

Tender No.: I&PR-H(F)10-7/2019-20-II
Director Information & Public Relations,
Himachal Pradesh Shimla-171 002

Tender Notice for empanelment of Agencies with the department for Designing, Printing & Installation of Hoardings

The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 invites sealed bids from eligible firms/ agencies for empanelment of **agency/ agencies** with the department for designing and printing of flex of permanent and temporary hoardings, installation, repair and maintenance of Solar Backlit Unipolar Hoardings, installation, repair and maintenance of ordinary Permanent Hoardings, installation of temporary hoardings, change of flex of solar unipolar and ordinary permanent hoardings, printing and installation of flex banners, printing and installation of cut outs and roll up standees based on Policies, Programs, Schemes and Initiatives of the Government at different locations of Himachal Pradesh for a period of two years.

The tender form complete in all respect in plain sealed envelope superscribing thereon Tender for empanelment of agencies for designing, printing and installation of Hoardings must reach this office on or before 19-05-2023 up to 2 PM which will be opened on the same day at 3 PM in the presence of tenderer or his/her 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 application will not be considered.

The Director Information and Public Relations, HP reserves the right to reject any or all tenders without assigning any reason thereof.

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

Tender document

Scope of work

1. The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 intends to empanel **agency/ agencies** for designing and printing of flex of permanent and temporary hoardings, installation, repair and maintenance of Solar Backlit Unipolar Hoardings, installation, repair and maintenance of ordinary Permanent Hoardings, installation of temporary hoardings, change of flex of solar unipolar and ordinary permanent hoardings, printing and installation of flex banners, printing and installation of cut outs and roll up standees based on policies, programs, schemes and initiatives of the Government at different locations of Himachal Pradesh for a period of two years from the date of signing the contract agreement with the department. For this purpose sealed bids are invited from eligible agencies/ firms to furnish their details given in the **Annexure 'A'** and quote their rates in **Annexure 'B'** for empanelment with the department for execution of works as per requirement of the department.
2. The successful bidder shall be responsible for installation of permanent/temporary hoardings of the specifications given in **Annexure 'B'**, at different locations in the State of Himachal Pradesh according to the requirement of the department.
3. The list of selected locations shall be provided by the department from time to time along with work orders to be issued as per requirement of the department.
4. The empanelment of agency shall be made on L-1 basis for five different categories of items given in **Annexure 'B'** and the selected tenderer in each category shall be required to enter into contract agreement with the department at the rates finalised on L-1 basis for all the items in each category.
5. If the selected agency/ firm refuses to enter into agreement within stipulated time, its EMD shall be forfeited. If the selected agency/ firm fail to discharge the work assigned to it, its EMD and Security Money shall be forfeited.
6. In the interest of timely disposal of urgent works, the department reserves the right to engage agencies/ firms rated as L-2, L-3 or so during tender process for the execution of the work at the rates finalised on L-1 basis subject to entering in a contract agreement with the department and deposition of Security money as prescribed.

Eligibility Conditions:

1. Applicant agencies/ firms should be registered with the Department of Industries, Himachal Pradesh/MSME (**applicable for item nos. 2, 3A, 3B, 4 and 5**). Documentary evidence to this effect will have to be submitted along with the bids.
2. Applicants should have an average annual turnover of Rs. 50,00,000 (Rs. Fifty Lakh Only) for last three financial years. Turnover details for the last three years will have to be submitted along with the form for Technical Bid and photocopy of P&L

Account and Balance Sheet for last three years shall have to be submitted duly certified by the CA of the firm/agency.

3. The tenderer must have his own flex printing unit in Himachal Pradesh which will be inspected by the team of officers nominated by DIPR (**applicable for item nos. 2, 3A, 3B, 4 and 5**).
4. Applicants should have a minimum of three years experience in the same field with government or private sector institutions. Relevant self attested certificates will have to be submitted along with the bids.

