



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

**TENDER DOCUMENT
FOR DISTRICT WISE EMPANELMENT OF AGENCY(IES)
BY THE DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS
FOR DESIGNING, PRINTING & INSTALLATION OF HOARDINGS**

Last date & Time for Submission: 19-09-2025 up to 2:00 PM

**Department of Information & Public Relations, H.P.
Suchana Bhawan, Shimla-171002
Ph. 0177-2621328 E-mail: iprhoardings@gmail.com**

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Tender document for District wise empanelment of agency(ies) by the department of Information and Public Relations for Designing, Printing & Installation of Hoardings

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Tender notice for District wise empanelment of agency(ies) by the department of Information and Public Relations for Designing, Printing & Installation of Hoardings

The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 invites Tenders from eligible agencies/ firms for district wise empanelment with the Department of I&PR for following items based on Policies, Programs, Schemes and Initiatives of the Government at different locations for a period of two years :-

1. Printing & mounting of flex, installation, repair and maintenance of Permanent Hoardings
2. Printing & mounting of flex and installation of Temporary Hoardings
3. Printing and replacement of flex on Permanent Hoardings
4. Designing, Printing and installation of Cut Outs
5. Roll up standees along with designing
6. Designing of flex

Completed tender form are to be sent in plain sealed envelope super scribing thereon **District wise empanelment of agency(ies) by the department of Information and Public Relations for Designing, Printing & Installation of Hoardings** and reach this office on or before 19th September, 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.

Agencies that have submitted bids for the tender dated 25th July, 2025 do not need to reapply, as their bids remain valid.

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

Department of Information & Public Relations, H.P.
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TENDERING SCHEDULE

Date of publication:	29.08.2025
Start & End Date for procuring/ downloading tender document:	29.08.2025 to 19.09.2025 up to 2.00 PM
Last Date & Time for submission of Pre-Bid Queries	04.09.2025 up to 5.00 PM
Date & Time of Pre-Bid meeting	05.09.2025 at 2.00 PM
Start Date For submission of tender	06.09.2025
Last date and time for submission of tender along with Cost of Tender Document& Earnest Money Deposit	19.09.2025 up to 2.00 PM
Date & Time for opening of Technical Bid	19.09.2025 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 procure tender form from the Directorate of Information & Public Relations, Shimla-2 on any working day during office hours or 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. 50,000/- (Rs. Fifty Thousand) only. The Agency/ Firm would be required to submit for Rs. 50,000/- 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.

Government of Himachal Pradesh

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SCOPE OF WORK

1. The Department of Information & Public Relations, Himachal Pradesh, Shimla-2 intends for district wise empanelment of agency/ agencies for following items based on Policies, Programs, Schemes and Initiatives of the Government of HP at different locations of H.P for a period of two years from the date of signing the contract agreement with the department :-
 - i) Printing & mounting of flex, installation, repair and maintenance of Permanent Hoardings
 - ii) Printing & mounting of flex and installation of Temporary Hoardings
 - iii) Printing and replacement of flex on Permanent Hoardings
 - iv) Designing, Printing and installation of Cut Outs
 - v) Roll up standees along with designing
 - vi) Designing of flex
2. The empanelled Agency /Firm will be responsible for preparing the content for the hoarding and designing the same in consultation with the Director, Information and Public Relations, Himachal Pradesh. Thereafter, the concerned Agency /Firm will be responsible for printing it in good quality on a flex of approved quality and mounting the same on hoardings installed/ to be installed at different locations.
3. The hoardings installed at different location could have same or different contents/designs as per the requirement of the Department.
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 for execution of works as per requirement of the department.
5. The flex mounted on permanent hoardings will be replaced as and when required while Agency/ Firm will have to maintain the flex mounted on temporary hoardings for a period of three months and report its condition to the Director, Information and Public Relations on regular basis. In case, the flex mounted on permanent/ temporary hoarding is torn or defaced within three month of its installation, it will be replaced by the Agency/ Firm at its cost.
6. The successful bidder shall be responsible for installation of permanent/temporary hoardings of the specifications given as '**Proforma for Financial Bid**', at different locations according to the requirement of the department.
7. The list of locations shall be provided to the Agency(ies) by the Department as and when work order shall be issued.

