



ভট্টদেৱ বিশ্ববিদ্যালয়

বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADDEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE REGISTRAR

Prof. Manjit Das
Registrar

E-mail : registrar@bhattadevuniversity.ac.in

Website: www.bhattadevuniversity.ac.in

No. Bhatt.U /E&A Sec./2025/7262

Date: 08/09/2025

Expression of Interest (EOI) for Engagement of Local Photographer

Bhattadev University, Bajali invites sealed Expressions of Interest (EOI) from qualified and experienced photographers for providing professional photography services for various events organized by the University. The selected photographer may also be required to accompany the Hon'ble Vice-Chancellor to official programs outside the campus as and when required. The EOI must be submitted on or before **22/09/2025 till 2PM**. The EOI will be opened on the same day at **2.30 PM**. Representatives of the participating firms/Photographer may be present at the time of opening of the bids. However, quotations will be opened if no representative will be present during the time of opening of Bids

Scope of Work

1. Capturing photographs and videography of all official, academic, cultural, and ceremonial events held within the University campus.
2. Providing high-resolution digital images (edited and raw) within a stipulated time frame.
3. Accompanying the Vice-Chancellor for official programs/events outside the University, as per instructions.
4. Archiving photographs systematically for the University's official use.

Eligibility Criteria

1. Must be a local photographer based in Bajali or nearby area (within 30 KM radius).
2. Minimum two (2) years of professional experience in event photography/ videography.
3. Must possess adequate equipment and resources for indoor and outdoor photography/ videography.
4. Availability on short notice for University engagements.

Submission Requirements

1. A detailed profile with experience and credentials.
2. Portfolio or sample of previous works in event photography/ videography.
3. Proposed rate structure (per event/hourly/assignment basis).
4. PAN, GST (if applicable), and bank account details.
5. Contact details including address, phone number, and email.
6. **Proposed professional charges (event-wise/hourly/assignment basis).**



Manjit Das
Registrar
Bhattadev University, Bajali

Selection Process

The University reserves the right to shortlist and engage the photographer based on experience, quality of work, and quoted charges. This EOI does not guarantee a contract but serves as a preliminary step for engagement.

Terms and Conditions

1. The engagement will be purely on a contractual basis and does not constitute any form of employment.
2. The selected photographer will be paid as per agreed rates, either on a per-event basis or monthly retainer, as decided by the University.
3. Payment will be made upon submission of the invoice and after satisfactory delivery of images/ videos.
4. The photographer shall maintain confidentiality of all works and shall not use them for any commercial or personal purpose or in social media without prior written approval of the University.
5. The University reserves the right to terminate the engagement at any time without assigning any reason.
6. Travel and accommodation (if required for official duty outside the campus) will be provided/ reimbursed as per University norms.
7. The decision of the University regarding selection and engagement shall be final and binding.

Submission Details

The EOI must reach the following address on or before 22/09/2025 till 2PM.

Registrar
Bhattadev University
Bajali, Pathsala-781325



Mangal Das
Registrar
Bhattadev University
Registrar
Bhattadev University, Bajali