



HIMACHAL PRADESH HORTICULTURAL PRODUCE
MARKETING AND PROCESSING CORPORATION LIMITED
(A Government Undertaking)
HEAD OFFICE, 3rd Floor Nigam Vihar, Shimla-171002

Ref: Hpmc/ Pub-23/2018-22-Voll-II

Dated -2023

Expression of Interest (EOI)

Sealed offers are invited from reputed advertising agencies for publication of various tender advertisements and other publicity material of the Corporation in the different news papers both on commercial and DAVP rates. The offer of the interested agencies shall reach the office of the Managing Director on or before 09-05-2023 up to 2:00 PM along with EMD of Rs.10,000/ in the shape of Demand Draft. The proposals received from the agencies shall be evaluated on the same day at 3:00 PM. The detail of required document along with terms and conditions is available on our website *i.e* <https://www.hpmc.in> or can be obtained directly from the Head Office of HPMC Ltd, at 3rd Floor, Nigam Vihar, Shimla -171002 on any working day between 10:00AM to 5:00PM . To facilitate the agencies, a pre bid meeting will be held with interested agencies on 25-04-2023 at 11:00AM at HPMC Head Office, Nigam Vihar, Shimla.

Further, the Managing Director, HPMC Ltd reserve the rights to accept or reject any or all the EOI at any stage without assigning any reason.


Managing Director

Critical dates for the submission of proposals by the agencies.

Sr. no	Description	Date and time
1	Proposal submission start date	10-04-2023, 11:00AM
2	Pre bid meeting with interested parties	25-04-2023, 11:00AM
3	Last date for submission of proposal	09-05-2023, 2:00PM
4	Evaluation of proposal received from the agencies	09-05-2023,3:00PM

Standard Performa for the discount to be offer on the DAVP Rates.

Sr. No	Name of the Agency/ Party	Discount offered on DAVP Rates
1		

Terms and Conditions for submission of proposals:-

1. Reputed Advertising agencies having minimum five years experience in the field of advertising shall only be eligible. Preference shall be given to the HP based agencies.
2. The advertising agencies shall mention the name of news papers both English/Hindi with edition for providing DAVP/Commercial rates for publication of tender notices and other publicity material.
3. User list, if any may also be supplied. The interested advertising agency must have a local office at Shimla (Copy with proof) and the contact details of person/office with address may also be stated. The facility provided by the agency for collection of the advertisement/ Tender notice may also be stated.
4. The minimum annual turnover of the agency should Rs.50.00 lacs documentary proof be attached with the quotation. Any other information about advertising agency may also be attached with your proposal.
5. The proposal from interested agency must bear your telephone number, Fax number, E-mail, Mobile Number and complete address. The envelope should be duly sealed.
6. The proposal received from the interested agency should not contain any cutting/overwriting. If some cutting/ overwriting is found the quotation will be rejected straightway.
7. PAN/ TIN/ Service Tax number must be mentioned in your quotation letter.
8. The matter for publication of tender notices and other publicity material can be sent through e-mail/Fax or by hand to the authorized agent of the agency and the design and cost of the same need to be approved from the publicity division before release to the press.
9. The offer of empanelment can be curtailed or extended further depending upon the performance of the agency.
10. The date of publishing of advertisement/tender notices released by the Corporation should be intimated to HPMC through Fax and e-mail along with the tear sheet of published matter of each edition within seven days.
11. HPMC without assigning any reason may accept or reject any proposal/offer of the agency at its sole discretion. Any dispute will be subject to jurisdiction of Shimla only.
12. HPMC will have every right to cancel empanelment of the agency if the work and conduct of the agency is not found good/satisfactory.
13. While forwarding the proposal the interested agency shall ensure that the envelope must be super-scribed with "Proposal for the Empanelment of Advertising Agency" and same may be sent to the Managing Director, HPMC Ltd, at 3rd Floor, Nigam Vihar, Shimla -171002(HP)
14. The interested agency have to furnish the EMD of Rs. 10,000/-(Rs. Ten Thousand Only).


Managing Director