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Tender document for District wise empanelment of agency(ies) by the department of Information and Public Relations for Designing, Printing & Installation of Hoardings

ELIGIBILITY CONDITIONS:

1. The bidder agencies/ firms should be registered with the Department of Industries, Himachal Pradesh/MSME. Documentary evidence to this effect will have to be submitted along with the bids.
2. The bidder should have an average annual turnover of Rs. 10,00,000 (Rs. Ten Lakh Only) for last three financial years. Turnover details for the last three years will have to be submitted along with 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 bidder should have his own flex printing unit in the district for which he is applying. The preference will be given to the bidder applying for the same district in which he has his own flex printing unit. The unit will be inspected by DIPR or his authorized officials before opening financial bids.
4. Director, Information and Public Relations. H.P reserves the right to empanel one or more agencies/ firms in a district for speedy execution of work. In case of non-availability of bidder having his own flex printing unit in the district, agency/ firm of other district(s) can be empanelled for execution of work in that district.
5. 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, two each for the year 2022-23, 2023-24 and 2024-25, should be submitted along with the bids.
6. The bidder should have filed Income tax return for the Assessment Years 2022-23, 2023-24 and 2024-25 and should have submitted ITR's accordingly.

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Terms and Conditions

1. The Bidder is required to submit Rs. 50,000/- (refundable) in the shape of DD or FDR duly pledged 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. The earnest money of unsuccessful bidder will be returned by the Department after finalization of bid.
2. The performance guarantee of Rs. One lakh will have to be deposited by the successful bidder in the form of Demand Draft or FDR of any nationalized bank duly pledged in the name of Director, Information and Public Relations, Himachal Pradesh, payable at Shimla, at the time of entering into contract agreement with the Department.
3. The successful bidder has to submit an affidavit duly notarized pledging that:-
 - i) He will use the material in hoardings and other items as per specifications in the tender document.
 - ii) That the material used in installed hoardings and other items can be checked by the authorized person of Information and Public Relations Department any time. If testing of material used is required, the expenses for such testing will be borne by the Agency/ Firm, in case the material used do not conform to the specifications.
 - iii) That in case the material is not used as per specifications, the successful bidder has to replace it and the punitive action may also be taken against the concerned Agency/ Firm.
4. Interested Agencies/ Firms shall be required to submit their Bids which include Technical Bid and the Financial Bid. The Financial Bid of only those Agencies/ Firms shall be opened who qualifies the Eligibility Conditions.
5. Tender documents complete in all respects are to be submitted separately as Technical Bid and Financial Bid. The financial bid should be enclosed in sealed envelope.
6. The Total rates quoted shall be inclusive of all taxes and FOR at any location in H.P.

Note :- The bidder is required to quote rates for each sub items under an Item, otherwise the bid will be rejected for that Item.

a)The rates against all sub items i.e Item1.01, Item1.02, Item1.03 under Item no. 1 are required to be quoted to be eligible for opening financial bid.

b)Similarly, the rates against all sub items i.e. Item2.01, Item2.02, Item2.03, Item3.01, Item3.02, Item3.03 are required to be quoted under Item 2 and Item 3, as the eligibility would be drawn on the basis of total rates quoted for Item 2 and Item 3.

c)The Total of the rates quoted for the sub- Items is required to be calculated and mentioned.

