

3. Installation & testing should be done 4 to 5 hrs before the schedule time of **Memorial Lecture** or previous day evening by the firm itself and will be checked by the Engg. Unit, EMPC.
4. All hiring equipment must be Professional Grade Broadcast Quality.
5. All firms should have clearly mentioned details of providing equipments on hire basis in their quotation.
6. Operation of hiring equipments will be done by firm.
7. TDS will be deducted as per rules.
8. The requisite Earnest Money Deposite of Rs. 2500/- in favor of IGNOU, New Delhi, by way of DD/FDR. The same DD/FDR shall be considered as performance security in case of successful bidder.
9. All the other term & conditions of GFR shall be applicable.

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 15.00 hrs. on 19<sup>th</sup> June, 2014 which shall be opened on the same day at 15.30 hrs.

The envelop may be superscribed as "Quotation for Hiring of 03- camera set-up for live coverage of 19<sup>th</sup> Prof. G. Ram Reddy Memorial Lecture ".

Yours faithfully,

  
Dy. Registrar  
EMPC-IGNOU