

F. No. EMPC/ENG/HIRE/10  
Dated: 07<sup>th</sup> June, 2016

To

**Sub. : Hiring of 3-camera set-up for live coverage & Webcast of the event.**

Dear Sir,

Sealed quotations are invited from the vendors for the Hiring of following Equipment's for Live Coverage of **21<sup>st</sup> Prof. G. Ram Reddy Memorial Lecture on 2<sup>nd</sup> July 2016** at Convention Centre, IGNOU, Maidan Garhi-68.

Sl. No.	Items	Qty
1.	Three HD Camera set up, CCU, Triax Cable with minimum 8 Channels Digital switchers, Digital Monitors, Digital Audio mixer.	1 Set
2.	Character Generator (Preferably FCP)	01 Nos.
3.	DVC Pro-50 VTR Recorders	02 Nos.
4.	LED TV	02Nos.
5.	Gooseneck Microphone	04 Nos.
6.	ADA/VDA	03 Nos Each
7.	Hum suppressor	02 Nos.
8.	HDMI to VGA converter	01 Nos.
9.	Multi- 20 Lights	06 Nos.
10.	Lights Extension boards	04 Set
11.	VGA to PAL converter	02 Set
12.	A/D and D/A converter	01 Set each
13.	DVC Pro Tapes of 90 Minutes	10 nos.
14.	Cables, Connector & additional miscellaneous accessories with talkback system required for completion of the system.	
15.	Installations, testing and commissioning in the convention center, IGNOU, Maidan Garhi.	
16.	Technical manpower for the operation of the system.	

***Terms & Conditions:***

1. The service tax, transportation & installation charges on site should be included in the rates.
2. 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.
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. Operation of hiring equipments will be done by firm.
6. TDS will be deducted as per rules.
7. The requisite Earnest Money Deposit of Rs. 2500/- in favor of IGNOU, New Delhi, by way of DD/FDR.
8. The Engineering section EMPC, will inspect the equipment in advance before placing the order.
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 17<sup>th</sup> June, 2016 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 21<sup>st</sup> Prof. G. Ram Reddy Memorial Lecture**".

Yours faithfully,

Sd/-  
**Joint Registrar**  
**EMPC**

