



OFFICE OF THE BETAR VIDYASAGAR



VIDYASAGAR UNIVERSITY, MIDNAPORE

PHONE (03222298482)

Email: betarvidyasagar@mail.vidyasagar.ac.in

PASCHIM MEDINIPUR – 721 102 / WEST BENGA

Ref. No. VU/FO/Tender/ 42/25

Date: 15.01.2025

Tender Notice

Sealed Quotations are invited from individual content creators in digital platform for engagement in Betar Vidyasagar & creating various contents & other related Jobs as follows.

Creating Quality poster for promoting the programs of Betar Vidyasagar as per requirement. Compatible for Youtube & Facebook/Instagram with high resolution.

The Quotation is to be submitted to the **Finance Officer** of Vidyasagar University **within** 22.01.25 (3 .00P.M.)

This Contract will remain valid initially for a period of 3 months.

Sl. No	Item	Unit	Unit Rate
1.	Professional Poster & Flex designing.	1 pc.	
2.	A4 Size Form & Certificate designing.	1 pc.	
3.	Video Recording of content creation at Betar Vidyasagar studio/outdoor of 30 minutes duration.	Per video	
4.	Creation of Trailer of one minutes short duration from recorded video content to be provided by Betar Vidyasagar.	Per video	
5.	Video editing 30 minutes	Per video	
6.	Audio editing 30 minutes	Per audio	
7.	Social Media handling for increasing the reachability, subscription, views of contents published.	Per Publication	

Eligibility Criteria:

- 10+2
- Should have experience in Graphics designing Flex, Poster, Form, Certificate etc.
- Professional editing of A/V content.
- Should be able to handle and publish contents in social Media.

Desirable:

Should have experience of working in Media Sector.

Terms & Conditions:

- Monthly billing based on actual work done.
- Payment will be made 15 days of raising bill on satisfactory Performance.
- The individual will keep record of all work done details certified by the Betar Vidyasagar authority.
- The individual may use the infrastructure of Betar Vidyasagar & work in the Betar Vidyasagar studio.

FINANCE OFFICER