



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
UNIVERSITY OF RAJASTHAN, JAIPUR
(Ranked II by NAAC)

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No. HRDC/2023/3171

Date: 12/10/2023

Notice

Sealed quotations are invited from the reputed firms to be submitted in the office of the undersigned upto 28th October, 2023 latest by 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 courses to be held in the financial year 2023-24 as per UGC approved schedule displayed on the University website:

A. Technical Support person (rate per day 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.

B. Per month cost (inclusive all taxes) of Zoom Platform/Google Meet pack for maximum 100 participants which must include:

- One Host
- Recording Storage of 100 GB

2. Printing of coloured Certificates on both sides on glossy paper (300gsm).

3. Photographs and Video Recording:

- Photography per day
- Colour Photographs for sizes 4"x6" , 5"x7" and 8"x12"
- Videography per day

4. Kit for participants:

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


DIRECTOR
UGC-Human Resource Development Centre
University of Rajasthan
JAIPUR