

TENDER NOTICE

The UGC-Human Resource Development Centre, NEHU proposes to hire the services of persons/firm for production of educational video lectures as per the following requirements:

JOB DESCRIPTION:


1. Recording of video lectures (duration of 60-90 minutes) in "live mixing" mode, i. e., the lecture and the PowerPoint presentation have to be mixed on-the-go using a video mixing software (most preferably vMix or OBS).
2. The recorded video lectures also have to be edited such as:
 - a) Adding of opening/closing titles.
 - b) Removing of unwanted shots.
 - c) Exporting of the final video for uploading in the video portal.

JOB QUANTITY: Minimum of 12 Lectures

TERMS AND CONDITIONS:

1. The venue for the recording of lectures should be in the HRDC, NEHU, Shillong.
2. The time slot for the recording of lectures is from 9 AM to 5 PM (Monday to Friday), except on closed holidays.
3. The outsourcing party should be able to communicate fluently in English.
4. The number of outsourcing staff **should not exceed 4 people** so as to ensure physical distancing.
5. The Centre (HRDC) will not provide any TA/DA to the outsourcing party.

Therefore, interested parties may send their quotation, mentioning the **rate per lecture**, to the office of the undersigned on or before **4th September, 2020**.



Director
HRDC, NEHU
Shillong - 793022, Meghalaya