



COMMONWEALTH OF LEARNING

Learning for Development

Commonwealth Educational Media Centre for Asia

Ref: 06-01-050/HE/MOOC

06 November 2020

Budget Code: 21-ED1-262

To,

Sri Mohon Kumar Chattopadhyay

Registrar

Netaji Subhas Open University

DD-26, Salt Lake, Sector-1, Kolkata, West Bengal – 700064

E-mail: registrar@wbnsou.ac.in

vc_nsou@wbnsou.ac.in

anirban1972@gmail.com

Re: Contract for Editing of 20 hours videos for MOOC: Online Course Development for SWAYAM.

Dear Sri Mohon Kumar Chattopadhyay,

The Commonwealth Educational Media Centre for Asia (CEMCA) seeks to engage the services of NSOU Kolkata, to edit 20 hours videos for MOOC: Online Course Development for SWAYAM provided by CEMCA along with Power point presentation and transcription etc.

1.0 Statement of Work

- 1.1 Edit all the 20 hours videos provided by CEMCA along with PPT and transcription.
- 1.2 Create a signature tune with the CEMCA Logo for starting and ending of video.
- 1.3 Use text animations throughout the video in consultation with CEMCA course team.
- 1.4 Give special effects, wherever necessary.
- 1.5 Assign Dr. Anirban Ghosh, Professor of Commerce & Director, School of Professional Studies, Netaji Subhas Open University, Kolkata as contact point for CEMCA and coordinator for the MOOC team in video editing and producing.
- 1.6 Discuss with Dr. Manas Ranjan Panigrahi, Sr. Programme Officer, CEMCA for finalisation of videos editing.

2.0 CEMCA Responsibilities and Contact Person

CEMCA shall be responsible to:

- 2.1 Provide relevant videos and PPTs, and Transcriptions for editing of all videos as per the requirements.
- 2.2 CEMCA shall assign Dr. Manas Ranjan Panigrahi (mpanigrahi@col.org) as the staff member to liaise on all matters related to this contract.

3.0 Deliverables and Timeframe

- 3.1. Provide edited 5 hours videos by November 20, 2020.
- 3.2. Provide edited 10 hours videos by December 05, 2020.

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Sri Mohon Kumar Chattopadhyay
REGISTRAR

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Commonwealth Educational Media Centre for Asia

3.3. Provide remaining 5 hours videos by December 15, 2020.

4.0 Fees and Invoices

4.1 A maximum fee of INR 1,00,000 shall be payable to the NSOU in 02 instalment(s) as follows:

4.2 The first Instalment as an Advance: Rs. 50,000/- will be paid after completion of 5 hours Videos by November 20, 2020.

4.3 The Final Instalment: Rs. 50,000/- will be paid after all deliverables of Videos by December 15, 2020.

5.0 Expenses

5.1. NSOU shall bear all the expenses incurred in carrying out the contract.

6.0 Copyright and Intellectual Property

- 6.1. The NSOU shall assign to COL/CEMCA any copyright arising from the works produced by the Consultant in relation to the services provided while executing the contract.
- 6.2. COL/CEMCA, as copyright holder, shall hold the unrestricted rights to republish the work in any format at any time including editing the work and associating the work with other work.
- 6.3. Any background intellectual property belonging to the Consultant as on the date of the contract which is used to provide or be incorporated into the services, will be retained by the Consultant. However, COL/CEMCA will have a non-exclusive right to use this intellectual property as required to fully benefit from the services provided under this contract.
- 6.4. The NSOU warrants that the use or supply by COL/CEMCA of the work provided by the NSOU under this Contract does not infringe on any intellectual property rights.
- 6.5. The NSOU agrees that COL/CEMCA will hold the copyright in the intellectual property of any work that is created as a part of this agreement. COL agrees to license the work created under a Creative Commons – With Attribution – Share Alike (CC-BY-SA) licence agreement. The full legal code of this copyright contract is available at no cost at: <http://creativecommons.org/licenses/by-sa/4.0/>.

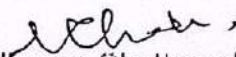
7.0 Liability and Insurance

- 7.1. CEMCA shall not assume any liability for any injuries or damage to the NSOU and its associates and staff involved with the execution of this contract and shall not assume any responsibility whatsoever for insuring the NSOU.
- 7.2. The NSOU shall undertake full responsibility for the purchase of any health and medical, accident or other insurance which may be necessary in respect of any loss, injury, damage or illness occurring during the execution of this contract.

8.0 Termination

- 8.1. This contract may be terminated by either party before the expiry date of the contract by giving written notice of 10 days to the other party.
- 8.2. As a result of termination, the NSOU shall have no claim against CEMCA other than payment on a pro rata basis for no more than the actual amount of work performed to the satisfaction of CEMCA.

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Mohan Kumar Chattopadhyay
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9.0 Independent Consultant

- 9.1. The Consultant is an independent consultant and nothing in this contract shall be deemed to create the relationship of employer and employee between the Consultant and CEMCA.
- 9.2. CEMCA undertakes no liability for taxes, duty or other contributions payable by the NSOU on payments made under this Contract.

10.0 Confidentiality

- 10.1. Any information of a character confidential to the affairs of COL/CEMCA to which the Consultant becomes privy as a result of the work performed under this contract shall be treated as confidential, unless required to do so by law.

11.0 Assignment

- 11.1. The Consultant may engage various parties and individuals to complete the assignment.

To indicate your acceptance of this task and the associated terms and conditions, please initial each page, sign the last one, where indicated, and return me a signed copy. I will sign and mail you a pdf. copy for your records.

Sincerely,

(Dalip Kumar Tetri)
Adviser, Admn. & Finance

Dated: November 23, 2020

(Mohon Kumar Chattopadhyay)

Registrar, NSOU

Mohon Kumar Chattopadhyay

REGISTRAR

NETAJI SUBHAS OPEN UNIVERSITY

Dated: 23.11.2020