

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

No. Per (SA R&I-I) 7(G) 3-7/2026,

Dated: Shimla-02, the 17/9/2026

NOTICE INVITING TENDER

Sealed tenders are invited for supplying Crockery items for official use in the H.P. Secretariat, Shimla.

The tender form (complete in all respect) in a sealed envelope should reach in the O/O Section Officer (R&I-I), Room No. G-4 Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-171002 on or before 12.10.2026 by 2.00 PM.

"Tender for supplying Crockery items" should be clearly written on the top of envelope and should be addressed to the Section Officer (R&I-I), Room No. G-4 Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-171002. The Tender in a sealed cover shall comprise two separate envelopes. Each envelope shall contain the **TECHNICAL BID** and the **FINANCIAL BID** separately as per the prescribed proforma at Annexure-A.

(1) 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 and PAN.
- iii. Earnest Money of Rs. 10,000/-(Rupees Ten Thousand Only) in the form of fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Secretariat Shimla-2, without which the Technical Bid shall be treated as non-responsive.
- iv. Self- attested declaration that bidder has not been blacklisted by any Central/State Government/Procurement- agency.
- v. No rates should be mentioned in the Technical Bid.
- vi. Self-attested documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Company must be attached.
- vii. A turnover certificate signed and stamped by a registered Chartered Accountant must be attached as documentary proof.
- viii. Technical bid must accompany the samples of Crockery items.

(2) The Financial Bid must contain the Specification and description-wise rates for "supplying Crockery items" in clearly typed format, strictly in accordance with the tender document. The rates should be mentioned only in the Financial Bid clearly in accordance with the description & specifications of Crockery items given in the tender document on the prescribed proforma (Annexure-A). The rates quoted for Crockery items should be inclusive of GST and other taxes, if any.

The rates finalised for supply of Crockery items will be valid for a period of two years initially, if the services of the firm are found satisfactory, the period of the rates validity can be extended for another one year.

The tender shall be opened by the Purchase Committee on the next day i.e. on 13-10-2026 at 2:30 P.M. in the Office Room No 306, Armadale Building, H.P. Secretariat, Shimla -02, in the presence of bidders or authorised persons, whosoever wish to be present.

The Technical Bid shall be opened first and the financial bid on the prescribed proforma (Annexure 'A') of those bidders who are technically qualified shall be opened in

accordance with the provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

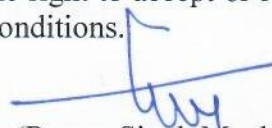
Terms and conditions for the above rate contract are as follows:-

1. The rates quoted for Crockery items should be inclusive of GST and other taxes, if any.
 2. Conditional/ incomplete tender will not be accepted under any circumstances.
 3. Earnest Money of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Secretariat Shimla-2, without which the Technical Bid shall be treated as non-responsive.
 4. The successful bidder shall have to submit Performance Security of Rs. 10,000/- (Ten Thousand only) in the form of Fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Secretariat, Shimla-2, within one month of allocation of Rate Contract.
 5. No request for advance payment or payment in cash will be considered.
 6. The Committee reserves the right to accept or reject any or all bids/ tenders without assigning any reasons.
 7. The successful bidder shall not sublet/ transfer or assign the job to any other party/firm, failing which, the Secretary (SA) to the Government of Himachal Pradesh reserve the right to terminate the contract.
 8. The rates should be F.O.R destination SA R&I-1, Section, Store Room, H.P. Secretariat, Shimla-171002. The articles must be supplied within one week from the date of issuance of the supply order by the department.
 9. The rate contract will be awarded to the L-1 bidder based on the lowest quoted rates.
 10. The vendor shall ensure the quality of crockery items as per the specifications of the Tender document. In case of any defect/substandard quality of Crockery items found, the vendor shall replace the same with new Crockery items. If problem still persists, the rate contract will liable to cancelled and no further payment will be released for supplied Crockery items and in that case rate contract will be allotted to the L-2 firm on the approved L-1 rates (s) form which L-1 bidder shall not have right to raise any objection.
- 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 process:-

- 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/Company must be attached.
 - b) The bidder must have valid proof of PAN & TIN/CST/GST Number to participate in the tender.
 - c) The bidder must have a minimum average annual turnover of INR 15 Lakhs during the last three financial years.
 - d) A turnover certificate signed and stamped by a registered Chartered Accountant must be attached as documentary proof.
11. The prospective tenderers 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. They should not have been declared blacklisted by any Central/ State Government/ procurement agency. A declaration in this

respect will have to be furnished by the prospective bidders, without which the Technical Bid shall be treated as non- responsive.

