

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

"Tender Notice"

Notice for Bi-annual Rate Contract of Photo Printing, Supply of Photo Materials and Photo Lamination & Framing.

The department of Information & Public Relations, Himachal Pradesh intends to empanel "**Shimla city based Firms/ Vendors/ Sole Proprietors**" for following works/items:-

- 1. Photo Printing(Digital/ Media)/Supply of Photo materials.**
- 2. Photo Lamination and Framing.**

The interested parties are requested to quote rates in the tender document, which may be procured from Directorate of information & Public Relations, Shimla-2 on any working day *w.e.f* 2nd March 2023 to 22nd March 2023 during office hours. The cost of tender document will be Rs. 200/-. Tender form can also be downloaded from departmental website www.himachalpr.gov.in. If the tender document is downloaded from Department website, the interested parties are required to enclose Demand Draft of Rs. 200/- in favor of Director, Information & Public Relations, H.P. Shimla-2 being the cost of tender document at the time of submission of tenders, otherwise tender document will not be considered. The sealed tenders will be accepted till 23rd March, 2023 by 2PM.

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

**Tender Document for Photo printing, Photo materials and photo
Lamination/ Framing to be opened on 23rd March, 2023 at 3PM**

1. Name & Address of Firm			
2. Last date & time of receipt of Tender			23 rd March, 2023 by 2PM
3. Date & Time of opening of Tender			23 rd March, 2023 at 3PM
4. Cost of tender form			Rs 200/-By cash or By DD No._____
6. Indicate your PAN Number			
7. Indicate GSTIN No.			
8. Bank Name :			
9. Bank A/C No.		IFSC Code	

Financial Bid

(A) List of Items (Photo Printing/ Photo Materials etc.)

Sr. No.	Job Description	Rates Quoted in rupees inclusive of all Taxes
(i) Rates for Digital/Media Photo Printing		
1.	Printing of Digital Colored Photo stamp size (same day)	
2.	25 x 30 mm (PC)(Same day)	
3.	35 x 45 mm (Digital)	
4.	4" X 6" Colored Photo Media (Same Day)	
5.	5" x 7" ----Do----	
6.	6' x 8" ----Do----	
7.	8" x 10" ----Do----	
8.	8" x 12" ----Do----	
9.	10" x 12" ----Do----	
10.	10"x15" ----Do----	
11.	12"x15" ----Do----	

12.	12"x18" ----Do----	
13.	16"x20" ----Do----	
14.	20" x 24" ----Do----	
15.	20" x 30" ----Do----	
16.	24"x30" ----Do----	
17.	24"x36" ----Do----	
18.	39"x52" ----Do----	

(ii) Supply of Photo material/albums etc.

1.	Chargeable pencil cells 2500 MH (4 cell)	
2.	Chargeable 2800 MH Cell (4 cell)	
3.	Cell Charger	
4.	Card Reader	
5.	OTG	
6.	Nikon Camera D800 Series Battery Charger	
7.	Nikon Battery D800 Series	
8.	Photo album auto stick 10 leaves, (F.O.R.) Shimla	
9.	15 leaves	
10.	20 leaves	
11.	25 leaves	
12.	30 leaves	
13.	35 leaves	
14.	40 leaves	
15.	Photo album make Nova/ Natraj 5 x 7" (F.O.R) Shimla	
16.	36 Pocket	
17.	48 Pocket	
18.	72 Pocket	
19.	100 Pocket	
20.	SD Data Card Extreme Pro 16 GB 90 MB/s class -10 SDHC Memory	

21.	SD Data Card Extreme Pro 32 GB 100 MB/s class -10 SDHC Memory	
22.	SD Data Card Extreme Pro 64 GB 200 MB/s class -10 SDHC Memory	
23.	SD Data Card Extreme Pro 128 GB 200 MB/s class -10 SDHC Memory	
24.	SanDisk Extreme Pro Compact Flash Card 4GB,90 MB/s UDMA-7	
25.	SanDisk Extreme Pro Compact Flash Card 8GB,90 MB/s SDHC	
26.	SanDisk Extreme Pro Compact Class-10 SD Card 16 GB, 95 MB/s SDHC	
26.	SanDisk Extreme Pro Compact Class-10 SD Card 32GB,95 MB/s SDHC	

(B)List of Items (Photo Lamination and Photo Framing etc.)

Sr. No.	Job Description	Rates Quoted in rupees inclusive of all Taxes
1.	Ordinary lamination per square inch (2 nd day)	
2.	Without Channel Photo Framing	
3.	Border lamination per square inch with channel (FOR) 2 nd day)	
4.	Border Framing ½”	
5.	Border Framing 1” with channel	
6.	Matt lamination per square inch (FOR 2 nd Day)	
7.	Photo framing 1”	
8.	Photo framing 1½”	
9.	Photo framing 2”	
10.	Calendar Framing & Lamination per Inch	

Terms and Conditions for Bi-Annual Rate Contract

1. Duly filled in tender document must be enclosed in a properly sealed envelope super-scribing thereon **Tender for Photo Printing, Materials and Photo Lamination/ Framing** to be opened on **23rd March, 2023 at 3PM**
2. All the columns of the tender document should be properly filled in. The rates and the units shall not be over written. All corrections must be signed by the tenderer. Rates should be quoted in tender document only, otherwise tender may be rejected.

3. Along with tender earnest money (refundable) required to be deposited is Rs. 5,000/- in the shape of Demand Draft to be drawn in favour of Director, Information & Public Relations, Himachal Pradesh Shimla-2 and it should be furnished with each tender. The earnest money of successful tenderer will be converted into security money for due performance of contract which will be refunded after expiry of Annual Rate Contract.
4. In the event of non-execution of any work order during the contract period or in case of non satisfactory completion of order, the security money so deposited shall be deducted or forfeited.
5. The tender must be accompanied by relevant documents in respect of Service Tax, photocopy of Pan Number and details of bank accounts.
6. The tenderers are required to submit financial statements of the preceding two years.
7. Conditional tenders would be summarily rejected.
8. The tender will be regarded as constituting an offer or offers open to acceptance on whole or in part at the discretion of Director, Information and Public Relations, Himachal Pradesh, Shimla.
9. In the event of acceptance of tender, it will get converted into Annual Rate Contract for the period of two years from the enforcement of contract which can be extendable up to six months on mutual consent basis.
10. The Rates should be quoted F. O.R. destination at office of I&PR H.P. Shimla- 2.
11. All the photo copies, which are required to be attached with the tender should be self attested.
12. Rates should be quoted inclusive of all admissible taxes. Department will not be liable to pay extra charges beyond quoted prices.
13. **Price fall clause:** The offer of rates by the tenderers will be subject to the price fall clause i.e. if any job is offered at a lower rate by the tendered at any other place than the charge offered in the tender, the rates so offered by such party can be rejected at any stage.
14. Tenderers who do not fulfill the above mentioned requirements, their tender will be liable for rejection.
15. The Director, Information & Public Relations, Himachal Pradesh reserves the right to reject/approve all or any of the tenders without assigning any reason there to and reserves the right to negotiate with lowest tenderer.
16. Any matter or issues/ dispute arising between DIPR & parties under rate contract for participation in this tender, shall be subject to the exclusive jurisdiction of the courts of situated at Shimla, Himachal Pradesh.

I/We hereby quote rates for the above mentioned items as the rates quoted in tender document and terms & conditions will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose Demand Draft No..... of Bank for a sum of Rs..... as earnest money. In case, I/We fail to execute the agreement, abide by the conditions, the earnest/ security money shall be forfeited to the Director Information & Public Relations, Himachal Pradesh.

Read and accepted

Date.....

Place.....

Signature of the Tenderer