



UGC – MALAVIYA MISSION TEACHER TRAINING CENTRE (MMTTC)  
(Formerly named HRDC)  
UNIVERSITY OF RAJASTHAN, JAIPUR  
(Ranked II by NAAC)

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No. MMTTC / 2024 / 202

Date: 24/06/2024

**Notice**

Sealed quotations are invited from the reputed firms to be submitted in the office of the undersigned upto 01<sup>st</sup> July, 2024 at 4:00 PM.

1. Trained vendors with ICT expertise are invited to submit sealed quotations for the following three items for the conduct of online/offline courses to be held in the financial year 2024-25 as per UGC approved schedule displayed on the University website:

- A. Technical Support person rate per day for full day for FIP, RC, STC, Workshop etc. (inclusive all taxes)
- B. Technical Support person for NEP Orientation & Sensitization Programme 3 hours per day for 8 days (inclusive all taxes)

Expected duties:

- The technical person will be physically present on the requested date(s).
  - Forming WhatsApp group of the participants.
  - Sharing of class schedule and calendar with participants.
  - Emailing the joining link to the resource persons for the session.
  - Sharing the joining link with the participants daily.
  - Providing technical support to the Resource Persons and Coordinator when required.
  - Recording the lectures of Resource Persons.
  - Maintaining attendance record of the participants.
- C. Per month cost (inclusive all taxes) of Annual subscription Google Meet pack for maximum 200 participants which must include:
    - One Host
    - Recording Storage of 100 GB
  2. Printing of coloured Certificates on both sides on glossy paper (300gsm).
  3. पर्दे, वेडशीट, तकिया कवर एवं टॉवल आदि की धुलवाई की दरें। (प्रति नग)
  4. Photographs and Video Recording:
    - Photography per day
    - Colour Photographs for sizes 4"x6" , 5"x7" and 8"x12"
    - Videography per day
  5. Kit for participants (for offline courses) :
    - A. Cloth Bag of size 15"x12" app. with laptop partition with belt & zip.
      - Register 120 pages
      - Ball point pen
    - B. Cloth folder of size 13"x10" app. with inside pocket.
      - Register 120 pages
      - Ball point pen

No. MMTTC/2024-/203

*Sd-*  
Director, UGC-MMTTC

Date: 24/06/2024

✓ 1. Director Infonet Centre, UOR, Jaipur for uploading on University Website.

*[Signature]*  
Director, UGC-MMTTC