7. The empanelment of Agency/ Firm shall be made on L-1 basis for items given in Financial Bid and the selected bidder shall be required to enter into contract agreement with the department at the rates finalised on L-1 basis for each items.
8. The L-1 Agency/ Firm will be called for negotiation by the Director, Information and Public Relations, H.P.
9. If the selected Agency (ies)/ Firm (s) refuse to enter into agreement within stipulated time, their EMD shall be forfeited. If the selected Agency (ies)/ Firm (s) fail to discharge the work assigned to them, their EMD and performance guarantee shall be forfeited.
10. 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 performance guarantee as prescribed.
11. The distribution of work amongst empanelled Agencies/ Firms will be the sole discretion of Director, Information and Public Relations, H.P.
12. 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 performance guarantee pledged in the name of Director, Information and Public Relations HP will be forfeited in favour of Government and the Department may initiate action to blacklist the Agency/ Firm.
13. In case of delay in execution of assigned work order, Director, Information and Public Relations. H.P reserves the right to terminate the contract and to forfeit the earnest money and performance guarantee deposited with the Department. The rate contract shall be applicable for two years extendable for two more years subject to satisfactory work.
14. Thickness of flex should not be less than 200 microns and the vendor is required to submit a certificate regarding microns of the flex he will use in hoardings.
15. The thickness of the flex and name of organization/ agency responsible for removal and disposal of flex should be mentioned on the bottom right of the flex.
16. After completion of stipulated period of display, all flexes will be submitted by the Agency/ Firm to the Urban Local Body or any other body at its own cost and the record of the same will be maintained by the vendor.
17. Random Samples may be collected by the competent authority to check the specifications of mounted flex/es on hoardings.
18. The designing, printing and installation of permanent and temporary Hoardings of the sizes other than as specified in the **Proforma for Financial Bid**, the rates shall be considered on pro rata basis on the basis of the rates finalized in respect of item no. 1, 2A and 2B of **Proforma for Financial Bid**.

19. The permanent hoardings will be the sole property of Information and Public Relations Department, HP. The repair and maintenance of permanent hoardings will have to be done by the empanelled agency/ firm for first one year. After one year, the repair of structures in case of major damages due to natural causes etc. will be done by the agency/ firm on actual cost basis which will be borne by the Information and Public Relations Department, H.P on the recommendations of DPRO concerned. The shifting/ removal of permanent hoardings, if required, will also have to be done by the empanelled agency. The Agency/ Firm will have to maintain the mounted flex on permanent hoardings in good condition for a period of three months and report its condition to the Director, Information and Public Relations on regular basis. In case, the flex is torn or defaced within three month of its installation, it will be replaced by the Agency/ Firm at its cost.
20. The Agency/ Firm will has to maintain the temporary hoardings and mounted flex in good condition for a period of three months and report its condition to the Director, Information and Public Relations on regular basis. In case, the flex is torn or defaced within three month of its installation, it will be replaced by the Agency/ Firm at its cost.
21. 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.
22. The successful bidder agency will also ensure compliance of all the safety guidelines to make structure of the Hoardings safe for public. In case of any accident or mishappening during installation of structure or after installation due to any reason, the agency will be fully responsible and on this account the Department will not be held responsible in any manner.
23. No subletting will be authorised. The Agency/ Firm will be responsible for the execution of whole work itself.
24. It shall be the responsibility of engaged Agency/ Firm to remove the flex from the hoardings as per the instructions of the Department as and when required.
25. The bill of each executed work should be submitted to this office after completion of the stipulated period. The verification certificate and GPS tagged coloured photographs clicked by the Agency/ Firm at its own cost should also be submitted alongwith 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.
26. No interest will be paid for any delay in payment. The successful bidder/empanelled agencies shall submit a written undertaking to this effect.
27. In case of any dispute arise between the Department and bidder that shall be subject to the jurisdictions of the Hon'ble High Court of H.P. at Shimla only.
28. Director, Information and Public Relations, HP reserves the right to accept or reject any or all the tenders without assigning any reason.

29. Director, Information and Public Relations, HP reserves the right to modify or change the terms and conditions of empanelment without assigning any notice.
30. For any query/clarification, may contact at **iprhoardings@gmail.com**.
31. 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 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. 50,000/- 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 performance guarantee to be deposited to the Director, Information and Public Relations, Himachal Pradesh be forfeited.

Signature of the Bidder with Name

TECHNICAL BID**(A) PROFORMA FOR BIDDER'S PROFILE**

1.	Name of Agency/ Firm and Address (Attach Proof) :		
2	PAN No.: (Attach Proof)		
3	GST No.: (Attach Proof)		
4	Name of Bank : Account No. : IFSC Code :		
5	Certificate of Incorporation/ Registration/ Partnership Deed.		
6	Details of cost of Tender Document (Rs. 500)		
7	Details of Earnest Money Deposit (Rs. 50,000)		
8	Is your Agency/ Firm registered with department of Industries, HP, or MSME? If yes, documentary proof thereof.		
9	Address of the complex where unit (plant and machinery for printing of flex etc.) in HP has been installed along with proof of the same and documentary proof of ownership of the unit.		
10	District applied for:		
11	Self-Attested proof of location of Printing Unit.		
12	CA Certified Annual Turnover Statement for FY's 2022-23, 2023-24 and 2024-25 as prescribed (In INR):		
13	Experience (in no. of years):		
14	Income Tax Return (ITR) for last 3 Assessment Years i.e. 2022-23, 2023-24 and 2024-25.		

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 Bidder

(B) SPECIFICATIONS OF THE STRUCTURE OF HOARDINGS AND OTHER ITEMS

Item No.	Technical Specifications
1	Welded Permanent Hoardings i) Welded Permanent Hoardings measuring 12X30 ft.: Hoarding structure measuring 12(Height) x 30(Width) ft. with 4 inch Channel of 19 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., 1.50 inch iron angles (three nos.) at back side of the structure for support. ii) Welded Permanent Hoardings measuring 10X20 ft.: Hoarding structure measuring 10(Height)X 20(Width) ft. with 4 inch Channel of 17 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., 1.50 inch iron angles (three nos.) at back side of the structure for support. iii) Welded Permanent Hoardings measuring 8X15 ft.: Hoarding structure measuring 8(Height) x15(Width) ft. with 4 inch Channel of 15 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.), 24 gauge GI sheet 120 sq. ft., 1.50 inch iron angles (three nos.) at back side of the structure for support.
2	Temporary Hoardings with Channels: i) Temporary Hoardings measuring 12X30 ft.: Hoarding structure measuring 12(Height) x 30(Width) ft. with 3 inch Channel of 19 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.). ii) Temporary Hoardings measuring 10X20 ft.: Hoarding structure measuring 10(Height) X 20(Width) ft. with 3 inch Channel of 17 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.). iii) Temporary Hoardings measuring 8X15 ft.: Hoarding structure measuring 8(Height) x15(Width) ft. with 3 inch Channel of 15 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.).
3	Temporary Hoardings on walls: i) Temporary Hoardings measuring 12X30 ft.: Hoarding structure measuring 12(Height) x 30(Width) ft. with frame of 1 inch Sq. Pipe measuring 324 running ft., 1.50"x1.50" inch angle iron of 30 ft. (two nos.). ii) Temporary Hoardings measuring 10X20 ft.: Hoarding structure measuring 10(Height) X 20(Width) ft. with frame of 1 inch Sq. Pipe measuring 190 running ft., 1.50"x1.50 inch angle iron of 20 ft. (two nos.). iii) Temporary Hoardings measuring 8X15 ft.: Hoarding structure measuring 8(Height) x15(Width) ft. with frame of 1 inch Sq. Pipe measuring 124 running ft., 1.50"x1.50 inch angle iron of 15 ft. (two nos.).
4	Block Out Flex 280 GSM (thickness of more than 200 microns)
5	Designing of flex
6	Designing, Printing and installation of MDF Cut Outs along with iron structure
7	Roll up standees (6X2.5 ft.) of good quality along with designing

