



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**MATERIALS MANAGEMENT DIVISION**

**Powai, Mumbai 400076.**

**Ref No. (PR No.) 1000045052**

**(Rfx No. ) 6100002033**

**Technical Specifications: Video Production**

<b>Sr. No</b>	<b>Item Description</b>	<b>Technical Compliance (Yes / No)</b>	<b>Additional Information (If any)</b>
1	The selected service provider will be expected to deliver comprehensive video content creation services, including but not limited to		
	<ul style="list-style-type: none"><li>• Concept Development: Crafting creative concepts and storylines aligned with our faculty teaching objectives.</li></ul>		
	<ul style="list-style-type: none"><li>• Scriptwriting: Developing engaging scripts that effectively convey key messages.</li></ul>		
	<ul style="list-style-type: none"><li>• Pre-production: Planning, scheduling, Curriculum design, Assessment design, content alignment, Presentation design</li></ul>		
	<ul style="list-style-type: none"><li>• Production: filming, directing &amp; capturing high-quality video footage, collaborating with the faculty, assistance during the shoot, conducting shoots, developing graphics or animations</li></ul>		
	<ul style="list-style-type: none"><li>• Post-production: Editing videos, audio, and integrating additional graphics, QA and uploading the final content onto the course authoring platform, landing page content, incorporating feedback etc.</li></ul>		

	<ul style="list-style-type: none"> <li>Final Deliverables: Providing the final video in various formats suitable for different platforms</li> </ul>		
2	Provide/Set up video recording facility: Workable with choice of device (Board, Laptop, Tablet – iPad, Surface, Wacom)		
3	Provide Video Streaming through secured access (for a wide range of laptop & Tablet choices); Content should not be downloadable.		
4	Create content for landing page / logo design & other required assets		
	Volume of Work: No guarantee is given as to any definite volume of work which will be trusted to vendor at any time or throughout the period of the contract & based on as & when required basis		
	Contract Duration: 1 Year (with possibility of extension based on performance & fulfilment of another T&C)		
5	Intellectual Property: All intellectual property rights for the created video content will be retained by IIT Bombay		