Terms and Conditions

1. The applicants will have to deposit a sample of all the materials specified in **Annexure 'B'** to be used in the hoardings. The samples should conform to the specifications provided by the department (**applicable for item no. 1 and 2**).
2. The applicant is required to attach tender document fee of Rs. 500/- (Five Hundred Only) (Non-refundable) through a bank draft duly pledged in favour of Director, Information and Public Relations, H.P., Shimla-2 along with tender. In the absence of deposition of required tender fee the applications shall not be considered for opening.
3. The applicant is required to attach earnest money of Rs. 1,00,000/- (refundable) through a bank draft duly pledged in favour of Director, Information and Public Relations, H.P., Shimla-2 along with tender. The earnest money of successful bidder will be retained by the department, which will be refunded after the expiry of the contract.
4. The Security amount @ Rs. 5 lakh will have to be deposited by the successful bidder in the form of Demand Draft of any nationalized bank duly pledged in the name of Director, Information and Public Relations Department payable at Shimla, at the time of entering into contract agreement with the department.
5. Interested firms/agencies shall be required to submit their bids in sealed envelope consisting of two separate sealed envelopes for Technical Bid and Financial Bid. The financial Bid of only those agencies shall be opened who qualifies the technical criteria.
6. Completed tender documents are to be sent (**as per tender forms enclosed as Annexure "A" and "B"**) super subscribing thereon **"Tender for empanelment of agency for the purpose of Printing & installation of Hoardings"** and should reach this office on or before 19-05-2023 up to 2 PM, which will be opened on the same day at 3 PM in the presence of tenderers or their authorized representative.
7. The rate contract shall be applicable for two years extendable for one more year.

8. The agency/ firm should be able to execute work within 24 hours at Shimla and within 72 hours at any other location in the State in respect of item no. 2, 3A, 3B, 4 and 5 as per requirement of the department.
9. The designing, printing and installation of permanent and temporary Hoardings of the sizes other than as specified in the Annexure "B", the rates shall be considered on pro rata basis on the basis of the rates finalized in respect of item no. 1, 2, 3A and 3B of Annexure "B".
10. The rates quoted shall be inclusive of all taxes and FOR at any location in the State of H.P.
11. If the services provided by the successful agency/ firm are not as per the specifications, the payment of the bills submitted by the agency/firm will not be made and for any serious lapses or fraudulence on the part of agency/ firm, contract for installation of hoardings will be cancelled and security money pledged in the name of DIPR HP will be forfeited in favour of Government which may include blacklisting of the firm.
12. The publicity work of the department is of utmost importance and any delay in execution of work cannot be afforded. In case of any delay in execution of assigned work order, DIPR reserves the right to terminate the contract and to forfeit the earnest money and security money deposited with the department.
13. The selected agency/ firm will be bound to maintain all departmental hoardings in good conditions.
14. The permanent hoardings (unipole and ordinary) will be the sole property of Information and Public Relations Department, HP. However, repair and maintenance of permanent structures of hoardings will have to be carried out by the empanelled agency/ firm. The repairing of the structure in case of major damages due to natural causes etc. will be done by the agency/ firm **on actual cost basis**.
15. The shifting/ removal of permanent hoardings, if required, will also have to be done by the empanelled agency **on actual cost basis**. In such cases, the agency/ firm will have to produce an undertaking that they have not charged above the actual market rate.
16. The temporary hoardings shall be retained at the location for at least one month or as specified in the work order. Being property of the agency/ firm, these are to be maintained by the agency/ firm for the specified period. The agency/ firm will have to replace the flex the 50 percent cost of which will be borne by the Department.
17. No subletting will be authorised. The agency will be responsible for the execution of whole work itself.

18. It shall be the responsibility of empanelled agencies to remove flex of the permanent and temporary hoardings as per the instructions of the department as and when required.
19. The bill of each executed work should be submitted to this office within two months after the execution of work. The verification certificate and GPS tagged coloured photographs clicked by the agency at its own cost in daylight should also be submitted along with the bill. The photographs of each hoarding should have one close shot and one long shot. The certificate and photographs should be duly verified by the District authorities.
20. DIPR HP reserves the right to accept or reject the tender without assigning any reason.
21. DIPR HP reserves the right to modify or change the terms and conditions of empanelment without assigning any notice.
22. For any query/clarification, may contact at 0177-2621328 or visit office on any working days.
23. The tenderers 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 given 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 for Rs. 1,00,000/- 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 and security money to be deposited to the Director, Information and Public Relations, Himachal Pradesh be forfeited.