PROFORMA FOR FINANCIAL BID

Item No.	Description of work	Rate offered per Sq. Feet and in total in INR including GST
1	Printing & mounting of flex and Installation of Welded Permanent Hoardings and maintenance thereof during empanelment period:	
	i) Printing & mounting of flex and installation of welded Permanent Hoardings measuring 12X30 ft.: Installation of permanent hoarding structure measuring 12x30 ft. with 4 inch Channel of 19 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.), 1.50 inch iron angles (three nos.) at back side of the structure for support. 24 gauge GI sheet 360 sq. ft. along with 280 GSM multicolour Block Out flex measuring 12x30 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground with proper concrete grouting.	
	ii) Printing & mounting of flex and installation of welded Permanent Hoardings measuring 10X20 ft.: Installation of permanent hoarding structure measuring 10X20 ft. with 4 inch Channel of 17 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.), 1.50 inch iron angles (three nos.) at back side of the structure for support. 24 gauge GI sheet 200 sq. ft. along with 280 GSM multicolour Block Out flex measuring 10x20 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground with proper concrete grouting.	
	iii) Printing & mounting of flex and installation of welded Permanent Hoardings measuring 8X15 ft.: Installation of permanent hoarding structure measuring 8x15 ft. with 4 inch Channel of 15 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.), 1.50 inch iron angles (three nos.) at back side of the structure for support. 24 gauge GI sheet 120 sq. ft. along with 280 GSM multicolour Block Out flex measuring 8x15 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground with proper concrete grouting.	
Grand Total (i, ii & iii)		
2	Printing & mounting of flex and Installation of Temporary Hoardings with Channels:	
	i) Printing & mounting of flex and installation of Temporary Hoardings measuring 12X30 ft.: Installation of temporary hoarding structure measuring 12x30 ft. with 3 inch Channel of 19 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 Block Out flex measuring 12x30 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground.	
	ii) Printing & mounting of flex and installation of Temporary Hoardings measuring 10X20 ft.: Installation of temporary hoarding structure measuring 10X20 ft. with 3 inch Channel of 17 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 Block Out flex measuring 10x20 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground.	
	iii) Printing & mounting of flex and installation of Temporary Hoardings measuring 8X15 ft.: Installation of temporary hoarding structure measuring 8x15 ft. with 3 inch Channel of 15 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 Block Out flex measuring 8x15 ft. including flex mounting charges. Frame of the hoarding should be minimum 5 ft. above the ground level and 2 ft. below the ground.	
Total (i, ii & iii)		
3	Printing & mounting of flex and Mounting of Temporary Hoardings on walls:	
	i) Printing & mounting of flex 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 Block Out flex measuring 12x30 ft. including flex mounting charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level wherever possible.	
	ii) Printing & mounting of flex 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 Block Out flex measuring 10x20 ft. including flex mounting charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level wherever possible.	
	iii) Printing & mounting of flex 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 Block Out flex measuring 8x15 ft. including flex mounting charges. Frame of the hoarding should be mounted at minimum 5 ft. above the ground level wherever possible.	
Total (i, ii & iii)		
Grand Total (2 & 3)		
4	Printing and replacement of Block Out Flex per Sq. Feet (thickness of more than 200 microns)	
5	Designing of flex	
6	Designing, Printing and installation of MDF Cut Outs along with iron structure (per sq. ft.)	
7	Roll up standees (6X2.5 ft.) of good quality along with designing	

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 Bidder

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.	2022-2023	
2.	2023-2024	
3.	2024-2025	

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, we shall provide you the performance guarantee of required amount in an acceptable form in terms of your supply order 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 Authorised 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 _____ undertake to change the flex as and when required as per the terms and conditions of the Tender.

That M/s _____ undertake to maintain all the Hoardings for the specified period.

That M/S _____ have not been convicted, Black listed, 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 hoardings and other items as per specifications mentioned in the tender document. The material used in installed hoardings and other items can be checked by Information and Public Relations Department any time. 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 submitted 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 in respect of tender invited empanelment of agency(ies) by the department of Information and Public Relations for Designing, Printing & Installation of Hoardings

Sr. No.	Particulars	Submitted Yes/No	Page No.	Remarks
1.	Documentary proof of ownership and address of plant and machinery			
2.	Proof of Earnest Money Deposit (Rs. 50,000/-).			
3.	Proof of deposit of Cost of Tender Document (Rs. 500/-).			
4.	Bidder Profile as prescribed.			
5.	Certificate of Incorporation/ Registration/ Partnership Deed.			
6.	Self-Attested copy of GST registration certificate.			
7.	Self-Attested copy of PAN Card.			
8.	Proof of registration with the department of Industries, HP, or MSME			
9.	Letter of Undertaking as prescribed.			
10.	Notarised Affidavit of Rs. 100/- Stamp paper as prescribed			
11.	Price Schedule(s) as prescribed in Financial Bid (rates to be quoted).			
12.	CA Certified Annual Turnover Statement for FY's 2022-23, 2023-24 and 2024-25 as prescribed.			
13.	Turnover details 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 Agency/ Firm.			
14.	Income Tax Return (ITR) for last 3 Assessment Years i.e. 2022-23, 2023-24 and 2024-25.			
15.	Self-Attested copies of quality certificates i.e. BIS/ ISO/ BIFMA/ AIOTA issued by competent authority.			
16.	Copies of six work orders, two each for the year 2022-23, 2023-24 and 2024-25.			

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 submitted as per tender document.
3. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed/ submitted 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