

No. Per (SAR&I-I)7(G)2-2/2018
Government of Himachal Pradesh
Department of Personnel.
SAR&I-I Section.

Quotations

From

The Secretary (SA) to the
Govt. of Himachal Pradesh.

To

1. M/s Business Masters, 23, Middle Bazaar, Shimla-1
2. M/s Trade Well, 10/4 Middle Bazaar, Shimla-1
3. M/s Shimla Stationers, SCO 22, Block No 4, SDA Complex, Shimla-09.
4. M/s Trade Masters, Shop No. 76, Block No 11, SDA Complex, Shimla-9.
5. M/s Lakhanpal General Store, 1/1, Chhota Shimla-171002.
6. M/s Hari Dass & Co., 9/5-6-7, Sabzi Mandi, Shimla-

Dated: Shimla-171002,

the

12 June, 2024.

Subject:- Quotations for supply of Stationery Articles.

Messers,

I am directed to invite your quotation for the supply of following **Stationery** articles to this office as under:-

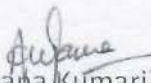
Sr.No	Articles.	Sr. No	Articles
1.	Dak Pads (1) Ring Material Super Quality(323no)	13.	Spiral Note Book (No-66)
2.	Folder with Zip	14.	Desk Stand plastic/ Steel
3.	Ring Folder	15.	Stock Register (All Size)
4.	Folder with Cup type Loop (clip file -A)	16.	Window Envelop 9x12 Size
5.	Folder with Cup type Loop (clip file -B)	17.	Paper Puncher.FP-20
6.	Bond Paper 1(Executive Bond)	18.	Paper Puncher. DP-480
7.	Uniball Impact Gel Pen/Rorito Pen OX 7	19.	Paper Puncher. DP- 600
8.	Strip Files,	20.	Table Top Stand
9.	Binding thread no-2	21.	Engagement/Meeting Stand
10.	Fevicol (500gm)	22.	Small Stapler/ Stapler pin
11.	Drawing pin, Fanta	23.	Small Scissor
12.	Drawing pin, Scholar	24.	Vidhan Sabha Pad

The quotation should reach in this office in a sealed cover by 1st July, 2024 up to 5.00 P.M. which may be addressed either to the undersigned or to the Section Officer, SAR&I-I Section, Room No.-G4-E, H.P. Secretariat Chhota Shimla. Quotations shall be opened on next working day at 11.30 A.M in the office of undersigned in the presence of the representatives of the concerned firms who want to be present. The rates quoted for each item should be inclusive of all taxes and F.O.R. H.P. Secretariat. The participating firm shall have to deposit samples of different type of stationeries items with this department while submitting quotation. These samples shall be retained by this department and after selection of L1 firm on the basis of rates, samples of other firms shall be returned.

Cont.-2

Samples received from the lowest one firm shall be retained with this department till the rates are effective. If at any time, it is felt that the supplied material is not upto the mark or according to specimen, the same shall be replaced by the firm immediately failing which no payment shall be made against such defective supply by this department. The approved rates shall come into force from the date of issue of letter by this department and shall remain effective initially for a period of one year or till the renewal of the same. The undersigned reserves the right to reject any quotation without assigning any reason.

Yours faithfully,


(Anjana Kumari)

Under Secretary (SAR&I-1) to the
Government of Himachal Pradesh.

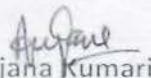
Teli phone-0177-2880877

Dated, Shimla-171002, the

12- June, 2024.

Copy to:-

✓ 1. The Sr. Technical Director-cum-SIO, NIC, H.P. Sectt. With the request to upload the same on H.P. Govt. official website for wide publicity.


(Anjana Kumari)

Under Secretary (SAR&I-1) to the
Government of Himachal Pradesh.

Teli phone-0177-2880877