



# KAMALA NEHRU COLLEGE

(University of Delhi)

**NAAC Accredited with 'A' Grade**

August Kranti Marg, New Delhi-110049

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KNC/2018/946

December 05, 2018

M/s \_\_\_\_\_

New Delhi

**Sub. :- Quotations for engagement of services for hiring of Operator -cum- Technician for Auditorium of the College.**

Sir/s,

Sealed quotations are invited from licensed/Registered and experienced Companies/Contractors to engage an Operator-cum- Technician for a period of 01(one) year, regarding Maintenance of Lighting Equipments, Audio and Video Systems in College Auditorium. The description of the works are as follows:-

**Scope of work:-**

1. Weekly routine inspection of all Audio & Video Systems (with all connected accessories, consumables & non-consumables) installed in Auditorium & submission of inspection report on same day to the college. Routine Inspection must be done from Monday to Friday between 10:00 am to 2:00 pm.
2. Weekly routine inspection of all Lighting Equipments (with all connected accessories, consumables & non-consumables) installed in Auditorium & submission of inspection report on same day to the college authority. Routing Inspection must be done from Monday to Friday between 10:00 am to 2:00 pm.
3. Sound & Lighting operator must be available for all college functions & schedule of college function will be provided to the engaged person from time to time.
4. In case of any break down call, Technician/Engineer deputed by your office will attend the complaint within 02 (two) hours to resolve the technical/non-technical issue.
5. In case of damaged/non-working condition, the parts will be replaced according to direction of college authority. The cost of part will be paid separately by the college. All types of repairing tool & special equipment must be arranged by the service provider.

Please submit all the information in a separately sealed envelopes through **Registered/Speed post/courier only (Quotation delivered by hand will not be accepted)** and send to this office addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049, with full address and written on the top of the envelope, **"Quotations for engagement of services for hiring of Operator-cum-Technician for Auditorium of the College"** respectively. The amount must be mentioned in words & figures both and the quotation in a sealed envelope received in this office **latest by 25.12.2018 upto 4 p.m.** You can visit the site during the office hour from 10:00 am to 4:00 pm at all working days. The Principal reserves the right to reject/accept any or all quotations without assigning any reason thereof.

Yours sincerely,

**Dr. Kalpana Bhakuni**  
Principal (Officiating)