12. Conditional/Incomplete tender will not be accepted under any circumstances.
13. The Bidders must have a valid PAN to participate in the tender and proof of TIN/CST/GST Number should be mentioned in the Technical Bid document.
14. In case of any dispute, the decision of the Secretary (SA) to the Govt. of H.P. 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.



(Pawan Singh Mankotia)
Under Secretary (SA) to the
Government of Himachal Pradesh

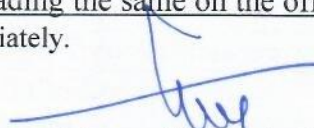
To

M/s

No. Per (SA R&I-I) 7(G) 3-7/2026, Dated: Shimla-02, the 17/9/ 2026.

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 the official website of H.P. Govt. i.e. <https://sadup.gov.in/en/tenders> immediately.
2. Notice Boards of H.P. Secretariat.



(Pawan Singh Mankotia)
Under Secretary (SA) to the
Government of Himachal Pradesh.

FINANCIAL BID

(In a separate envelope)

Proforma for quoting rates for Supplying Crockery items:-

Sr. No.	Name of items	Description/Brand Name	Rates (Inclusive GST)
1.	Bucket Plastic (per piece)	18 Litres (Transparent) (Cello/ Milton/ Supreme/Nilkamal/Nayasa)	
2.	Mug Plastic (per piece)	1 Litre (Transparent) (Cello/ Milton/ Supreme/Nilkamal /Nayasa)	
3.	Soap Case Plastic with cover (per piece)	Ordinary (Cello/ Milton/ Supreme/Nilkamal/Nayasa)	
4.	Coaster (6-piece set)	Ordinary (Cello/ Milton/ Supreme/Nilkamal/Nayasa)	
5.	Coaster (6-piece set)	High Quality (Cello/ Milton/ Supreme/Nilkamal/Nayasa)	
6.	Tumbler Glass (per piece)	Ordinary	
7.	Borosilicate Glass (6 Piece Set)	Cello/Borosil/Milton/Treo/Signoraware	
8.	Quarter Plate (per piece)	Opalware 7"- Cello/Milton/Borosil/ La Opala/Signoraware	
9.	Rice Plate (Per piece)	Opalware 10"- Cello/Milton/Borosil/La Opala/ Signoraware	
10	Teaspoon (per dozen)	Stainless Steel	
11	Rice Spoon (Per dozen)	Stainless Steel	
12	Tea Thermos (per piece)	Milton/Borosil/Cello/Pexpo/Pigeon (1000 &1200 ML)	
13	Tea Tray Plastic Small Size (per piece)	Melamine (13.5 x 10 inches) Milton/Borosil/Cello	
14	Tea Tray Plastic Big Size (per piece)	Melamine (18x14 inches) Milton/Borosil/Cello	
15	Tea Set (6+6pieces cup/plates)	Cello/Borosil/Milton/Treo/Signoraware (150-180 ml)	
16	Jug Steel with lid (per piece)	Stainless Steel (1.5 Litre)	
17	Dustbin Plastic (per piece)	10 Litres (Cello/ Milton/ Supreme/Nilkamal/Nayasa)	
18	Dustbin Swing Plastic (per piece)	60 & 80 Litres-My Choice/Aristo/ Supreme/Nilkamal/Nayasa	
19	Dustbin with Wheel Plastic (per piece)	90 Litres – My Choice/Aristo/ Supreme/Nilkamal/Nayasa	
20	Dustbin Steel Net (per piece)	10 Litres	

Date:**Place:**