

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

**Tender Notice**

Information and Public Relations Department, Himachal Pradesh intends to empanel reputed/experienced professional agencies for hiring LED Screens P1.5/P2/P3/P4/P6, HD video camera set up with crane, video switcher and video recorder etc. alongwith accessories for livecast/telecast of event at venue/remote locations and Line Array/Speakers/Horns/Trumpet based Public Address System with required accessories, on rental basis for VVIP Public Meetings as and when required. The interested agencies may download the Terms & Conditions and Tender Form from the website [www.himachalpr.gov.in](http://www.himachalpr.gov.in). The sealed tender complete in all respect should reach in the office of the Director, Information and Public Relations, Shimla-2 (H.P.) on or before 17<sup>th</sup> May, 2023 by 01:00 PM which will be opened on the same day at 03:00 PM.

Sd/-  
Director  
Information & Public Relations  
Government of H.P., Shimla-2

## **Tender Form**

Tender for empanelment of reputed/experienced professional agencies for hiring and installation of LED Screens P1.5/P2/P3/P4/P6, HD LED Televisions of different sizes (32/42/50/55/75 inches), Video Conferencing equipments, Equipments for screen splitting (multi format options), HD Video Camera set up on crane/stand, video switcher and video recorder etc. alongwith accessories for livecast/telecast of event at venue/remote locations and Line Array/Speakers/Horns/Trumpet based Public Address System with required accessories, in Himachal Pradesh for a period of 2 years.

1. Name and address of the Firm .....
2. Date and time of receipt of tender: 17<sup>th</sup> May, 2023 upto 1:00 PM
3. Date and time of opening of tender: 17<sup>th</sup> May, 2023 at 3:00 PM
4. Price of tender form to be enclosed with the Tender : Rs. 500/-
5. PAN No. ....
6. GST No. ....
7. Bank Account No. with RTGS Detail:

### **8. Eligibility Criteria**

- a) The Firm/Agency must have atleast 25 number P3 LED Screens of size 15x10 ft. each and sufficient Public Address equipments of reputed multinational companies to cater to the requirements for a public meeting of audience of 10,000 or more, to participate in the tender for empanelment. Firm/Agency must attach its inventory record with tender form alongwith undertaking in this regard, failing which tender shall be liable to be rejected.
- b) Experience of atleast 5 such installations in Government/Private functions of VVIPs with SPG security. Please attach work orders and satisfactory completion certificates.
- c) Firm/Agency should have an average financial turnover of 1.5 Crore rupees for the three financial years i.e. 2019-20, 2020-21 and 2021-22. Audited statements of accounts or certificate of CA must be enclosed with the Tender Form.

9. Firms/Bidder will have to quote item wise rates in the form prescribed below:

**(a) Forms for quoting the rates**

<b>Description of Item</b>	<b>General Specifications</b>	<b>Rate per Sq. Feet per day or per location excluding GST as per applicability</b>
LED Screen	P1.5	
LED Screen	P2	
LED Screen	P3	
LED Screen	P4	
LED Screen	P6	
Stage Platform for installing LED Screen	3 Feet/4 Feet	
Laptop with Graphic card appropriate configuration for live telecast/live streaming		
HD Video Processor (Multi in and multi out with 4+Layout, with Audio video synchronization with existing available VC end Point setup/Codec Cisco Kit Plus and Polycom Group 500/700 model		
PA System with amplifier, two mikes and two Speakers of 50 watts each for reproduction of sound.		
HD LED TV of size 75"/55"/50"/42"/32" with stand		

