

To,

F. No. EMPC/PUR/ENGG.UNIT
Date: 24/01/2024

Sub. : Hiring of Equipment for 37th Convocation.

Dear Sir,

Sealed quotations are hereby invited from the local vendors for the Hiring of following Equipment's for **Live Coverage of 37th Convocation** to be held on **Feb 20th, 2024 from 10.00 a.m. onwards** at Convention Centre, IGNOU, Maidan Garhi, New Delhi-68.

Sl. No.	Items	Qty
1.	75" LED TV with stand, accessories along with one set of ADA & VDA with approx 40 to 50 mtr video cables (each) for connecting All TVs.	2 (to be installed at Convention Centre).
2.	Gooseneck Microphone (Shure /AKG or broadcast quality make)	04 No.
	➤ All required Accessories including extension boards, audio/video cables, connectors, SD to SDI (BNC to HDMI) convertor and miscellaneous accessories required for complete operational system.	
	➤ Technical manpower for installation, testing and operation of the system.	
	➤ Vendor should ensure that all the quoted equipment are fully tested and in good working conditions. All the equipment are of reputed brands and of broadcast quality	

Terms & Conditions:

1. The service tax, transportation & installation charges on site should be included in the rates.
2. Installation & testing to be completed by 12.00 noon on 19/02/2024 by the firm itself and will be checked by the Engg. Unit, EMPC.
3. All hiring equipment must be Professional Grade Broadcast Quality.
4. All firms should have clearly mentioned details of providing equipments on hire basis in their quotation.
5. Technical man power for operation of hiring equipments will be provided by firm.
6. TDS will be deducted as per rules.
7. Payment shall be made on satisfactory completion of work and on Submission of final bill
8. The Engineering section EMPC, may inspect the equipment in advance before placing the order.

Sealed quotations should be addressed to the Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi – 110068 must reach the undersigned on or before 12:00 p.m. on 05/02/2024 which shall be opened on the same day at 02:30 p.m.

The envelop may be superscribed as **"Quotation for Hiring of Equipment for 37th Convocation"**.

Yours faithfully,


(Deputy Registrar)