

No. 3/57/2000-DIPR (Pt. II) Vol-II  
**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF INFORMATION & PUBLIC RELATIONS**

**NOTICE**

Imphal, the 20<sup>th</sup> June, 2024

**Subject: Empanelment of firm(s) for display of hoardings.**

The Directorate of Information & Public Relations (DIPR), Manipur invites sealed rate quotations from registered and reputed hoarding agencies for empanelment of firm(s) to execute the work of displaying of hoardings highlighting various activities and other matters of the Government from time to time on contractual basis for a period of one year.

2. The eligibility conditions are: -

(a) The bidders must have experience in displaying of hoarding for reputed organizations including Government & PSUs.

(b) The bidders should be registered with the Government or Local Municipal Bodies and have statutory licences and approval from all statutory authorities.

3. The firm/agency should submit the sealed rate quotations to the office of the **Directorate of Information & Public Relations, Nityaipat Chuthek, Imphal West, Manipur - 795001**, in person or send through registered post so as to reach the office by **2.00 pm of 5<sup>th</sup> July, 2024**. Rate Quotations received after 2.00 pm of 5<sup>th</sup> July, 2024 will not be accepted/entertained. If the Tender Bid is sent by post, it must be received by the office before 2.00 pm of 5<sup>th</sup> July, 2024. Proof of postage won't be considered as evidence for timely submission of Tender Bid.

4. The rate quotations will be opened on the same day (i.e., 5<sup>th</sup> July, 2024) at 3 p.m. by the undersigned in presence or absence of the applied firms as the case may be.


5. The Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only in the form of Demand Draft/Pay Order from a nationalised bank drawn in favour of **Directorate of Information and Public Relation, Manipur** payable at Imphal. It should remain valid for a period of 6 (six) months from the last date of submission of tender. **In the absence of EMD, the Tender application shall be rejected summarily.** The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract. No interest is payable on the EMD.

6. **The period of contract shall be up to one year from the date of award of contract after which fresh tender will be invited.** The decision of DIPR shall be final and binding on the contractor in this regard.

7. Each page of the form/document should be signed and stamped by the authorized representative of bidder in acceptance of the terms and conditions laid down by DIPR.

8. Any additional conditions/deviations by the bidders, whatsoever shall be rejected.

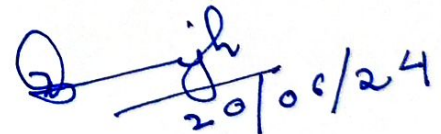
9. The agency/firm shall rate in English language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, rates mentioned in words shall be treated as valid and final.



10. All entries in the Bids shall be typed/written in ink. Erasers and over writing are not permitted and may render such quotations liable for rejection.
11. All entries in the form shall be legible and filled clearly. Any overwriting or correction, which is avoidable, has to be signed by the authorised signatory.
12. The bidders shall have to provide an Undertaking/Declaration in the proforma in Annexure-II. **Tender applications received without the Undertaking/Declaration will be summarily rejected.**
13. The rate quotations should be filled in the proforma in Annexure-III.
14. Creatives displayed by the firm will be the property of the office.
15. The locations/sites once selected by DIPR shall not be altered.
16. The size of the hoardings shall be standard size, which should be visible from distance. The dimensions of the hoardings will be 30 x 15 sq. ft and 20 x 10 sq. ft. or any other size specified by the Directorate.
17. The contractor shall maintain the booked hoardings for the period of contract. Any damage to the hoarding due to natural environment reasons or by any other cause or reasons shall be repaired by the contractor within 24 hours at his own cost.
18. If the performance of the bidder is not satisfactory then the agreement can be terminated by the competent authority after giving one month notice.
19. DIPR reserves itself to allot the work partly or wholly to single or different contractors. DIPR does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all the quotations in full or part, without assigning any reasons thereof.
20. The quotation shall include all taxes and duties levied from time to time. Necessary documentary evidence as and when called for must be furnished in support of having paid the taxes/duties for reimbursing the same.
21. If the bidders deliberately give wrong information in his Bids, DIPR reserves the right to reject such bids at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/performance Security Deposit/any other money due.
22. In case the successful bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
23. The Director Information & Public Relations, Manipur reserves the right to accept or reject any or all forms without assigning any reason thereof.
24. The Director, Information & Public Relations, Manipur reserves the right to withdraw/relax any eligibility criteria and in such a situation the bidders will be given sufficient time to take such changes into account. However, no relaxation will be given as far as statutory requirements are concerned, explicit/implicit.



