

Government of Himachal Pradesh  
Department of Personnel  
SA R&I-1 Section

No. Per(SA R&I-1)7(G)2-5/2025

Dated: Shimla-02

03/09/2025

**NOTICE INVITING TENDER**

Sealed tenders are invited for **procurement of Momentos** to be gifted to the Officers/Officials of H.P. Secretariat on the occasion of their superannuation ceremony. 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.

The Tender form (complete in all respect) in duly sealed envelope should reach on or before 15-09-2025 by 4 PM in SA (R&I-I) Section alongwith sample. The tender shall be opened on the next working day i.e. on 16-09-2025 at 11:30 A.M in the Office of undersigned i.e. Room No. 647, Phase-III, Armsdale Building, H.P. Secretariat, Shimla-02 in the presence of bidders or authorized person, whosoever wish to be present or not.

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.

**Tender for procurement of Momentos** should be clearly written on the top of envelope addressed to the Section Officer (SA-R&I-I) Room No. E(G4), H.P Secretariat. **The Tender in a sealed cover shall comprise of two separate envelopes. Each envelope shall contain separately, the Technical Bid and Financial Bid (Prescribed proforma at Annexure-A).**

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

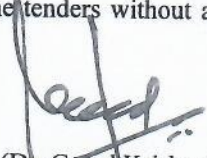
1. Duly filled, signed & stamped tender document.
2. Rates and specification quoted by the bidders should be in typed format clearly and also strictly in accordance with tender document.
3. Self-attested documentary proof of registration under GST/CGST.
4. Self-attested copy of PAN.

**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 Department.**

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

1. The Bids shall be submitted in a sealed cover, duly super scribed giving the serial/file number of the tender on or before the date mentioned in the tender document and should be addressed to the Section Officer, SA R&I-I, Himachal Pradesh Secretariat, Shimla-02.
2. The Tender in a sealed cover shall comprise of two separate envelopes. Each envelope shall contain separately technical evaluation as TECHNICAL BID and the FINANCIAL BID.
3. The Under Secretary (SA R&I-I) has reserves the right to accept or reject any or all tenders without assigning any reasons or to reduce, increase or remove the items.

4. The quality of Momentos shall be ensured by the vendor. If any quality issue found in the item, the vendor shall provide new Momentos, If still problem persists, then Rate Contract will be liable to the cancelled and in that case Rate Contract will be awarded to L-2 Firm on the approved L-I rate(s) for which L-I bidder shall not have right to raise any objection.
5. The Contractor shall not sublet/transfer or assign the job to other contractor, otherwise, the Under Secretary (SA) to the Government of Himachal Pradesh has right to terminate the contract.
6. The rates quoted should be strictly according to the description & specifications stated at Annexure-A. The rate should be F.O.R. destination of SA R&I-I. Section Store Room, H.P. Secretariat, Shimla 171002.
7. The rate quoted by the tenderer should include all related costs like any logistics support and inclusive of GST as applicable.
8. The payment will be made after satisfactorily inspection/supply of the material as per approved sample.
9. No condition of advance payment or payment in cash will be considered.
10. The article should be supplied within a week time from the date of supply order.
11. Conditional/Incomplete tender will not be accepted under any circumstances.
12. **Eligibility Criteria:** 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.
  - (A) 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.
  - (B) In case of any dispute, the decision of the Secretary (SA) to the Government of Himachal Pradesh shall be final and binding upon all, who also reserves the right to accept or reject the tenders without assigning any reason/not fulfilling the conditions.

  
(Dr. Gopal Krishan)  
Under Secretary (SA) to the  
Government of Himachal Pradesh

To,

M/s

No. Per(SAR&I-1)7(G)2-1/2023

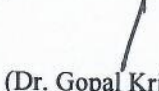
Dated:

Shimla-02

2025

Copy is forwarded to the following:-

1. The Senior Technical Director-Cum-SIO, National Informatics Centre, 6<sup>th</sup> 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.

  
(Dr. Gopal Krishan)  
Under Secretary (SA) to the  
Government of Himachal Pradesh

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

Proforma for quoting the rates (**Annexure-A**)

Sr. No	Name of items	Specification	Rate per items included GST
1.	Momentos	Size 9x11	
2.	Material	PVC/Wooden	

Dated:

Place

Signature of Bidders with stamp