Signature of the Tenderer with Name

Annexure "A"**Performa for Technical Bid**

1.	Name of Firm/agency and Address :	
2	PAN No.:	(Attach Proof)
3	GST No.:	(Attach Proof)
4	Name of Bank : Account No. : IFSC Code :	
5	Details of Earnest Money Deposit of Rs. One Lakh with the department:	
6	Are you registered with department of Industries, HP, or MSME? If yes, documentary proof thereof.	
7	Address of the complex where plant and machinery for printing of flex etc. in HP has been installed:	
8	Capacity to print the flex on Per day Basis (in sq. ft):	
9	No. of manpower engaged:	
10	Turnover of the firm/agency in last three financial years (In INR):	
11	Specifications of sample of material to be used attached with the bid document: Yes/No	
12	Experience (in no. of years):	

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 the Tenderer

Performa for Financial Bid

Item No.	Description of work	Rate offered per Sq. Feet and in total in INR including GST
1	Designing, Printing and Installation of Solar Backlit Unipole Hoardings and maintenance thereof during empanelment period:	
	i) Designing, printing and installation of Unidirectional Solar Backlit Unipole Hoardings measuring 10X20 ft.: MS Unipole Frame thickness 2 inch (30 kg) square pipe, Partition frame thickness 1.5 inch square pipe 18 kg, Unipole Pipe (10 inch, 6MM round, 20 ft.), Iron base plate for upper part (10 MM, 2 ft.x2 ft., 2 Nos. i.e. sandwich), Iron base plate for lower part (12 MM, 2 ft.x2 ft., 1 No., Cleats 10 MM Top and Bottom for bolts, Foundation (3 ft width x 3 ft length x 5 ft depth using 40 ft sand, 40 ft concrete and 6 bags of cement), Nut Bolts (25 MM, 54 inch, 8 Nos), Solar Light 80 V with fitting (2 Nos), 360 GSM multicolour star flex measuring 10x20 ft.	
	ii) Designing, printing and installation of bidirectional Solar Backlit Unipole Hoardings measuring 10X20 ft.: MS Unipole Frame thickness 2 inch (60 kg) square pipe, Partition frame thickness 1.5 inch square pipe 36 kg, Unipole Pipe (10 inch, 6MM round, 20 ft.), Iron base plate for upper part (10 MM, 2 ft.x2 ft., 2 Nos. i.e. sandwich), Iron base plate for lower part (12 MM, 2 ft.x2 ft., 1 No., Cleats 10 MM Top and Bottom for bolts, Foundation (3 ft width x 3 ft length x 5 ft depth using 40 ft sand, 40 ft concrete and 6 bags of cement), Nut Bolts (25 MM, 54 inch, 8 Nos), Solar Light 80 V with fitting (2 Nos), 360 GSM multicolour star flex measuring 10x20 ft (2 Nos).	
	iii) Designing, printing and installation of Unidirectional Solar Backlit Unipole Hoardings measuring 8X18 ft.: MS Unipole Frame thickness 2 inch (24 kg) square pipe, Partition frame thickness 1.5 inch square pipe 18 kg, Unipole Pipe (10 inch, 6MM round, 20 ft.), Iron base plate for upper part (10 MM, 2 ft.x2 ft., 2 Nos. i.e. sandwich), Iron base plate for lower part (12 MM, 2 ft.x2 ft., 1 No., Cleats 10 MM Top and Bottom for bolts, Foundation (3 ft width x 3 ft length x 5 ft depth using 40 ft sand, 40 ft concrete and 6 bags of cement), Nut Bolts (25 MM, 54 inch, 8 Nos), Solar Light 80 V with fitting (2 Nos), 360 GSM multicolour star flex measuring 8x18 ft.	
	iv) Designing, printing and installation of bidirectional Solar Backlit Unipole Hoardings measuring 8X18 ft.: MS Unipole Frame thickness 2 inch (60 kg) square pipe, Partition frame thickness 1.5 inch square pipe 36 kg, Unipole Pipe (10 inch, 6MM round, 20 ft.), Iron base plate for upper part (10 MM, 2 ft.x2 ft., 2 Nos. i.e. sandwich), Iron base plate for lower part (12 MM, 2 ft.x2 ft., 1 No., Cleats 10 MM Top and Bottom for bolts, Foundation (3 ft width x 3 ft length x 5 ft depth using 40 ft sand, 40 ft concrete and 6 bags of cement), Nut Bolts (25 MM, 54 inch, 8 Nos), Solar Light 80	