**(b) Equipments required for live casting of the function**

<b>Description of Equipment</b>	<b>General Specifications</b>	<b>Rate per unit per day excluding GST</b>
HD Video Camera with stand (video interfaces HDMI 2.0)	Resolution 1080p 60fps, 4K 30fps Zoom 240X x total -20X optical zoom-12X digital zoom or better.	
Video Switcher (8 Channels live stream HDMI switcher) Compatible with multiple cloud platform like Cisco Webex/Google meet/SIP Based and Existing available VC end Point setup/Codec Cisco Kit Plus and Polycom Group 500/700 model	Input/output upto 1080p 60 (inputs 8xHDMI type A, 4x3.5 mm stereo analog video, 1xRJ45 Ethernet, Wifi with load balance support) (output 2xHDMI, 1xUSB type C Computer/Webcam) XLR, Mono	
2 Channel digital audio mixer, Latest Digital Audio		

mixture suitable for video conference, so as to cover the entire arena with quality sound during the two way interaction		
Crane with arm for mounting Video Camera	-	
Drone Camera	HD (1080/720p)	
Laptop with Graphic card	Of latest configuration	
HD Video Processor (Multi in and multi out with 4+Layout with Audio video synchronization)	HD, (Support p, i resolution) 1080p, 4K	
Live Screen Switcher		
Screen Splitting equipment (Multi in multi out)		
Type C Video capture card with audio input	Multinational brand	
Outdoor Teleprompter for VVIPs	Multinational brand	
Any other additional equipment required for the purpose (rates quoted for this item shall not be considered for comparison of rates purpose)		

<b>(c) Public Address System</b>		
<b>Description of Item</b>	<b>Make/Model with General Specifications (Specify brand name)</b>	<b>Rate per Line Array/per Speakers/per Horns/per Trumpet/per Digital Audio Mixer/per mike etc. Excluding GST.</b>
Line Arrays 3 -Way (specify size)	Multinational brand	
Speakers (specify size & wattage)	-do-	
Amplifiers (1000 Watt to 5000 Watts or more please specify)	100 Watts	
	250 Watts	
	500 Watts	
	1000 Watts	
	2000 Watts	
	3000 Watts	
	5000 Watts	
	Any other (if any)	
Digital Audio Mixer (specify channel capacity)	Multinational brand with mono to 3.5 mm, XLR to 3.5mm facility (atleast 6	

	each) and external XLR mike facility.	
Horns (specify size)	-do-	
Trumpets (specify size)	-do-	
Cordless Mikes	Shure or equivalent	
Mikes for speech (Goose Neck)	Shure or equivalent	
Mikes for music	Shure or equivalent	
Generator (noise free)	10 KVA	
	20KVA	
	30KVA	
	62.5 KVA	
	63 KVA	
Online UPS (1KVA)		
Online UPS (2KVA)		
VC Endpoint	Cisco Kit Plus/Polycom Group 500/700 or better equipment	
Any other additional equipment required for the purpose (rates quoted for this item shall not be considered for comparison of rates purpose)		

### Terms and Conditions for the Tender

1. The empanelment will be valid for the period of 2 year(s). However, the empanelment could be extended further on mutually agreeable terms.
2. Selection of the Firm/Agency for empanelment will be done on the basis of overall quoted rates for **LED Screens with accessories and complete HD Video Camera set up** and for **Public Address System with accessories** separately. The Firm/Agency quoting overall minimum rates for both these components will be ranked as number one and so on and so forth. However, firms/agencies interested for empanelment in the Department shall have to quote its rates in respect of all components (a, b & c) mentioned in proforma, failing which they shall not be considered for empanelment.
3. A panel of three Firms/Agencies will be made by the Department in order of rank. If the Firm/Agency ranked as number one refuses to execute the order, then it will be awarded to the number two ranked Firm/Agency and so on and so forth after negotiation of rates and security money to be deposited with the Department. However, in such case the security money of the Firm/Agency refusing to execute the work will be forfeited and the Firm/Agency may be de-empanelled for rest of the empanelment period.
4. Rental charges for LED Screen alongwith accessories and other equipments will be paid for two days (for the day of function and day of testing). No rental charges will be paid for the day of transportation. The Firm/Agency will have to install the LED Screen alongwith accessories and other equipments, 24 hours before the start of function and make it ready for testing. The Equipments may be required to be installed at any location in the State as per requirement.
5. The rates approved by the Department will be final for the empanelment period and no request for change in the rates will be entertained during the said period.
6. The installation and commissioning of the entire system/individual systems will have to be done on a two days notice of the Department. However, in emergent situations Agencies empanelled at lowest rates with the Department shall be required to execute the work on very next day of the issue of release order. This condition also includes the work to be executed immediately on signing of Contract Agreement.
7. Applicant firms/agencies will be required to deposit an amount of Rs. 5,00,000/- only as EMD which will be converted into security deposit for the entire term of contract for rank-I empanelled agency. Therefore Demand Draft of Rs. 5,00,000/- in the name of **“Director, Information and Public Relations payable at Shimla”** must be enclosed with the Tender Form in order to get empanelled with the Department.
8. The security money deposited with the department shall be forfeited in case empanelled firm refuses to execute the work order released by the department.
9. EMD draft of unsuccessful bidder or ineligible agencies will be returned on the day of opening of tender.
10. All the documents attached with the tender must be signed properly by the authorized signatory, failing which tender will be liable for rejection.
11. Conditional Tender will be rejected.

12. The Tender must be enclosed in a sealed cover super scribing thereon **“Tender for the Empanelment of Agencies for Hiring LED Screens with accessories, complete HD Video Camera set up and Public Address System with accessories”**.
13. Payment on account of installation of the entire system/individual system will be released within 30 days of the receipt of final bills duly verified by authorities concerned.
14. The deduction from final bill submitted by the firm shall be made in case of delay in execution of work or if the execution of work by the firm is not at satisfactory level.
15. Director Information and Public Relations, Himachal Pradesh, Shimla-2 reserves the right to reject any or all the tenders without assigning any reason. Besides, if required, he also reserves the right to relax any of the condition/conditions of the tender.
16. The successful bidder must have capacity to arrange and install 100 or more LED screens throughout the State for a same function on the same day.
17. No payment will be made for any non-functional LED.
18. Actual transportation charges of the LED Screens incurred by the Firm/Agency will be paid on the rates fixed by registered Transport Union. The supplier will furnish an undertaking that the rates being charged are minimum. The Firm/Agency will be required to carry maximum possible number of Screens in a vehicle to the locations falling on the same route. However, at any time, if it is found that the Firm/Agency has charged excess fare, the Firm/Agency shall be liable for penal action as per the provision of Law and excess payments made shall be recovered.
19. The agency will have to supply equipments of desired specifications and make/model.
20. The agency is liable to keep sufficient spares at site during the event.
21. The agency has to arrange the Soundless Generator along with Diesel for Operation at Stage.
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23. The agency has to provide proper ground earthing for Generator/electrical equipment of sound and video at event premises.
24. It shall be the responsibility of the agency to arrange for manpower, material and necessary expertise for executing the work.
25. The agency must ensure the safety of their equipment in the events, the department will not be responsible for paying damages, theft to the equipment in any way.
26. Each activity/job has to be provided and made operational strictly as per specifications and schedule.
27. No subletting will be authorised. The agency will be the sole operator and responsible for operations.
28. The agency will supply a list before start of the VIP/VVIP event of its team members/employees showing their names, addresses and photographs for the purpose of issue of photo identity cards as well as for Police Verification. No substitution of the employees will be allowed except in emergent cases and that too with the prior approval of management in writing. Further, a list of its employees as well as the substituted/changed employees to be deputed for the event duty, showing their names, addresses and photographs has to be supplied for the purpose of Police Verification.

28. Each activity/job has to be provided and made operational as per specifications and schedule.
29. Smoking, consumption of liquor and chewing of tobacco etc. by the staff of the service providers are totally banned during events.
30. Child labour will not be permitted.

Sd/-  
Director  
Information and Public Relations  
Himachal Pradesh, Shimla-2