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No. HIPA –DMC (Trg.) G-(Misc.) 02/2021-II (Through Speed Post/E-mail)
Government of Himachal Pradesh
Dr. Manmohan Singh H.P. Institute of Public Administration

From

The Director,
Dr. Manmohan Singh H.P. Institute of Public Administration (MSHIPA),
Fairlawn, Shimla-12

To

M/s _____

Dated: Fairlawn, Shimla-12 the 23rd February, 2026.

Subject: Invitation for Sealed Quotation/ limited tender for Designing, Formatting and Printing of 200 copies of the booklet titled “Colloquium Series on Disaster Risk Reduction”.

Sir/Madam,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration (MSHIPA) Fairlawn, Shimla-12 intends to invited sealed quotations / limited tenders from firms/bidders for Designing, Formatting and Printing of 200 copies of the booklet titled “Colloquium Series on Disaster Risk Reduction” as per the details below:-

1. Specifications:-

Sr.No.	Particular	Specification	Remarks
1.	Size	A4	--
2.	Paper (inner pages)	90 GSM	--
3.	Paper (cover pages)	300 GSM (Gloss/Matte)	--
4.	Printing	Multi-colour	--
5.	Binding	Perfect Binding (Soft Cover)	--
6.	Number of Copies	200 (100–200 pages approx.)	--
7.	Designing & Formatting	As per requirement	--

2. General Terms & Conditions:-

- Tenders/quotations must be enclosed in a properly sealed envelope addressed to the Additional Director, MSHIPA, Shimla-171012.
- The envelope should be superscribed: “Designing, Formatting and Printing of 200 copies of “Colloquium Series on Disaster Risk Reduction”
- All documents must be signed and stamped by the tenderer or authorized representative.
- Designing and formatting charges must be clearly indicated and included in the quoted rates.
- Rates must be quoted in figures and words, in INR.
- Rates shall be inclusive of all taxes, duties, transportation to MSHIPA.
- The booklet must conform strictly to the approved specifications and quality standards.
- Any amendments/clarifications issued during the tender process shall be treated as part of this document.
- MSHIPA reserves the right to accept or reject any or all bids without assigning any reason.

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3. Submission & Opening of Bids:-

- Last Date of Submission: 03.03.2026 at 12:00 Noon
- Place: Office of the Additional Director, MSHIPA, Fairlawns, Shimla-12
- Opening of Bids: 05.03.2026 at 03:00 PM

4. Completion Timeline and Payment Terms:-

- The successful bidder shall complete the assigned work within 15-20 days from the date of issue of the work order.
- The payment shall be released only after the work is inspected and certified as satisfactory by the Committee.
- The bill must be submitted in original along with all required supporting documents.

Note-1:- The document can also be downloaded from the official website of MSHIPA.

Note-2:- For any clarification, please feel free to contact us in following contact No.:-

- **Office** :- 0177-2734666
- **Course Director (DMC)** :- 88949-30726
- **Dealing Assistant** :- 98161-56177

Yours faithfully,



Additional Director
MSHIPA
(Dr. Manmohan Singh,
HP Institute of public Administration,
Fairlawn, Shimla-171012)
Ph. No.-0177-2734666