	V with fitting (2 Nos), 360 GSM multicolour star flex measuring 10x20 ft (2 Nos).	
	v) Replacement of Star Flex per Sq. Feet	
	vi) Grand Total (i, ii, iii, iv& v)	
2	Designing, Printing and Installation of Permanent Hoardings and maintenance thereof during empanelment period:	
	i) Designing, printing and installation of Permanent Hoardings measuring 12X30 ft.: Installation of permanent hoarding structure measuring 12x30 ft. with 4 inch Channel of 20 ft. (5 nos.), frame of 1 inch Sq. Pipe measuring 324 running ft., 1.50"x1.50" inch angle iron of 30 ft. (two nos.), 24 gauge GI sheet 360 sq. ft. along with 280 GSM multicolour Blockout flex measuring 12x30 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground with proper grouting.	
	ii) Designing, printing and installation of Permanent Hoardings measuring 10X20 ft.: Installation of permanent hoarding structure measuring 10X20 ft. with 4 inch Channel of 18 ft. (3 nos.), frame of 1 inch Sq. Pipe measuring 190 running ft., 1.50"x1.50 inch angle iron of 20 ft. (two nos.), 24 gauge GI sheet 200 sq. ft. along with 280 GSM multicolour Blockout flex measuring 10x20 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground with proper grouting.	
	iii) Designing, printing and installation of Permanent Hoardings measuring 8X15 ft.: Installation of permanent hoarding structure measuring 8x15 ft. with 4 inch Channel of 16 ft. (3 nos.), frame of 1 inch Sq. Pipe measuring 124 running ft., 1.50"x1.50 inch angle iron of 16 ft. (two nos.), 24 gauge GI sheet 120 sq. ft. along with 280 GSM multicolour Blockout flex measuring 8x15 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground with proper grouting.	
	iv) Replacement of Blockout Flex per Sq. Feet	
	Grand Total (i, ii, iii & iv)	
3 (A)	Designing, Printing and Installation of Temporary Hoardings:	
	i) Designing, printing and installation of Temporary Hoardings measuring 12X30 ft.: Installation of temporary hoarding structure measuring 12x30 ft. with 3 inch Channel of 20 ft. (5 nos.), frame of 1 inch Sq. Pipe measuring 324 running ft., 1.50"x1.50" inch angle iron of 30 ft. (two nos.) along with 280 GSM multicolour	

	Blockout flex measuring 12x30 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground.	
	ii) Designing, printing and installation of Temporary Hoardings measuring 10X20 ft.: Installation of temporary hoarding structure measuring 10X20 ft. with 3 inch Channel of 18 ft. (3 nos.), frame of 1 inch Sq. Pipe measuring 190 running ft., 1.50"x1.50 inch angle iron of 20 ft. (two nos.) along with 280 GSM multicolour Blockout flex measuring 10x20 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground.	
	iii) Designing, printing and installation of Temporary Hoardings measuring 8X15 ft.: Installation of temporary hoarding structure measuring 8x15 ft. with 3 inch Channel of 16 ft. (3 nos.), frame of 1 inch Sq. Pipe measuring 124 running ft., 1.50"x1.50 inch angle iron of 15 ft. (two nos.) along with 280 GSM multicolour Blockout flex measuring 8x15 ft. including designing and installation charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 3 ft. below the ground.	
Total (i, ii & iii)		

3 (B)	Designing, Printing and Mounting of Temporary Hoardings on walls:	
	i) Designing, printing and installation of Temporary Hoardings measuring 12X30 ft.: Installation of temporary hoarding structure measuring 12x30 ft. with frame of 1 inch Sq. Pipe measuring 324 running ft., 1.50"x1.50" inch angle iron of 30 ft. (two nos.) along with 280 GSM multicolour Blockout flex measuring 12x30 ft. including designing and installation charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level.	
	ii) Designing, printing and installation of Temporary Hoardings measuring 10X20 ft.: Installation of temporary hoarding structure measuring 10X20 ft. with frame of 1 inch Sq. Pipe measuring 190 running ft., 1.50"x1.50 inch angle iron of 20 ft. (two nos.) along with 280 GSM multicolour Blockout flex measuring 10x20 ft. including designing and installation charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level.	
	iii) Designing, printing and installation of Temporary Hoardings measuring 8X15 ft.: Installation of temporary hoarding structure measuring 8x15 ft. with frame of 1 inch Sq. Pipe measuring 124 running ft., 1.50"x1.50 inch angle iron of 15 ft. (two nos.) along with 280 GSM multicolour Blockout flex measuring 8x15 ft. including designing and installation charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level.	
	Total (i, ii & iii)	
	Grand Total (3A & 3B)	
4	Rates of Cut Outs (per sq. ft.)	
5	Roll up standees (6X2.5 ft.) of good quality including installation	

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

Read and accepted

Signature of the Tenderer