

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
TECHNOLOGY-ENABLED SKILL ORIENTED LEARNING EDUCATIONAL PROGRAMMES (TESOLEP)
POSTGRADUATE DIPLOMA IN LABORATORY ANIMAL SCIENCES (PGDLAS)

No. KVASU/DE/TESOLEP/PGDLAS/1QUOT/2026

Date: 13/08/2026

QUOTATION NOTICE

Sealed quotations are invited from experienced and competent agencies/firms/freelance professionals for professional video lecture production and post-production services for the Postgraduate Diploma in Laboratory Animal Sciences (PGDLAS), offered through the Directorate of Entrepreneurship, Kerala Veterinary and Animal Sciences University, under TESOLEP. The work includes editing and enhancement of recorded academic video lectures and, wherever required, creation of finished lecture videos using the raw video, audio, presentation slides and other learning materials supplied by the Course Director.

The quotation shall be addressed to the Course Director, PGDLAS, Department of Veterinary Pharmacology and Toxicology, College of Veterinary and Animal Sciences, Mannuthy, Thrissur - 680 651, Kerala. The sealed envelope shall bear the superscription "Quotation for Professional Video Lecture Production and Post-production Services for PGDLAS under TESOLEP". The quotation must reach the undersigned on or before 2 p.m. on 02/09/2026 and will be opened at 2.30 p.m. on the same day in the presence of the bidders or their authorised representatives who may wish to attend. Further details may be obtained from the office of the undersigned during working hours.

Scope of work and technical specifications

Sl. No.	Item	Requirement
1	Lecture volume	Approximately 50 video lectures, each of about 60 minutes; the actual quantity/duration will be communicated through the work order.
2	Video editing	Removal of unwanted portions, errors, pauses and repetitions; sequencing of clips; smooth cuts and transitions; finalizing of audio, video and presentation content.
3	Audio enhancement	Noise reduction, removal of hum/echo as far as technically feasible, speech-level balancing and overall improvement of voice clarity.
4	Academic presentation integration	Insertion and finalizing of PowerPoint slides, images, diagrams, screen recordings and other teaching materials supplied by the Course Director.
5	Branding and titles	Standard opening/closing frame, KVASU/TESOLEP/PGDLAS identification, lecture title, faculty name and designation, section titles and end credits, using the approved template.
6	On-screen corrections	Addition of necessary text labels, callouts and correction of minor typographical errors identified during review, without altering the academic content.
7	Captions/subtitles	Accurate English captions/subtitles, where specifically required in the work order, supplied as embedded captions and/or an SRT file.
8	Output quality	Full HD (1920 × 1080), 16:9 aspect ratio, MP4 format using H.264 or an equivalent widely compatible codec; clear stereo/mono audio suitable for LMS and online viewing.
9	Review and revision	Submission of a preview for approval and incorporation of up to two rounds of reasonable corrections for each lecture without additional charge.

Sl. No.	Item	Requirement
10	Final deliverables	Final approved MP4 files, caption files wherever applicable, thumbnails/title cards and editable project/source files, transferred through the medium specified by the Course Director.
11	Turnaround time	Delivery according to the schedule prescribed in the work order. The bidder shall indicate the normal turnaround time per lecture and maximum weekly production capacity.
12	Confidentiality and rights	All raw materials, edited videos and project files shall remain confidential. Ownership and unrestricted institutional usage rights of the final and source materials shall vest with KVASU. No material shall be reused or published without written permission.

Instructions to bidders

1. The bidder shall quote the rate per finished minute and/or rate per completed lecture, clearly indicating all applicable taxes and charges. Any separate charge for captions, animation, recording or other optional work shall be shown separately.
2. The quoted rates shall remain valid for at least 60 days from the last date for submission of quotations.
3. The bidder shall submit a profile, details of relevant experience and links/files of at least two comparable educational video works.
4. The University may request a short sample edit using material supplied for evaluation before finalizing the work order.
5. No advance payment will ordinarily be made. Payment will be released for satisfactorily completed and approved work, subject to applicable statutory deductions.
6. The lowest quotation need not necessarily be accepted. Selection will be based on price, quality of sample work, relevant experience, technical capability and delivery schedule.
7. The undersigned reserves the right to accept or reject any or all quotations, in full or in part, without assigning any reason.

Price schedule to be submitted by the bidder

Sl. No.	Description	Unit	Rate (₹)	GST/other taxes
1	Complete editing and production of lecture video	Per finished minute / per lecture		
2	English captions/subtitles with SRT file, if ordered	Per finished minute		
3	Recording support at the specified location, if ordered	Per hour / session		
4	Any other clearly specified charge	Specify		
5	Estimated cost for complete editing and production of lecture video for approx. 50 video lectures	50		

Sd/-

Dr. Bibu John Kariyil

Course Director, PGDLAS

TESOLEP, Directorate of Entrepreneurship, KVASU

To
The Notice Board, University website