

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
UNIVERSITY OF COLOMBO, SRI LANKA

**PHOTOGRAPHY COVERAGE – GENERAL , POSTGRADUATE & EXTERNAL
DEGREE CONVOCATION AND ALL OTHER AWARD CEREMONIES SCHEDULE
TO BE HELD ON 2027
DB/SUP/NCB/2026/01**

BIDDING DOCUMENT

Deadline for the Submission of Bids	30th October 2026
Bid Validity up to	29th January 2027

Client

University of Colombo,
No. 94, Cumarathunga Munidasa Mawatha,
Colombo 03,
Sri Lanka.



Invitation for Bids
PHOTOGRAPHY COVERAGE – GENERAL , POSTGRADUATE & EXTERNAL DEGREE CONVOCATION AND ALL OTHER AWARD CEREMONIES SCHEDULE UNIVERSITY OF COLOMBO, SRI LANKA

Sealed bids are invited from competent photographers for the following Convocations of the University of Colombo.

General Convocation-2026	Dates will be announced later
Postgraduate Convocations 2025 and 2026	Dates will be announced later
External Degree Convocation	Dates will be announced later
All Other Award Ceremonies	Dates will be announced later

Number of graduands who will be conferred their degrees at the General Convocation will be approximately **4000** per Convocation respectively.

Bid forms and bid conditions shall be obtained from the Deputy Bursar/Supplies of the University from **12th October 2026** to **29th October 2026** on production of the receipt for payment of a non-refundable fee of Rs. **1000/-** with a written request. Non-refundable fee can be paid to the University of Colombo Main Collection Account of the Peoples Bank at Thimbirigasyaya Branch using the reference No. 505170600013 from any Peoples bank branch. The interested bidders should successfully complete 03 similar projects (Convocations) during last three years (2024/2025/2026) and provide evidence of previous experience to eligible the tender.

Duly completed Sealed Bid forms should be addressed to the Chairman, Department Procurement Committee, University of Colombo, No. 94, Cumaratunga Munidasa Mawatha, Colombo 03 and deposited in the Tender Box available in the Registrar's Office or sent under registered cover to be received before the deadline at the address given above. The words **“Photography Coverage – Convocation Schedule to be held on 2027”** should be written on the top left hand corner of the envelope. The bids will be accepted until **2.30 p.m. 30th October 2026** and will be opened on the same day immediately after closing the bids. Late bids will not be entertained.

Chairman
Department Procurement Committee,
University of Colombo
94, Cumaratunga Munidasa Mawatha,

INVITATION FOR BIDS

PHOTOGRAPHY COVERAGE – GENERAL , POSTGRADUATE & EXTERNAL DEGREE CONVOCATION AND ALL OTHER AWARD CEREMONIES SCHEDULE TO BE HELD ON 2027

- Sealed tenders are invited by the University of Colombo for Photographic Coverage at the General Convocation schedule to be held on 2027 of the University of Colombo from bidders who have following minimum qualifications.

		<u>Date</u>	<u>No. of Graduands</u>
1	Postgraduate Convocation - 2025	05,06,07 January 2027	4000 (Approximately)
2	General Convocation-2026 Phase I	06 April 2027	2000 (Approximately)
3	General Convocation-2026 Phase II	Dates will be announced 01 st & 02 nd September 2027	2500 (Approximately)
4	Postgraduate Convocation – 2026	07,08 December 2027	4000 (Approximately)
5	External Degree Convocation	Dates will be announced later	Numbers will depend
6	All Other Awarding Ceremonies	Dates will be announced later	Numbers will depend

- The bidders should quote for each of the following items separately and should offer all sizes to the clients:

Stage - 12''x15''
 Studio Single - 12''x15''
 Studio Family - 12''x15''
 Studio Single - 16''x24''
 Studio Family - 16''x24''
 DVD (Covering entire session)

All Photographs (full or bust) should be laminated and mounted (Photo mount) with University name and Crest
 Printing paper quality should be Kodak/ Fuji base photo papers or equivalent.

Postcard size one (1) stage copy should be provided free of charge for each student who orders any copy of the above.

If you wish to offer any package/s Please Provide its / their details and prices with this document. The packages which are not mentioned here will not be allowed to offer.

- The bids will be accepted till 2.30 p.m. on **30th October 2026** and will be opened on the same day immediately thereafter.

4. The University of Colombo will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bids or providing the service afterwards.

Qualifications of Bidder

- At least 03 similar projects should be completed during the last three years. (More than 2500 students)
- Printing Quality Paper (Kodak/ Fuji base photo papers or equivalent)
- Registered Business (Company/Proprietor / Private) at least 05 year. BR should be submit.

Instructions to Bidders

Terms and Conditions

1. The bids should be submitted in duplicate only on forms obtainable from the Deputy Bursar/Supplies of the University of Colombo. The Bids which are quoted for all the items in the price schedule will be considered for the evaluation.
2. Duly completed bid forms should be sent under registered cover addressed to the Registrar, University of Colombo, Colombo 03 or deposited in the Tender Box available in the Registrar's Office. The words **"Photography Coverage – Convocation Schedule to be held on 2027"** should be written on the top left-hand corner of the envelope.
3. Bids will be accepted only till 2.30 p.m. on 30th October 2026. No late bids will be accepted under any circumstances.
4. A photocopy of the Business Registration Certificate should be submitted along with the bid.
5. The bidders should also provide evidence of previous experience in providing services of similar nature along with the Bid.
6. The paper of the photo printing and the suitable, durable method & technology of laminating should be mentioned in the bidding document by the bidder.
7. The selected photographer should sign an agreement with the University. A specimen of the agreement is attached.
8. The Awardee should get the sample photograph approved one week prior to the date of Convocation.

