



**UGC – MALAVIYA MISSION TEACHER TRAINING CENTRE (MMTTC)
UNIVERSITY OF RAJASTHAN, JAIPUR**

Website: <https://mmttc.uniraj.ac.in/>

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Ph. 0141-2710925

No. MMTTC / 2025 /

Date:

Notice

Sealed quotations are invited from the reputed firms to be submitted in the office of the undersigned upto 18th August, 2025 at 12:00 noon.

1. Trained vendors with ICT expertise are invited to submit sealed quotations for the following five items for the conduct of online/offline courses to be held in the financial year 2025-26 as per UGC approved schedule displayed on the University website:

A. Technical Support person rate per day for full day for Faculty Induction Programme (4 weeks), Refresher Courses (2 weeks), STC (1 week) etc. (inclusive all taxes)

B. Technical Support person for NEP Orientation & Sensitization Programme 3 hours per day for 4 days (inclusive all taxes)

Expected duties:

- The technical person will be physically present on the requested date(s) for hosting meetings from the institute with following:

- DSLR Camera & Tripod
- Laptop & Backup Internet

- HDMI, TRS, AUX, XLR Cables Upto 10 Meters
- 4 Channel Audio Mixer & Wireless Mics.

- Forming WhatsApp group of the participants.
- Sharing of class schedule and calendar with participants.
- Creating Google Meet Link Daily and Inviting All 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.
- Providing Technical Support to Participants when required.
- Recording the lectures of Resource Persons.
- Maintaining Daily, Weekly and Monthly Attendance record of the participants.
- Maintaining Daily Attendance Report Summary in Minutes & Reporting to Coordinators.
- Maintaining Day Wise Recordings on the Cloud Storage
- Editing and Clipping of Day Wise Video Recordings
- Sharing of Feedback Forms for Each Session Daily and Reporting
- Creating Online Test Form for the Course when required.
- Taking Screenshots of Sessions with Resource Person in Focus

C. Per month cost (inclusive all taxes) of subscription Google Meet pack for maximum 200 participants which must include:

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| • One Host | • Cloud Storage of 2TB | • AI Meeting Summary |
| • Unlimited Co-Hosts | • Cloud Recording | • Attendance Tracking |

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

- Includes Designing of Certificates for Each Participant with their Photo
- Includes Delivery and Collection of Data from the Institute

3. पर्दे, वेडशीट, तकिया कवर एवं टॉवल आदि की धुलवाई की दरें। (प्रति बग)

4. Photographs and Video Recording:

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

5. Kit for participants (for offline courses):

A. Canvas Bag of size 15"x12" app. With outer printed zip pocket, inner pocket and belt.

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| • Register 120 pages | • Ball point pen |
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B. Cloth folder of size 13"x10" app. with inside pocket.

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| • Register 120 pages | • Ball point pen |
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No. MMTTC/2025/1535

Date: 11-8-2025

— Sd —
Director, UGC-MMTTC

Reshma
11/08/2025
Director, UGC-MMTTC

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