Campus Ground
8.	100 Mtr. Girls' (Semi Heat)	5.05 PM.	Campus Ground
9.	400 Mtr. Boys' (Semi Heat)	5.10 PM.	Campus Ground
10.	400 Mtr. Girls' (Semi Heat)	5.15 PM.	Campus Ground
11.	Wrestling weighing (All Category)	5:30 PM	(Room No.129)

12.	Badminton (Boys & Girls) Upto Quarterfinal	5:00 PM Onwards	Jammu Uni.
13.	Solo Sanskrit Song	5.00 - 6.00 PM	Main Stage Playground
14.	Group Dance	6.00 - 8.00 PM	Main Stage Playground

Events Day- 2 Date: 03.11.2026

S.No.	Event	Time	
1.	Wrestling Competition (All Category)	8.00 AM Onwards	Campus Ground
2.	1500 Mtr. Boys' (Final)	9.00 AM	Campus Ground
3.	200 Mtr. Boys' (Semi Heat)	9.10 AM.	Campus Ground
4.	200 Mtr. Girls' (Semi Heat) (Final)	9.15 AM.	Campus Ground
5.	Long Jump Boys' (Final)	9.20 AM	Campus Ground
6.	Long Jump Girls' (Final)	9.50 AM	Campus Ground
5.	400 Mtr. Boys' (Final)	10.15 AM	Campus Ground
6.	400 Mtr. Girls' (Final)	10.20 AM	Campus Ground
7.	Shot Put Boys' (Final)	10.30 AM	Campus Ground
8.	Shot Put Girls' (Final)	11.00 AM	Campus Ground
9.	100 Mtr. Boys' (Final)	11.20 AM	Campus Ground
10.	100 Mtr. Girls' (Final)	11.25 AM	Campus Ground
11.	Volleyball (Semi-finals)	11.00 AM Onwards	Volleyball Court
12.	Kho-Kho (Final)	11.00 AM	Campus Ground

Lunch Break 1.00 PM To 2.00 PM

13.	Kabaddi (Upto Quarterfinal)	2.00 PM To 5.00 PM.	Campus Ground
14.	Volleyball (Final)	3.00 PM	Volleyball Court
15.	Badminton (Boys & Girls) Semi-finals & Finals	5.00 PM Onwards	Jammu Uni.
16.	Educational Short Film	5.00 - 6.00 PM	Vanivilas
17.	Group Song	6.00 - 7.00 PM	Vanivilas

18.	Indian Musical Instrument	7.00 - 8.00 PM	Vanivilas
Events Day- 3 Date: 04.11.2026			
S.No.	Event	Time	Venue
1.	Yoga (Boys/Girls)	7.00 AM. To 8.00 AM.	Vanivilas
2.	Mallakhamb	8.00 AM To 9.00 AM	Campus Ground
2.	800 Mtr. Boys' (Final)	9.00 AM.	Campus Ground
3.	Chess (Upto Final)	9.00 AM. Onwards	Conference Hall
4.	Kabaddi (Semifinals)	9.00 AM To 11.00 AM	Campus Ground
5.	Rangoli	11.00 - 1.00 PM	Campus
5.	Sanskrit Computer Competition	10.00 - 11.00 AM	Computer Lab
6.	200 Mtr. Boys' (Final)	11.00 AM.	Campus Ground
7.	200 Mtr. Girls' (Final)	11.05 AM.	Campus Ground
8.	Discus Throw Boys' (Final)	11.10 PM.	Campus Ground
9.	Discus Throw Girls' (Final)	11.30 PM.	Campus Ground
10.	High Jump Boys' (Final)	12.00 AM	Campus Ground
11.	High Jump Girls' (Final)	12.30 AM	Campus Ground
Lunch Break 1.00 PM To 2.00 PM			
12.	Sanskrit Vlog Competition	2.00 - 3.00 PM	Conference Hall
13.	Kabaddi (Final)	2.00 PM.	Campus Ground
14.	The Jumble March Past (Campus Playground)	3.00 PM	Campus Ground
15.	Closing Ceremony	3.15 PM Onwards	Campus Ground

Note:

1. This time table is tentative and may be changed according to situation.
2. All team managers must ensure their participants report to the venue strictly on time for all events. Late arrivals disrupt the schedule, so your cooperation is highly appreciated.