9. Graduands can select any combination of photographs among the categories given. The selected photographer shall, under no circumstances, increase the charges approved by the University.

10. Awarding the contract to the Postgraduate Convocation and Diplomas/Certificate courses ceremonies are subject to the quality of the services provided at the General Convocation.

11. The University of Colombo will initially charge a non-refundable fee of Rs. 150,000/- in cash from the selected Photographer and a refundable deposit of Rs. 150,000/-. If the same contractor is qualified for the Postgraduate Convocation, the University of Colombo will charge a non-refundable fee of 150,000/- in cash from the awardee again. The refundable deposit will be paid back to the contractor on his request as follows,

1. Two months after the General Convocation if the awardee will not qualify for Postgraduate Convocation

Or

2. Two months from the Postgraduate Convocation if the awardee will qualify for the Postgraduate Convocation.

Both payments should be paid to the Shroff of the University and the receipt should be submitted to the Deputy Bursar/Supplies before entering into the Agreement with the University.

12. In the event of violation of the terms & conditions mentioned here, the University of Colombo has the authority to retain the refundable fee.

13. Only three photographers are allowed to be on the stage of the BMICH when the degrees are conferred at the Convocation.

However, at least 15 studios should be set up at separate places in the BMICH in order to take the studio type photographs and should be open 7.30 a.m.

The photographer should bear the cost if any related to the space.

14. A postcard size stage photograph should be given free of charge to all graduands who ordered at least one photograph.

15. The Photographer and his Assistants should be present on the days when Cloaks are issued to the graduands in order to accept the orders and issue receipts for the photographs ordered. The University will provide a space for this purpose. The Deputy Registrar /Examinations will inform the Photographer of the dates of issuing Cloaks to the graduands.

16. The photographs ordered should be ready within two months from the date of the Convocation and the date of collection of photographs should be indicated clearly on the receipts issued to the graduands.

At the time of issuing, all the photographs should be orderly kept and issued by the staff employed by the photographer. The students should not be asked to select their own photographs.

17. A list of names along with their National Identity Card Numbers of those who will be covering the photography at the Convocation should be submitted to the Deputy Registrar /Examinations, one week before date of the Convocation.
18. All staff of the photographer should be well disciplined within and outside the Auditorium of the BMICH on the day of the Convocation.
19. A video coverage of the entire Convocation of each session in a well edited Digital Video Disks along with two albums containing at least 100 photographs of 4” x 6” size should be provided to the University of Colombo free of charge, including photographs covering the Procession, especially the Chancellor’s Procession of General convocation and Postgraduate convocation (if awarded)
20. A sample photograph of each size is required to submit to the University along with DVD and the album.
21. Photographers should make arrangements to display the entire event in a wide screen installed behind the stage during each session.
22. All staff employed by the photographer must adhere with compulsory safety precautions : Wearing a face mask, sanitizing hand regularly and maintaining socially distant.
23. You should provide soft copy of the photographs to the University Authorities via an email within 02 working days of the completion of the convocation.

Photographic Coverage – General, Postgraduate & External Degree Convocation – Schedule to be held on 2027

Agreement

This agreement for Photographic Coverage of the Postgraduate Convocation of the University of Colombo is executed and delivered on day of(Month) of the year two thousand twenty Seven (2027).

BETWEEN

University of Colombo, No. 94, Cumaratunga Munidasa Mawatha, Colombo 03.

AND

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The contracting photographer and the University of Colombo, mutually agree to abide by the conditions enumerated in the “Terms and Conditions” indicated in the “Instructions to Bidders” attached.

The Agreement is executed in two identical counterparts, one for the University of Colombo and one for the Contractor.

University of Colombo

By
(Signature with rubber stamp)

Witness on behalf of the University of Colombo

1.
2.

Contractor

By
(Signature with rubber stamp)

Witness on behalf of the Contractor

1.
2.

PRICE SCHEDULE

Photographic Coverage - General & Postgraduate Convocation Schedule to be held on 2026 and 2027

Description		UNIT PRICE (Rs.)	
Photo type	Size with mount	1 st Copy	Additional Copy
1.Stage	12" x 15"		
2. Studio Single	12" x 15"		
3. Studio Family	12" x 15"		
4.Studio Single	16" x 24"		
5.Studio Family	16" x 24"		
All Photographs (full or bust) should be laminated and mounted (Photo mount) with University name and Crest.			
6.DVD (Covering entire session)			
7. If you wish to offer any package/s, (only including photo type 1 – 5 above) please provide their details and prices with this document. The packages which are not mentioned here will not be allowed to offer.			

NAME AND ADDRESS OF BIDDER:

SIGNATURE:

DESIGNATION:

COMPANY SEAL:

TELEPHONE NO.:

FAX NO.: