



**Department of Information and Public Relations
Government of Himachal Pradesh**

TENDER DOCUMENT

For empanelment of agency(ies) by the department of Information and Public Relations for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements.

Last date & Time for Submission: 30-04-2025 up to 2:00 PM

**Department of Information and Public Relations, H.P.
Suchana Bhawan, Shimla-171002**

**Department of Information and Public Relations, H.P.
Government of Himachal Pradesh
Suchana Bhawan, Shimla-171002**

Tender document for empanelment of agency(ies) for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements.

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**Department of Information & Public Relations, H.P.
Government of Himachal Pradesh
Suchana Bhawan, Shimla-171002**

TENDER NOTICE

The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 invites tenders from the reputed, interested and eligible agencies/ firms for empanelment of agency(ies) by the department of Information and Public Relations for erection of Stage, Canopy, Tentage, Chairs and other allied arrangements during various Government functions in Himachal Pradesh for a period of two years.

Completed tender form are to be sent in plain sealed envelope super scribing thereon **Empanelment of agency(ies) by the department of Information and Public Relations for erection of Stage, Canopy, Tentage, Chairs and other allied arrangements** and reach this office on or before 30 April, 2025 up to 2:00 PM, which will be opened on the same day at 3:00 PM in the presence of tenderers or their authorized representative.

The rates for above mentioned works be quoted by the interested firms in the tender form, which may be procured from the Directorate of Information & Public Relations, Shimla-2 on any working day during office hours on payment of Rs 500/- (non-refundable) in cash. The tender form can also be downloaded from the departmental website www.himachalpr.gov.in, in that case, the firm would be required to enclose DD for Rs. 500/- in favour of Director, Information & Public Relations, H.P, Shimla-2 towards the cost of tender form otherwise the tender will not be considered.

Director,
Information & Public Relations Department,
Himachal Pradesh, Shimla-2

**Department of Information and Public Relations, H.P.
Government of Himachal Pradesh
Suchana Bhawan, Shimla-171002**

Tender document for empanelment of agency(ies) for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements during various Government functions in Himachal Pradesh.

TENDERING SCHEDULE

Date & Time of publication:	09-04-2025
Start & End Date for procuring/ downloading tender document:	09-04-2025 to 30-04-2025 up to 2:00 PM
Date & Time of Pre-Bid meeting Queries	16-04-2025 up to 05:00 PM
Date & Time of Pre-Bid meeting	17-04-2025 at 11:00 AM
Start Date For submitting of tender	18-04-2025
Last date and time for submission of tender along with Cost of Tender Document& Earnest Money Deposit	30-04-2025 up to 2:00 PM
Date & Time for opening of Technical Bid	30-04-2025 at 3:00 PM Venue: Suchana Bhawan, Majitha House, Shimla-171002, Himachal Pradesh
Cost of the Tender Document:	Rs. 500/- (Rs. Five Hundred) only, NON-REFUNDABLE. The Agency/ Firm would be required to submit DD for Rs. 500/- in favour of the Director, Information and Public Relations, H.P, Shimla-2 towards the cost of Tender Form along with technical bid; otherwise the Tender will not be considered.
Earnest Money Deposit (EMD):	Rs. 25,000/- (Rs. Fifty Thousand) only. The Agency/ Firm would be required to submit DD for Rs. 25,000/- in favour of the Director, Information and Public Relations, H.P, Shimla-2 towards EMD along with technical bid; otherwise the Tender will not be considered.
If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.	

Department of Information & Public Relations, H.P.
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SCOPE OF WORK

1. The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 intends for empanelment of **agencies/firms** for following items for functions of the State Government in various Districts of the State at different locations for a period of two year from the date of signing the contract agreement with the department :-

Sr. No.	Name of The Articles
1.	Podium
2.	Erection of stage with matting (3, 4, 5, 6, 7 and 8 feet height)
3.	Waterproof Shamiana/Pandal (15 feet height)
4.	Waterproof Shamiana/Pandal (18 feet height)
5.	Non waterproof Shamiana/Pandal (15 feet height)
6.	Non waterproof Shamiana/Pandal (18 feet height)
7.	Waterproof Dome Tent
8.	Waterproof and fireproof tarpaulin Aluminum German Hanger
9.	Steel Barricading for stage (height 4 feet)
10.	Pipe Barricading (height 4 feet)
11.	Mojo Barricading (height 4 feet)
12.	Side curtains for Pandal
13.	Furniture (Chairs, Sofas, Tables etc.) and fixtures
	1. Premium Sofas (Three seater, two seater and one seater)
	2. Premium Chairs
	3. Cushion Chairs
	4. Ordinary Chairs
	5. Ordinary Tables (5'x2.5'x2.5')
14.	LED light 100 W
15.	Wire for temporary lights
16.	Pedestal Fans
17.	Air conditioners
18.	Flower decoration
19.	Decoration Lights
20.	Matting
21.	Green Rooms with attached toilets
22.	Temporary fabricated cabins
23.	Portable toilets with provision of proper sanitation
24.	P3 LED Screen (15x10 feet) with all required accessories for screening AV content
25.	P6 LED Screen (15x10 feet) with all required accessories for screening AV content
26.	HD LED TV of size 55" with stand

27.	Public Address System (for gathering up to 1000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration
28.	Public Address System (for gathering of 1000-2000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration
29.	Public Address System (for gathering of 2000-4000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration
30.	Public Address System (for gathering above 4000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration
31.	Generator Set (125 KVA/ 62 KVA)

2. The empanelled Agency /Firm will be responsible for installation of above mentioned items in consultation with hiring Department/Board/Corporation.
3. The erection of stage installed at different location could have same or different theme as per the requirement of the hiring Departments.
4. For this purpose bids are invited from eligible Agencies/ Firms to submit their details along with the Technical Bid and quote their rates in Financial Bid for empanelment with the Department of Information and Public Relations, H.P. for execution of works as per requirement.
5. The locations of the functions can be anywhere in the State of H.P.
6. The successful bidder shall be responsible for erection of stage and other allied arrangements as per specifications given as '**Proforma for Financial Bid**', at different locations according to the requirement of the department.

Department of Information & Public Relations, H.P.
Government of Himachal Pradesh
Suchana Bhawan, Shimla-171002

Tender document for empanelment of agency (ies) for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements during various Government functions in Himachal Pradesh.

ELIGIBILITY CONDITIONS:

1. The bidder agencies/ firms should have GST number and PAN.
2. The bidder should have an average annual turnover of Rs. 10.00 lakh (Rs. Ten Lakh Only) for last three financial years. Turnover details for the years 2021-22, 2022-23 and 2023-24 will have to be submitted along with Technical Bid and photocopy of P&L Account and Balance Sheet for years 2021-22, 2022-23 and 2023-24 shall have to be submitted duly certified by the Chartered Accountant of the firm/agency.
3. The bidder should have sufficient inventory of specified items and is required to furnish undertaking of the same along with bid.
4. The bidder should have a minimum of three years experience in the same field with government or private sector institutions. A minimum of six work orders (average two for the year 2021-22, 2022-23 and 2023-24) should be submitted along with the bids.
5. The bidder should have filed Income tax return for the Assessment Years 2021-22, 2022-23 and 2023-24 and should have submitted ITR's accordingly.

Department of Information & Public Relations, H.P.

Government of Himachal Pradesh

Suchana Bhawan, Shimla-171002

Tender document for empanelment of agency (ies) for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements during various Government functions in Himachal Pradesh.

Terms and Conditions:-

1. The bidder shall have to submit '**Technical Bid and 'Financial Bid'**'. The technical bid shall contain all the required documents such as copy of PAN Card, Aadhar Card, GST Registration No. including EMD as per Annexure "A". The financial bid envelope should contain the rates of items quoted as per Annexure 'B'. Both the bids should be submitted separately.
2. The approved tender rates will be valid for two years from the date of issue of award letter.
3. The Bid should be submitted with EMD of Rs 25,000/- in the form of Demand Draft duly pledged in the name of Director, Information and Public Relations, Himachal Pradesh, Shimla-171002. EMD of successful bidder shall be retained as performance security till the completion of contract term.
4. No advance payment will be made to the firm. All/every payment will be released only after the satisfactory completion of the event duly certified by the authority for the purpose. All statutory deductions e.g. GST, TDS and IT. TDS etc, will be made from the due payment of the bill to the bidder.
5. Payment of the firm can be made only as and when fund or budget will be available with quarter concerned. No advance payment will be made.
6. All rates should be quoted inclusive of GST.
7. The agency should have well established warehouse.
8. The payment of services provided will be made for the day on which actual service is taken. No payment will be given for the days in which preparation is done.
9. The rates quoted shall be inclusive of transportation, loading/unloading of all items.
10. The items should be clean and in good condition. Torn or mutilated articles will not be accepted.
11. The bidder must have experience to hold large events.
12. The bidder will have to maintain satisfactory cleanliness at the spot.
13. The Departments will bear/own no responsibility for any damage and or loss to the articles provided during transit and/ or their use by whatsoever means and to whatsoever extent.
14. The bidder will ensure that there is no loss to property/life due to the articles provided and/ or served. He will be responsible for any type of loss.
15. No inflammable material will be used for the construction of stage and other allied items.
16. This will be the sole responsibility of the agency/ firm that the manpower supplied is not engaged in any criminal activity. The firm must check the character antecedents of the same.
17. It will be the responsibility of the successful bidder to follow the provisions of labour laws and other relevant laws.
18. Permission required for transportation of items etc. at the place of event is to be obtained by the agency as and when required from the Government.
19. The successful bidder is required to enter into a contract agreement with the undersigned within ten days of issuance of offer letter failing which his/her EMD will be forfeited in favour of Director, Information and Public Relations, Himachal Pradesh, Shimla-171002.
20. The technical bids shall be opened first. The financial bids of the bidders qualified in technical bids shall only be opened.
21. The bidder must supply documents in support of his experience during the last three years in Tent Services in Government or private sector institutions.

22. The bidder must ensure proper fire fighting arrangement.
23. The Total rates quoted shall be inclusive of all taxes and FOR at any location.
24. The bidder is required to quote rates for each item and sub-items, otherwise the bid will be rejected. However, the bid will be evaluated on total cost basis.
25. The empanelment of Agencies/Firms, rates will be finalized on L-1 basis after negotiation for each item.
26. For empanelment of the Agencies/ Firms matching option will be given to Agencies/ Firms on basis of L-1 rates to enter in the contract agreement with the department for empanelment.
27. Director, Information and Public Relations. H.P reserves the right to empanel one or more agencies/ firms for speedy execution of work.
28. The distribution of work amongst empanelled Agencies/Firms will be the sole discretion of the hiring Departments on the basis of capacity, performance to meet out exigency of work and past experiences.
29. If the services provided by the successful Agency/Firm are not found/ reported to be not as per the specifications, the hiring Departments can hold the bills submitted by the Agency/Firm, or not make any payments. For any serious lapses or fraudulence on the part of Agency/ Firm, contract may be cancelled and performance guarantee pledged in the name of Director, Information and Public Relations HP will be forfeited in favour of the Government. The firm can be blacklisted.
30. The successful bidder will have to abide by all the instructions/ guidelines issued by the Hon'ble Courts and regulating authorities from time to time.
31. The successful bidder agency shall be responsible to ensure all Indian Safety Standards. The bidder shall ensure structural safety, fire safety, proper ventilation, safe electricity supply and other safety measures.
32. No subletting will be authorized. The Agency/ Firm will be responsible for the execution of whole work itself.
33. The undersigned reserves the right to modify, relax, wave off, accept or reject any term & condition of bid/tender without assigning any reason thereof.
34. All the disputes are subject to the jurisdiction of Himachal Pradesh High Court, Shimla only.
35. Affidavit of non-blacklist of the firm on the stamp paper of Rs. 10/- must be attached with the technical bid stating therein also that the bidder has gone through the bid document, understood it completely and the agency/firm accepts all the terms & conditions mentioned therein.
36. In case of violation of any of the terms & conditions as stated in the tender document, the offer will be terminated forthwith along with forfeiture of EMD.
37. The Bidders shall have to file following declaration along with tender application:

Declaration

I/We hereby declare that I/We have read the terms and conditions. The information supplied by me/ us are true to the best of my knowledge. The terms and conditions prescribed by the Director Information & Public Relations will be binding upon me/us in the event of the acceptance of my tender.

I/We herewith enclose Demand Draft of Rs. 25,000/- as earnest money and if I/We fail to execute the assigned job within specified period, I/We hereby agree that the earnest money deposited/ performance guarantee to be deposited to the Director, Information and Public Relations, Himachal Pradesh be forfeited.

Name and Signature of the Bidder

TECHNICAL BID**PROFORMA FOR BIDDER'S PROFILE**

1.	Name of Agency/ Firm and Address (Attach Proof) :
2	PAN No.: (Submit Proof)
3	Proof of Himachali Bonafide
4	GST No.: (Submit Proof)
5	Name of Bank : Account No. : IFSC Code :
6	Details of cost of Tender Document (Rs. 500)
7	Details of Earnest Money Deposit (Rs.25,000)
8	CA Certified Annual Turnover Statement for FY's 2021-22, 2022-23 and 2023-24 as prescribed (In INR):
9	Income Tax Return (ITR) for last 3 Assessment Years i.e. 2021-22, 2022-23 and 2023-24.
10	Experience (in no. of years):
11	Undertaking of sufficient inventory
12	Affidavit of non-blacklist of the firm on the stamp paper of Rs. 10/-.

I/We hereby declare that the above mentioned information supplied by me/us is true to the best of my/our knowledge & belief and terms and conditions mentioned in the tender document by the Department will be binding upon me/us in the event of the acceptance of my tender.

Read over and accepted

**Signature of Bidder,
With Name & Stamp**

FINANCIAL BID

I, _____ (Name) hereby offer my rates for supply of items as under:

Sr. No.	Name of the Articles	Rates in Rs. (in per square feet/running feet per day) including GST
1.	Podium (Rate per Unit per day)	
2.	Erection of stage with matting (3 feet height) (per square feet per day)	
3.	Erection of stage with matting (4 feet height) (per square feet per day)	
4.	Erection of stage with matting (5 feet height) (per square feet per day))	
5.	Erection of stage with matting (6 feet height) (per square feet per day))	
6.	Erection of stage with matting (7 feet height) (per square feet per day)	
7.	Erection of stage with matting (8 feet height) (per square feet per day)	
8.	Waterproof Shamiana/Pandal (15 feet height) (per sq. ft. per day)	
9.	Waterproof Shamiana/Pandal (18 feet height) (per sq. ft. per day)	
10.	Non waterproof Shamiana/Pandal (15 feet height)(per sq. ft. per day)	
11.	Non waterproof Shamiana/Pandal (18 feet height)(per sq. ft. per day)	
12.	Waterproof Dome Tent (per square feet per day)	
13.	Waterproof and fireproof tarpaulin Aluminum German Hanger (per sq. ft. per day)	
14.	Steel Barricading for stage (height 4 feet in running feet)	
15.	Pipe Barricading (height 4 feet in running feet)	
16.	Mojo Barricading (height 4 feet in running feet)	
17.	Side curtains for Pandal (rates per piece per day)	
18.	Furniture (Chairs, Sofa, Table etc.) and fixtures per day per piece)	
	1. Premium Sofas (Three seater, two seater and one seater)	
	2. Premium Chairs	
	3. Cushion Chairs	
	4. Ordinary Chairs	
	5. Ordinary Tables (5'x2.5'x2.5')	
19.	LED light 100 W	
20.	Wire for temporary lights	
21.	Pedestal Fans	
22.	Air conditioners	
23.	Flower decoration	
24.	Decoration Lights	
25.	Matting	
26.	Green Rooms with attached toilets	
27.	Temporary fabricated cabins	
28.	Portable toilets with provision of proper sanitation (per day)	
29.	P3 LED Screen (15x10 feet) with all required accessories for screening AV content	
30.	P6 LED Screen (15x10 feet) with all required accessories for screening AV content	
31.	HD LED TV of size 55" with stand	
32.	Public Address System (for gathering up to 1000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration	

33.	Public Address System (for gathering of 1000-2000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration	
34.	Public Address System (for gathering of 2000-4000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration	
35.	Public Address System (for gathering above 4000) including all required accessories like amplifiers, speakers, digital audio mixer, horns, trumpets, mikes (for vocal/music), cordless mikes etc. of suitable configuration	
36.	Generator Set (62 KVA)	
37.	Generator Set (125 KVA)	

**Signature of Bidder,
With Name & Stamp**

ANNUAL TURNOVER STATEMENT

(To be submitted on letter head of CA firm with UDIN No. and Membership No. on face of the letter)

The annual Turnover of M/S.....for the past three financial years are given below and certified that the statement is true and correct.

Sr. No.	Financial Year	Turnover in Lakhs (Rs.)
1.	2021-2022	
2.	2022-2023	
3.	2023-2024	

Total Rs..... Lakh.

Average annual turnover Rs. Lakh.

Signature of Chartered Accountant

Name in Capital Letters: _____

UDNIN:_____

Membership No._____

Date : _____

Seal: _____

LETTER OF UNDERTAKING

To

The Director
Information and Public Relations,
Himachal Pradesh, Shimla-171002

Ref.: Your Tender document No.: _____ Dated: _____

We, the undersigned have examined the above mentioned Tender document, including amendment/corrigendum No. _____, dated _____ (if any). We now offer to supply, deliver and install, Commission _____ (Description of goods and services) in conformity with your above referred document, as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule to be specified in the supply order/s after recommendation. We further confirm that, if our tender is accepted, the EMD deposited may be retained as performance guarantee of after the approval of contract award.

We agree to keep our tender valid for acceptance as per the terms and conditions read with modification, if any. We also accordingly confirm to abide by this tender up to the contract period and this tender may be cancelled any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that we fully agree to the terms and conditions specified in above mentioned tender document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation)
Duly authorized to sign tender
for and on behalf of the Agency

AFFIDAVIT

I, _____ S/o Sh. _____
R/o _____ in the
capacity of Authorized Signatory of the Bidder M/s
_____ do hereby solemnly affirm and declare as under:-

That M/S _____ are the holders of valid manufacturing license(s) for the quoted products and in case of imported quoted products have valid import license(s).

That M/S _____ has the required financial, technical and production capability necessary to perform the contract.

That M/S _____ have not been convicted, Blacklisted, debarred, prosecuted for producing / Supplying any sub- standard or misbranded or spurious tendered items by the Central Govt./ State Governments or any Government undertaking / Institutions under their control during the last three years.

That the quoted products have neither been declared of sub-standard quality nor have the product license been suspended / cancelled during last three years.

That all quoted goods and related services have their origin in India or any other country with which India has not banned trade relations.

That the rates quoted and to be charged are the lowest and does not exceed the control price, if any. The rates quoted are also in no way higher than those quoted/charged by us from any other Central Govt., State Governments and their Institutions/Semi Government Institutions in the country during the corresponding period where ever applicable.

That in the event of any decrease in the quoted rates, we undertake to reduce rates correspondingly from the date the rates have been reduced.

That we will use the material in stage and other allied items as per specifications mentioned in the tender document. The material used can be checked by Information and Public Relations Department or any other organizing agency before and after the event. In case the material is not used as per specifications, the punitive action may be taken against the concerned Agency/ Firm.

That Tender document read and understood and fully aware of the nature of the items required.

That there is unconditional acceptance of all standard terms and conditions specified in the Tender document(s)/Corrigendum(s) and the instructions to Bidders.

That I/We affirm that the Director, Information and Public Relations, H.P is at liberty to take action against me/ the company/firm represented by me, if any, information furnished by me required as per tender document proves to be wrong /false at any point of time.

DEPONENT

Verification:

I the above named deponent do hereby verify that the contents of the above affidavit are true and correct to the best of my knowledge and belief, no part of it is false and nothing has been concealed there from.

Verified at on this day of

DEPONENT

(Notarised, on Rs. 100 stamp paper)

CHECKLIST

Check list for scrutiny of Tender document for empanelment of agency(ies) by the department of Information and Public Relations for installation of Stage, Canopy, Tentage, Chairs and other allied arrangements.

Sr. No.	Particulars	Submitted Yes/No	Page No.	Remarks
1.	Proof of Himachali Bonafide			
2.	Proof of Earnest Money Deposit (Rs. 25,000/-).			
3.	Proof of deposit of Cost of Tender Document (Rs. 500/-).			
4.	Bidder Profile as prescribed.			
5.	Self-Attested copy of GST registration certificate.			
6.	Self-Attested copy of PAN Card.			
7.	Letter of Undertaking as prescribed.			
8.	Notarized Affidavit of Rs. 100/- Stamp paper as prescribed			
9.	Price Schedule(s) as prescribed in Financial Bid (rates to be quoted separately).			
10.	CA Certified Annual Turnover Statement for FY's 2021-22, 2022-23 and 2023-24 as prescribed.			
11.	Income Tax Return (ITR) for last 3 Assessment Years i.e 2021-22, 2022-23 and 2023-24.			
12.	Self-Attested copies of quality certificates issued by competent authority.			
13.	Undertaking of sufficient inventory			
14.	Affidavit of non-blacklist of the firm on the stamp paper of Rs. 10/-.			

Note:-

1. All submitted documents should be indexed in the above order i.e. Sr. No. 1-00 Page number be assigned to all the submitted documents.
2. All the requisite documents certificates etc, should be scanned in legible and clear form and should invariably be submitted.
3. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.

Signature of the Bidder with Seal