

**Himachal Pradesh Secretariat Administration  
(SA R&I-I)**

No. Per. (SA R&I-I)7(G)3-9/2019

Dated: Shimla-02

09.04.2025

**NOTICE INVITING TENDER**

Sealed tenders are invited in the Himachal Pradesh Secretariat Shimla-02 for the purchase of below mentioned items for office use. Duration of tender will be for a period of one year initially, if the service/work of firm found satisfactory period of tender can be extended for another one year:-

Sr. No.	Name of item	Description	Rate (in Rs.)Quoted including GST
1.	Dak Basta 17"x14"x13"	Tapestry 6x6	
2.	Dak File Box 17"x14"x13"	Tapestry 6x6	
3.	Dak File Box with four (4) wheel 17"x14"x13"	Tapestry 6x6	
4.	Zanjeer & Chain repair	-----	
5.	Runner repair per Dak Basta & Dak File Box	-----	
6.	Wheel New One piece	-----	

The prospective Bidder shall quote their rates in the name of the **Section Officer, SA R&I-I, Room No. E-4G, H.P. Secretariat, Shimla-02** as per following terms and conditions and the same should reach this office on or before **25.04.2025 at 03.00 PM. The tender shall be opened on the same day i.e. 4.00 P.M. in the presence of bidders or its authorized representative whosoever wish to be present.**

The Tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the TECHNICAL BID and the FINANCIAL BID **in bold and legible letters to avoid any confusion.**

**The Technical Bid must contain the following:-**

- i. Duly filled, signed & stamped tender document.
- ii. Self attested documentary proof of registration under GST /CST/TIN.
- iii. Self attested documentary proof of registration of sole proprietorship partnership firm/society or company.
- iv. Self attested copy of the PAN.
- v. Samples/brochure & catalogue of quoted items.
- vi. Proof of tender fee deposit.
- vii. A self declaration has to be furnished by the prospective bidders that they should not be on blacklist of any Central/State Government/procurement agency.
- viii. Tender fee amounting to Rs. 500/- (Five Hundred only) shall be deposited in the form of Demand Draft in favour of Secretary (SA) to the Government of Himachal Pradesh. Earnest Money of Rs. 2,000/- (Rupees Two Thousand Only) in the form of a Account payee Demand Draft/ pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh, Shimla- 171 002.

**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..**

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**Terms and Conditions:-**

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 the sample of items/brochure & catalogue wherever applicable mentioned above for technical evaluation as TECHNICAL BID and the FINANCIAL BID.
3. The rates quoted should be strictly according to the description & specifications stated above on the prescribed proforma for Financial Bid in a separate envelop annexed as Annexure-'A'. The rates should be F.O.R. destination of SA R&I-I Section Store Room, H.P. Secretariat, Shimla-171002.
4. The rate quoted by the tenderer should include all related costs like any logistics support and inclusive of GST as applicable.
5. The prospective tenderer should not be on blacklist of any Central/State Government/procurement agency. A self declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
6. **Earnest Money, Security Deposit and Tender fee:** Tender fee amounting to Rs. 500/- (Five Hundred only) shall be deposited in the form of Demand Draft in favour of Secretary (SA) to the Government of Himachal Pradesh. The tender fee shall not be refundable under any circumstances. A refundable Earnest Money amounting to Rs. 2,000/- (Two Thousand only) shall be provided along with the bid. The Earnest Money has to be deposited in the form of Accounts Payee Bank Draft of a Nationalised Bank duly pledged in favour of Secretary (SA) to the Government of HP. No interest will be paid on EMD deposit.
7. **Refund of EMD:** The Earnest Money of all the unsuccessful tenderers, deposited in favour of the Secretary (SA), will be refunded by the Department on receipt of application from tenderers in that respect within 30 days.
8. Conditional/Incomplete tender will not be accepted under any circumstances.
9. The payment will be made after satisfactorily inspection/supply of the material as per approved sample.
10. The quantity of the items can be increased/decreased as per demand.
11. No condition of advance payment or payment in cash will be considered.
12. The quality of the material as per approved sample be ensured as per specification before delivery. The item to be delivered must up to the entire satisfaction the procuring Department. In case successful bidder shows its inability to supply the item(s) within the stipulated period, the procuring entity shall have the right to issue supply order to L-2 bidder on the approved L-1 rate(s) for which L-1 bidder shall not have right to raise any objection.
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.

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14. The rates/financial bid of prospective bidder(s) on the proforma prescribed will be considered only for those item(s) whose sample(s) is/are evaluated to be satisfactory, as per need basis. The decision of Tender Evaluation Committee shall be final and absolute in this respect.
15. In case of any dispute, the decision of the Secretary (SA) to the GoHP 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.

Under Secretary (SA) to the  
Govt. of Himachal Pradesh, Shimla-02

To

M/s \_\_\_\_\_  
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No. Per. (SA R&I-I)7(G)3-9/2019

Dated: Shimla-02

09.04.2025

Copy to:

1. The Senior Technical Director-cum-SIO, National Informatics Centre (NIC), 6<sup>th</sup> Floor, Armsdale Building, H.P. Secretariat, Shimla-02 with the request to upload the same on official website of SAD for wide publicity.
2. Notice Board HP Secretariat, Shimla-02.

Gate No. -1

Under Secretary (SA) to the  
Govt. of Himachal Pradesh, Shimla-02

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**Financial Bid**  
**(in a separate envelop)**

**Proforma for quoting the Rates (Annexure-“A”)**

<b>Sr. No.</b>	<b>Name of item</b>	<b>Description</b>	<b>Rate (in Rs.) Quoted including GST</b>	
1.	Dak Basta 17"x14"x13"	Tapestry 6x6	Per piece	
2.	Dak File Box 17"x14"x13"	Tapestry 6x6	-do-	
3.	Dak File Box with four (4) wheel 17"x14"x13"	Tapestry 6x6	-do-	
4.	Zanjeer & Chain repair	-----	-do-	
5.	Runner repair per Dak Basta & Dak File Box	-----	-do-	
6.	Wheal New One piece	-----	-do-	

**Place:-**

**Date:-**

**(Signature of the Bidder with stamp)**

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