

Tender Form of Photography of 15th General Convocation
Uva Wellassa University
UWU/NCB/R/26/01

1 Name of the Institute

2 Address -

.....

3 Telephone No/s -

4 Fax No/s-.....

5 E-mail Address-.....

6 Details of previous experiences in Photography of Convocations in National universities

University	Year & Date	Remarks

7 The Bidder should hand over a Photograph Album and a Service Certificate issued from the relevant university/ universities on providing satisfactory service for the previous convocations to the Deputy Bursar / Supplies.

8 Please provide prices for the following photographs and DVD etc.

No	Size of Photograph	Rates (Rs.)	
		Black & White	Colour
1.	4" x 6"		
2	6" x 8"		
3	8" x 10"		
4	8" x 12"		
5	10" x 12"		
6	10" x 15"		
7	12" x 15"		
8	16" x 24"		
9	DVD		

9 The bidder should follow the guidelines given below.

- i) The rates of packages for Convocation photos and DVD which need to be notified for graduates should be provided in the tender form. (Graduates will make the reservation)
- ii) The Methmal Sevana Hall in BMICH, Colombo will be arranged by the University for studio purposes; however, the associated hall charges shall be borne by the selected bidder.
- iii) The permission for videography and drone camera operations (if required) need to be taken by the selected bidder.

- iv) The selected bidder should provide following to the university **free of Charge**.
- a) Live screening of Convocation event inside the Convocation Hall with a Video Walls at the stage backdrop. **The same live video should telecast live online.**
 - b) A **video wall of 40 × 12 feet or larger** shall be provided for the event, and the convocation digital backdrop and programme of the event shall be displayed on the video wall in collaboration with the university.
 - c) The recorded video should be handed over to the university on the within 3 days of the convocation.
 - d) The entire setup should be installed before 12.00 pm on June 20th 2026 for the Rehearsal.

We hereby agree to comply with and fulfill all the above-mentioned requirements and conditions.

Yes No Signature

Photography of the convocation event

- e) Soft copies of 100 or more selected/edited /color-corrected photographs of high quality (without watermarks/digital signatures) should be submitted to the University within 3 days after the convocation. Any photographs relevant to the convocation should not be published elsewhere without prior approval of the University.
- f) Convocation Album with 20 pages (12" x 24") or higher.
 - The softcopy of the designed album should be sent to the university for Corrections.
 - The final approval should be obtained from the university before printing the Convocation Album.
 - Printed convocation album should be submitted to the university within 03 months after the convocation date. If you are unable to provide within 03 months, it would be a reason for a disqualification in the next time.
- g) An enlarged group photo (12" x 24" or higher) of the Vice Chancellor, Senate & Academic Staff
 - i. The group photo should be submitted within 03 months after the Convocation date.
- h) Grandaunts Photography should be completed before the commencement of the Convocation procession
- e) Convocation Video.
 - i. A DVD or pen drive containing the edited video should be submitted to the University within 03 months after the Convocation date (5 copies).

- ii. Final approval should be obtained from the University before finalizing the video.
- iii. The softcopy of the edited video file needs to be submitted to the university within 3 months of the convocation separately in order to upload to the web.

We hereby agree to comply with and fulfill all the above-mentioned requirements and conditions.

Yes

No

Signature

Other information of the Convocation:

- Venue – BMICH, Colombo (Conference Hall)
- Date – June 22, 2026
- Time – Convocation will be held as three session from 6.45 am to 9.50 pm.
- Three sessions - Session 1 - from 6.45 am to 11.10 pm
Session 2 - from 11.10 pm to 3.30 pm
Session 3 - from 4.00 pm to 9.00 pm
- Number of graduates – 1350
- Successful bidder should coordinate with graduates and arrange photographs.
- Prices of the successful bidder will be notified for graduates and they will make the reservation.