

Government of Himachal Pradesh
Department of Personnel
SAR&I-1-1 Section

No. Per(SAR&I-1)7(G)2-3/2024

Dated:

Shimla-02

01/09/2025

NOTICE INVITING TENDER

Sealed Tenders are invited for inscribing the names of Hon'ble Ministers, Officers/officials on Honor Board, wooden plate, Table Name Plate, Furniture items, Dustbin etc. in Himachal Pradesh Secretariat.

The Tender form (complete in all respect) in duly sealed envelope should reach to undersigned on or before 16-09-2025 by 4PM. The tender shall be opened next day i.e. 17-09-2025 at 11:30 A.M in the Office of undersigned 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.

Tender for **inscribing the names of Hon'ble Ministers, Officers/officials etc.** 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. 647, Phase-III Armsdale Building, H.P. Secretariat, Chhota Shimla-02. The Tender in a sealed cover shall comprise of two separate envelopes. Each envelope shall contain separately the Technical Bid and the Financial Bid (Prescribed proforma at Annexure-A).

The Technical Bid must contain the following:-

1. Duly filled, signed & stamped tender document.
2. Self-attested Documentary proof of registration under GST/CGST.
3. 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 Government of H.P.

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

1. The Tender 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 Under Secretary (SA R&I-I) to the Government of 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 rates quoted should be strictly in accordance to the description & specifications of tender document on the prescribed proforma for Financial Bid in a separate envelop annexed as **Annexure-A**.
4. The Under Secretary (SAR&I-I) has reserves the right to accept or reject any or all tenders without assigning any reasons.
5. The quality of writting shall be ensured by the vendor. If any quality issue found in the name plate, the vendor shall change it and will provide new words. If still problem persists, then tender will be liable to the cancelled and in that case new tender will be given to L-2 Firm on the approved L-I rate(s) for which L-I bidder shall not have right to raise any objection.
6. The vendor shall not sublet/transfer or assign the job to any other party/firm, otherwise Under Secretary (SA) to the Government of Himachal Pradesh has right to terminate the contract.
7. The rates quoted should be inclusive of all taxes and F.O.R. destination of SA R&I-I Section, HP Secretariat.
8. The article should be supplied within three days.
9. Conditional/Incomplete tender will not be accepted under any circumstances.
10. 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.

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

To,

M/s

No. Per(SAR&I-1)7(G)2-3/2024

Dated:

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Copy is forwarded to the following:-

1. The Senior Technical Director-Cum-SIO, National Informatics Centre, 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.

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

Annexure-A

क्रसं	दरें कम्प्युटराइजड लिखाई हिन्दी व अंग्रजी।	अक्षरों का साइज	दर प्रति अक्षर
1.	नाम पट्टिका में नाम अंकित	1 इन्च 2 इन्च	
2.	पेंट द्वारा लिखाई डस्टवीन व फर्नीचर हिन्दी अंग्रजी	1 इन्च 2 इन्च	
3.	दरें ऑनर बोर्ड पर कम्प्युटराइजड/पेंट द्वारा नाम अंकित करना।	1 इन्च 2 इन्च	
4.	Black Acrelic Table Name plate Pasting on Golden Ingraving plate size 9x3 both side writing.	Plate Size 9x3	

दिनांक:

शिमला

फर्म का नाम व पता मोहर सहित