



Eastern University, Sri Lanka (EUSL)

INVITATION FOR BIDS (IFB)

SELECTION OF A SERVICE PROVIDER FOR THE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES WITH ONLINE STREAMING FOR THE 29th GENERAL CONVOCATION 2025 OF EASTERN UNIVERSITY, SRI LANKA

Procurement No: EUSL/F/S/25/NCB/PHOTOGRAPHYANDVIDEOGRAPHY/05

Bids are invited to select a suitable Service Provider for the provision of Photography and Videography Services with Online Streaming at the 29th General Convocation 2025 of Eastern University, Sri Lanka to be held on 04th and 05th of October 2025 at Eastern University, Sri Lanka premises.

1. The Bidder should have experience in providing Photography and Videography services with Online Streaming for a minimum of five (05) University Convocations or similar events. Priority will be given to the bidders with experience in State-Owned University Convocations involving the participation of at least 1500 Graduands.
2. The Bidder should have a valid Business Registration.
3. Interested eligible bidders may obtain further information from the Assistant Bursar, Stores and Supplies Division, Eastern University, Sri Lanka and inspect the bidding documents up to 11.08.2025 from 09.00 hours to 15.00 hours on working days at Store and Supplies Division, EUSL, Vantharumoolai, Chenkalady. Tel. 065 2240211
4. A completed set of bidding document in English Language may be obtained by interested bidders upon submission of a written application by Bidder or bidders' representatives to the address Assistant Bursar, Store and Supplies, Eastern University, Sri Lanka and upon payment of non-refundable fee of LKR 2,500.00 per procurement document, from 9.00 a.m. to 3.00 p.m. up to 11.08.2025. The mode of payment shall be bank draft drawn in favour of "Bursar, Eastern University, Sri Lanka" or credit to the People's Bank Account No. 227100140000024

5. The Bidders can also download the bidding document from the University Website i.e. **www.esn.ac.lk**. Those who are obtaining the bidding document from the University Website should submit the completed document along with a Bank Draft or Deposit Slip.
6. All bids must be accompanied by a Bid Security in favour of Vice Chancellor Eastern University, Sri Lanka. The amount of the Bid Security shall be LKR. 25,000.00.
7. Bids will be closed at 02.00 p.m. on 12th August 2025. Duly completed bid documents, in two copies labeled as “Original” and “Duplicate” along with relevant samples, placed in separate sealed covers captioned **"Provision of Photography and Videography Service with Online Streaming at the 29th General Convocation - 2025"** in the top left corner should be sent to Chairman Procurement Committee, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady under registered post or you may drop it personally in the Tender box placed at the Registrar's office on or before 2.00 p.m. on 12.08.2025.

Chairman,
Department Procurement Committee,
Eastern University, Sri Lanka
Vantharumoolai
Chenkalady
15.07.2025

