

Government of Himachal Pradesh
Department of Personnel
SAR&I-I Section

राजसूचिके हिमाचल प्रदेश एकक
डायरी सं. 5583646
डायरी तिथि 21-03-2025

No. Per (SAR&I-I) 7(G) 2-4/202017-Vol.-I, Dated: Shimla-02, the 20, March, 2025

NOTICE INVITING TENDER

Sealed tenders are invited for different type of making stamps in the O/o the Section Officer SA (R&I-I) H.P. Secretariat Shimla-2.

The tender form (complete in all respect) in duly sealed envelope should reach to Section Officer, SA R&I-I, Himachal Pradesh Secretariat, Shimla-171002. on or before 08/04/2025 by 2.00 PM. The tender shall be opened on the same day i.e. 4.00 P.M. in the Office of undersigned room no. 106 Armsdale building, H.P. Secretariat, Shimla -02 in the presence of bidders or authorized person, whosoever wish to be present.

“Tender for making of different type of stamps should be clearly written on the top of envelope addressed to the Under Secretary (SA R&I-I) to the Government of Himachal Pradesh, Room No. 106 Armsdale building, H.P. Secretariat, Chotta Shimla, Shimla-02 H.P. The Tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the TECHNICAL BID and the FINANCIAL BID (Prescribed proforma at Annexure-A).

The Technical Bid must contain the following:-

- i. Duly filled, signed & stamped tender document.
- ii Self-attested Documentary proof of registration under GST /CST.
- iii Self-attested copy of the PAN.
- iv. Two year experience of different type of making stamps.
- v The self-attested documentary proof of registration of Sole Proprietorship/Partnership Firm/Society or Company.
- vi. The self- attested declaration that bidder is not black listed by any Central/State Government/ procurement- agency.

The Technical Bid shall be opened first and the financial bid on the prescribed proforma (Annexure 'A') of those bidder who are technically qualified shall be opened in accordance with provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

Terms and conditions for the above rate contract are as follows:-

1. The tenders shall be submitted in a sealed cover, duly super scribed giving the serial/file number of the tender on or before the date of opening and addressed to the Section Officer, SA R&I-I, Himachal Pradesh Secretariat, Shimla-171002.
2. The tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately technical evaluation as TECHNICAL BID and the FINANCIAL BID.
3. The rates quoted should be strictly according to the description & specifications on the prescribed proforma for Financial Bid in a separate envelop annexed as Annexure-'A'.
4. The rate quoted should be inclusive of GST and other taxes. if any.

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5. Payment shall be released monthly basis after making of stamps as per the office requirement.
6. The Under Secretary SA (R&I-1) reserves the right to accept or reject any or all tenders without assigning any reasons or to reduce, increase or remove the items.
7. The Quality of making stamps shall be ensured by the vendor. If any quality issue found in the stamps, the vendor shall provide new stamp, if still problem persists, then tender will be liable to be cancelled and further no payment will be passed for the making the type of stamps and in that case new tender will be given to L2 Firm on the approved L-1 rate(s) for which L-1 bidder shall not have right to raise any objection.
8. The contractor shall not sublet transfer or assign the job without the written permission of the Under Secretary SA to the Government of H.P. has right to terminate the contract.
9. Payment shall not be made in advance in any case.
10. The prospective tenders should neither have abandoned any work nor any of their contract should have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. They should not be on blacklist of any Central/State Government/procurement agency. A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
11. The successful bidder will have to deposit the Performance Security as determined under HPFR, 2009. No interest will be paid on security deposit.
12. Conditional/Incomplete tender will not be accepted under any circumstances.
13. Eligibility Criteria: Only such Bidders, who are Registered Sole Proprietor/Partnership firm/Society or Company and meet the following conditions, can participate in the tender:-
 - A) The Bidder must be a registered Sole Proprietorship/Partnership firm/Society or Company. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Mill or Company must be attached.
 - B) The Bidders must have valid PAN to participate in the tender and proof of TIN/CST/GST Number should be mentioned in the Technical Bid document.
 - C) The Bidder must have two years' experience of making type of stamp
14. In case of any dispute, the decision of the Secretary (SA) to the Govt.HP shall be final and binding upon all, who also reserves the right to accept or reject the quotations without assigning any reason/not fulfilling the conditions.


- By Order

**Secretary (SA) to the
Government of Himachal Pradesh**

No. Per (SAR&I-1) 7(G) 2-3/2021, Vol.-I, Dated: Shimla-02, the 20, March, 2025

Copy is forwarded for information/necessary action to:-

1. The Senior Technical Director-cum-SIO, National Informatics Centre (NIC), 6th Floor, Armsdale Building, H.P Secretariat for uploading the same on official website of H.P. Govt. Immediately.
2. Notice Boards of H.P. Secretariat.


**Under Secretary (SA) to the
Government of Himachal Pradesh**

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Prescribed Proforma for Making different type of Stamps.

Sr. No	Type of Stamps	Rate per Stamps included GST.
1.	Self-Inking Stamp.	
2.	Signature Stamp Self ink	
3.	Signature Stamp .	
4.	Single Line Stamp.	
5.	More than one line Stamp.	
6.	Dater Bank type Stamp	
7.	Dater Stamp Ordinary.	
8.	Round Stamp Self ink.	
9.	Rubber Stamp.	

Handwritten mark

Date:

Place:

Signature & Seal of Bidder

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