

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

**Short Term Tender Notice**

Information and Public Relations Department, Himachal Pradesh intends to empanel agencies for hiring Indoor LED Screens P3, P4/Outdoor LED Screens P6/P7/P10, HD video camera set up with crane, switcher and recorder etc. alongwith accessories for live cast of event at venue/remote locations and Line Array/Speakers/Horns/Trumpet based Public Address System with required accessories, on rental basis for a VVIP Public Meeting as and when required. The interested agencies may download the terms and 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 20th January, 2021 by 2:00 PM which will be opened on the same day at 3:00 PM.

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

## Tender Form

Tender for empanelment of agencies for hiring and installation of LED Screens P3, P4, P6, P7, P10, HD video camera set up with crane, switcher and recorder etc. alongwith accessories for live cast 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 one year w.e.f. 21<sup>st</sup> January, 2021 to 20<sup>th</sup> January, 2022.

1. Name and address of the Firm .....

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2. Date and time of receipt of tender: 20<sup>th</sup> January, 2021 upto 2:00 PM

3. Date and time of opening of tender: 20<sup>th</sup> January, 2021 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 15x10 ft. and sufficient Public Address System equipments 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 3 such installations in Government /Private Function of VVIPs with SPG security. Indicate the details:

c) Firm/Agency should have an annual average financial turnover of 1.5 Crore rupees for the last three financial years i.e. 2017-18, 2018-19 and 2019-20. 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 as per applicability</b>
LED Screen	P3	
LED Screen	P4	
LED Screen	P6	
LED Screen	P7	
LED Screen	P10	
Stage Platform for installing LED Screen		
Laptop with appropriate configuration for live telecast/live streaming		
Processor		
PA System with 2 Speakers for reproduction of sound		

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

<b>Description of Equipment</b>	<b>General Specifications</b>	<b>Rate per unit per day</b>
HD Video Camera	HD	
Video Switcher	HD	
Crane with arm for mounting Video Camera	-	
Drone Camera	HD	
Laptop	Of latest configuration	
Processor	HD	
Any other additional equipment required for the purpose		

**(c) Public Address System**

<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.</b>
Line Arrays	Multinational brand	
Speakers	-do-	
Amplifiers	-do-	
Digital Audio Mixer (specify channel capacity)	-do-	
Horns	-do-	
Trumpets	-do-	
Cordless Mikes	Shure or equivalent	
Mikes for speech (Goose Neck)	Shure or equivalent	
Mikes for music	Shure or equivalent	
Generator 62 KVA (noise free)	-do-	
Any other additional equipment required for the purpose		

## **Terms and Conditions for the Tender**

1. The empanelment will be valid for the period of one year w.e.f. 21<sup>st</sup> January, 2021 to 20<sup>th</sup> January, 2022. 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. 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.
3. *Rental charges for LED will be paid for the day of function only. No rental charges will be paid for the day of testing and the day of transportation. The Firm/Agency will have to install the LED Screen alongwith accessories 24 hours before the start of function and make it ready for testing. The LED Screens may be required to be installed at any location in the State as per the requirement.*
4. 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.
5. The installation and commission 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 w.e.f. 21<sup>st</sup> January, 2021 as well.
6. Applicant firms/agencies will be required to deposit an amount of Rs. 50,000/- only as EMD which will be converted into security deposit for the entire term of contract for rank 1 empanelled agencies. Therefore Demand Draft of Rs. 50,000/- 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.
7. EMD draft of unsuccessful bidder or ineligible agencies will be returned on the day of opening of tender.
8. All the documents attached with the tender must be signed properly failing which tender will be liable for rejection.
9. Conditional Tender will be rejected.
10. 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”**.
11. Payment on account of installation of the entire system/individual system will be released within 30 days of the receipt of final bills.

12. 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.
13. 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.
14. No payment will be made for any non-functional LED.
15. 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 is liable for penal action as per the provision of Law.

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