

No. HIPA (S&S)-7/2024-Quotation
Government of Himachal Pradesh
Dr. Manmohan Singh H.P.
Institute of Public Administration

Dated: Fairlawn, Shimla-12

the

16th

September, 2025

From

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

To

M/s _____

Subject:

Regarding inviting sealed quotations for the procurement of various items for the financial year: 2025-26.

Sir,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration (MSHIPA) is an apex Institute in the State that imparts training to various officers and officials of different Departments and other govt. & semi govt. organizations. The Institution is involved in making frequent purchases of various items to be utilised during various training programmes & office purposes. Therefore, this Institute intends to invite limited tenders/quotations for the finalisation of rates of various items during the financial year 2025-26, which will remain valid till 31.03.2026.

Hence, the limited tenders/quotations are invited from interested firms/suppliers for the supply of various items as detailed in **Annexure-A**. The limited tenders/quotations in sealed cover must reach in this office on or before 29.09.2025 by 2:30 PM and will be opened on the same day at 3.00 PM in the presence of such bidders or their authorized representatives who may wish to be present. The undersigned reserve the right to accept or reject any quotations without assigning any reasons. The terms and conditions are as under:-

Terms & conditions:-

1. The rates quoted by the bidder in quotation shall remain valid for the whole financial year 2025-26 and may be reviewed, if there is sharp decrease in prices during the F.Y.
2. The supply order will be issued by the MSHIPA as and when required & further subject to the availability of budget.
3. Quantity may also vary as per requirement. However, bidder is required to quote the rate (each item basis).

4. The rates quoted shall be exclusive of GST (if applicable) No other taxes will be payable.
5. The undersigned reserve the right to reject the bidder/supply order if any inferior goods are supplied or any compliant received against the supplies or bidder.
6. The item-wise L1 bidder will be identified. However, for correlating items the overall L1 price will be determined as L1 price.

Note:-

For any clarification, please feel free to contact us in following contact Numbers:-

- **Office:- 0177-2734777**
- **Nodal Officer Store:- 98160-75409**
- **Store Keeper:- 94598-61203**

Yours faithfully,



Additional Director,
Dr. Manmohan Singh H.P.
Institute of Public Administration
Fairlawn, Shimla-171012.

List of Stationary items

Sr. No.	Name of items	Approximate requirements/quarter	Rates with GST
1.	Pilot Pen V7 and V5	As per requirement	
2.	Ball point pen ordinary	As per requirement	
3.	Ball point pen maxrite	As per requirement	
4.	Ball pen Flair	As per requirement	
5.	Ball Pen Cello	As per requirement	
6.	HB Pencil	As per requirement	
7.	Sharpener	As per requirement	
8.	Eraser	As per requirement	
9.	Photostat paper 75 GSM	As per requirement	
10.	Coloured Ream A4 Size	As per requirement	
11.	Ruled Register 200 pages	As per requirement	
12.	Flip Charts 25 sheets	As per requirement	
13.	Push Pins	As per requirement	
14.	Double tape (Big Size)	As per requirement	
15.	Cello tape 2"plain/black/red/brown	As per requirement	
16.	Tape Brown/Black/Transparent (Big size)	As per requirement	
17.	Pen drive 16GB	As per requirement	
18.	Pen drive 32 GB	As per requirement	
19.	Pen drive 64 GB	As per requirement	
20.	White Board Marker	As per requirement	
21.	Color Charts	As per requirement	
22.	Front back sheets	As per requirement	
23.	Brown Sheets	As per requirement	
24.	Bold Marker mix color	As per requirement	
25.	Blinder clips	As per requirement	
26.	Colourd flag	As per requirement	
27.	High lighter set	As per requirement	
28.	Glue stick 15 gm	As per requirement	
29.	Wall Clock	As per requirement	
30.	Fluid correction pen	As per requirement	
31.	Solo Archer file	As per requirement	
32.	Paper cutter	As per requirement	
33.	Tags	As per requirement	
34.	Noting sheets	As per requirement	
35.	Note Book (size 10.8cm×14.0cm) 240, single ruled	As per requirement	
36.	Stapler big Size	As per requirement	
	Stapler small size	As per requirement	
37.	Stapler pin 24/6-1M	As per requirement	
38.	Stapler pin 24*6	As per requirement	
39.	Coloured flas laminated	As per requirement	
40.	Scissor small	As per requirement	
41.	Scale (steel)	As per requirement	
42.	File folder L shape (transparent)	As per requirement	

43.	File folder with button (transparent)	As per requirement	
44.	Desktop Documents Holder	As per requirement	
45.	Calclater medium size	As per requirement	
46.	Paper Punching Machine	As per requirement	
47.	Pen Stand	As per requirement	
48.	Cutter Knief	As per requirement	
49.	Duracell AA, AAA	As per requirement	
50.	Water Glass	As per requirement	
51.	Envelop File Size (Cloth)	As per requirement	
52.	Envelop File Size (Laminated)	As per requirement	
53.	Flip Chart 25 sheets	As per requirement	
54.	Ledger Book (300 pages)	As per requirement	
55.	Cash Book (300 pages)	As per requirement	
56.	Paper Clips	As per requirement	
57.	Table Top 18×24 Acrylic	As per requirement	
58.	Table Top 18×24 Polystyrene	As per requirement	
59.	Jug (Glass)	As per requirement	
	Jug (Plastic)	As per requirement	
60.	Dustbin medium size	As per requirement	
61.	Glass Coaster	As per requirement	
62.	Sealing wax (lac)	As per requirement	
63.	Marking White	As per requirement	
64.	Candle (big size)	As per requirement	
65.	Duster (Magnatic)	As per requirement	
66.	Duster Cloth	As per requirement	
67.	Lock	As per requirement	
68.	Binding Rope	As per requirement	
69.	Foot Mat	As per requirement	
70.	Hand Towel	As per requirement	
71.	File Binding thread	As per requirement	
72.	Push pin Notice Board	Medium size	As per requirement
		Large size	As per requirement
73.	White Board	Medium size	As per requirement
		Large size	As per requirement

List of Printer & Photostat Machine Cartridge items

Sr. No.	Name of items	Approximate requirements/quarter	Rates with GST
1.	Cartridge refill 12A/36A/88A/79A/78A/80A/88A	As per requirement	
2.	Cartridge refill 125A	As per requirement	
3.	Cartridge refill Canon 328	As per requirement	
4.	Cartridge refill Canon 2010	As per requirement	
5.	Cartridge (New) Brother DR-B021	As per requirement	
6.	Cartridge T3008P (New) Toshiba Photostat Machine No. 3508A	As per requirement	
7.	Cartridge 2323P (New) Photostat Machine 2829A	As per requirement	
8.	New Drum Cartridge 12A/36A/88A/79A/78A/80A	As per requirement	
9.	Duracell AA, AAA	As per requirement	
10.	New Drum Cartridge Drum Canon 328	As per requirement	
11.	PCR Roller 12A/36A/88A/79A/78A/80A/88A/125A	As per requirement	
12.	PCR Roller 125A	As per requirement	
13.	PCR Roller Canon 328	As per requirement	
14.	Magnetic Roller 12A/36A/88A/79A/78A/80A/125A	As per requirement	
15.	Drum for Toshiba studio 3508A	As per requirement	
16.	Magnetic Roller canon 328	As per requirement	
17.	Teflon Sleeve 12A/36/88A/79A/78A/80A	As per requirement	
18.	Teflon Sleeve 125A	As per requirement	
19.	Teflon Sleeve Canon 328	As per requirement	
20.	Printer Servicing Charge	As per requirement	
21.	Printer Scanner HPM1213	As per requirement	
22.	C.L.I. Telephone Set	As per requirement	
23.	Intercom Telephone set	As per requirement	
24.	20 Pair Cable (Telephone)	As per requirement	
25.	Single pair Cable (Telephone)	As per requirement	
26.	Xerox B7135 Drum Cartridge	As per requirement	
27.	Xerox B7135 Cartridge	As per requirement	
28.	Hard Disk 1TB	As per requirement	
29.	Heat Roller Toshiba 3008 Photostat Machine	As per requirement	
30.	Brother Drum Unit B021	As per requirement	
31.	Toshiba EStuido 3508A Machine Heat Roller	As per requirement	
32.	HP Laser Jet M1213NF Scanner of Printer	As per requirement	

Rates of Name plate & Self -ink stamps

Sr. No.	Particulars and Specification		Rate/quoted
1.	Rates of name plate size (15*5) Black acrylic	Single plate	
		Double Plate	
	Rates of name plate size (15*5) Black acrylic+golden	Single plate	
		Double Plate	
2.	Rates of name plate size (12*5) Black+golden & Brass etc.	Single plate	
		Double Plate	
3.	Writing charges on name plates by different size	1"	
		2"	
		3"	
4.	Rates of Self-ink Stamps and ink Stamps		

Rates of Honour Board & Flex Banners

Sr. No.	Particulars		Rate/quoted
1.	Honour Board (Black & Golden)	Size 2.50× 4 ft	
		Size 4×2 ft.	
2.	HIPA LOGO (Sticker) 6"×6"		
3.	Providing & Fixing charges of honour board at HIPA (Per piece)		
4.	Writing rates on honour board by different Size:	1"	
		2"	
		3"	
5.	Flex Banner with Standy		
6.	Flex Banner	5"×5" ft.	
		4"×4" ft.	
7.	Sign Board with pasting of Golden letters 2mm & 3mm thick (black acrylic), Size 34"×8.5"		

Rates of Video Recording

Sr. No.	Particulars	Rate/quoted
1.	Rates for video recording for one day	
2.	Photography exposing for one day	
3.	Rates for Photography exposing for half day	

Rates for taking and Developing photographs

Sr. No.	Particulars	Rate/quoted
1.	8"×12" photo size per copy	
2.	6"×8" photo size per copy	
3.	4"×6" photo size per copy	

Rates for Recycle Paper Folder

Sr. No.	Specification		Rate/quoted
1.	Size	14" × 10"	
	Type	Recycled Paper Folder	
	Name & Logo	MSHIPA Name with logo	
	Specimen	enclosed	

Rates for Spiral Note Book

Sr. No.	Specification	Rate/quoted
1.	Note Book Spal Pad 65-70 M 100 Pages multiple printing with HIPA Logo, etc. 7"×9" Size	
2.	Note Book Sal Pad 65-70 GSM 60 Pages Multipal Printing with HIPA Log etc. 5"×6" Size	

Rates for Dry Cleaning of Carpet, Chair & Sofa

Sr. No.	Specification	Rate/quoted
1.	Dry Cleaning of Carpet (per sq. ft.)	
2.	Dry Cleaning of Chair (per chair)	
3.	Sofa Cleaning (per sofa)	

Rates for Refilling of Fire Extinguisher

Sr. No.	Specification	Rate/quoted
1.	CO2 4.5 KG Refilling Charges	
2.	W/S/P 9 Ltr. Refilling Charges	
3.	W/CO2 9 Ltr. Refilling Charges	
4.	Hose Pipe one mtr.	
5.	W/S/P New Valve	

Rates for Tyres of Bus, Mahindra Bolero, Renault Duster & Verna

Sr. No.	Specification	Rate/quoted
1.	Renault Duster (Tyre Size 215/65 R16)	
2.	Mahindra Bolero Size (Tyre Size 215/75 R15)	
3.	Bus Tyres (Tyre Size 7/50/16PR Barik Gudi)	
4.	Verna Diesel (Tyre Size 185/65 R15)	