25. The tender application should be submitted in two different sealed envelopes containing **(i) Technical Bid** and **(ii) Financial Bid** separately, but the two envelopes should be stapled together and put inside another envelope superscribed as "Tender application for empanelment of firm(s) for display of hoardings under DIPR".
26. The duly filled in forms in Annexure - I and Annexure - II along with all the necessary documents must be put in the envelope of Technical Bid superscribed as "Technical Bid".
27. Financial Bid must be submitted by duly filling up the form in Annexure – III in a separate sealed envelope superscribed as "Financial Bid".
28. The firms should have proper infrastructure like Flex Printing Machine and adequate manpower. A committee of the Directorate will conduct a field inspection to verify the firm's claim of having proper infrastructure and adequate manpower.
29. Mandatory details/documents to be included in the envelope of Technical Bid are:
- (a) Credentials of the firm (please fill up in Annexure-I).
  - (b) Annual Turnover of the firm (Please enclose audited financial statement of the last financial year, i.e. 2023-24)
  - (c) Technical qualification of the firm (please fill up in Annexure-I).
  - (d) Specimen of past similar works done by the firm (please enclose photographs and work orders issued by Govt. Departments/PSUs)
  - (f) Register Number & Certificate (please fill up & enclose with Annexure-I)
  - (g) DD/Pay Order of Earnest Money Deposit (EMD) of Rs. 50,000/-
  - (h) Undertaking/Declaration (please fill up the proforma in Annexure-II)
- 30. Tender applications which fail to fulfil the necessary criteria of Technical Bid or application received without mandatory/necessary documents will be summarily rejected and Financial Bid of such firms will not be opened for further process of the Tender.**

A handwritten signature in blue ink, followed by a horizontal line and the date "20/01/24" written below it.

(Dr. Th. Charanjeet Singh)  
Director (IPR)  
Manipur

**BIDDING FORM**

<b>1) Credentials of the Firm/Agency</b>		
a)	Name of the Firm/Agency	
b)	Nature of the Firm/Agency (Whether partnership/or Company/Private Company)	
c)	Full Address (Enclose Shop & Estt. certificate or any certificate issued by any authority as address proof & ID proof)	
d)	Mobile Number/Email ID	
<b>2) Registration Details</b>		
a)	PAN	
b)	Service Tax No.	
c)	Registration No. with year (Please enclose certificate)	
d)	GST IN (Enclose certificate)	
<b>3) Bank Account Details</b>		
a)	Bank Account No.	
b)	Type of Account	
c)	Name of Bank	
d)	Name of Branch	
e)	IFSC Code	
<b>4) EMD Details</b>		
a)	Amount	
b)	DD No.	
c)	Date of Issue	
d)	Name of Issuing Bank	
<b>5)</b>	<b>Technical Qualification of the firm</b> (Please mention experience in handling the work and past projects executed)	
<b>6)</b>	<b>Annual Turnover of the firm</b> (Please enclose audited financial statement of the last financial year)	

SIGNATURE &amp; SEAL OF BIDDER

PLACE:

**DECLARATION FROM BIDDER**

I,.....  
S/O,D/O,W/O.....  
Proprietor/Partner/Director/Authorized Signatory is/am competent to sign this  
declaration and execute this bidding document.

2. I have carefully read and understood all the terms and conditions of empanelment and hereby convey my acceptance of the same.
3. I/we hereby declare that the agency have/has not been blacklisted in any Government Department.
4. Compliance under statutory provisions are in order and not being violated.
5. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my contract.

Signature of Authorised Person

Full Name:

Date:

Place:

Company/Agency Seal

NB: The above declaration should be duly signed and sealed by the authorized signatory of the firm/agency/company.

**ANNEXURE-III****RATE QUOTATIONS**  
**For Printing & Installation of Hoardings****For 30 x 15 sq. ft.**

<b>Sl. No.</b>	<b>Particular</b>	<b>Size</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1.	Wooden Post	27' X 6"	3 nos.		
2.	Concrete Rcc	1.5 X 1.5 X 5 ft depth	3 nos.		
3.	Post Pack	30' X 3' wooden angle	4 nos.		
4.	Side Bar	15 X 3" wooden angle	2 nos.		
5.	Flex Printing	30" X 15' = 450 sq. ft	1 no.		
6.	Transportation				
<b>Total</b>					
<b>Total in Words:</b>					

**For 20 x 10 sq. ft.**

<b>Sl. No.</b>	<b>Particular</b>	<b>Size</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1.	Wooden Post	22' X 6"	2 nos.		
2.	Concrete Rcc	1.5 X 1.5 X 5 sq. 5' depth	2 nos.		
3.	Post Pack	20' X 3' wooden angle	3 nos.		
4.	Side Bar	10' X 3" wooden angle	2 nos.		
5.	Flex Printing	20' X 10' = 200 sq. ft	1 no.		
6.	Transportation				
<b>Total</b>					
<b>Total in Words:</b>					

NB: All rates inclusive of GST and other payable taxes.

Signature of Authorised person

Name:

Date:

Place:

Company/Agency Seal: