

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

No. Per(SA R&I-1)7(G)3-2/2023

Dated: Shimla-02 23/09/2026

NOTICE INVITING TENDER

Sealed Tenders are invited for repair of old Furniture and making of new small furniture in the Himachal Pradesh Secretariat, Shimla.

The Tender form (complete in all respect) in a sealed envelope should reach in the O/o Section Officer (SA R&I-I), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chhota Shimla on or before 14-10-2026 by 4 PM.

"Tender for Repair of old Furniture and making of new small furniture for Himachal Pradesh Secretariat" should be clearly written on the top of the envelope addressed to the Section Officer (SA R&I-I), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chhota 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.

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 copy of PAN.
- iv. Earnest Money of Rs. 10,000/-(Ten Thousand Rupees) in the form of F.D. duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh, Shimla-2
- v. A self-declaration that the bidder has not been blacklisted by any Central/State Government/State Government/procurement-agency.
- vi. No rates should be mentioned in the Technical Bid.
- vii. Conditional/incomplete tender will not be accepted under any circumstances.
- viii. Technical Bid must accompany samples of foam, cloth for Sofa & Chairs, Lock and Sliders Channels as mentioned at Annexure-A.

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

The rates finalised for repair of old Furniture and making of new small furniture will be valid for a period of two years initially, if the services/ work of firm found satisfactory, the period of the rates validity can be extended for another one year.

The tender shall be opened by the Committee on the next day i.e. on 14-10-2026 at 11 A.M. in the Office Room No. 306, Armsdale Building, H.P. Secretariat, Shimla-171002, in the presence of bidders or authorised persons, whosoever wish to 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 repair work and making of small furniture should be inclusive of GST and other taxes, if any.
2. 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.
3. 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.
4. The rate contract will be awarded to the L-1 bidder based on the lowest quoted rates. However, the decision of the Tender Evaluation Committee shall be final and absolute in this respect.
5. The Committee reserves the right to accept or reject any or all bids/tenders without assigning any reason.
6. 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 reserves the right to terminate the contract.
7. No advance payment or payment in cash will be considered. If it is found that bills submitted by the Firm is not according to the rate contract, payment will not be released.
8. Payment for bills shall be released only when repair work of furniture items/ making of new small furniture is satisfactorily completed by the Firm in accordance with the description and specifications of the rate contract.
9. The successful bidder shall ensure the quality of material used in repair of furniture/making of small furniture as per the specifications of the Tender document. In case of any defect/substandard quality of repair work/making of small furniture is found, the vendor shall rectify it immediately. If problem still persists, the rate contract will liable to cancelled and no further payment will be released for repair of furniture/making of small furniture 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.
10. Sample of Foam/cushion, slider channel and sample of cloth for repair of sofa/ chair/benches will be presented by the participating firms before the opening of the Financial Bid as per specification of Tender document.
11. The successful bidder shall have to depute one person/carpenter in H.P. Secretariat premises on all working days during office hours i.e. 10 A.M. to 5 P. M. and repair request received from any section/office should be completed within 3 days of receipt of request.

12. In case carpenter is not deputed by the successful bidder on any working day during office hours i.e 10 AM to 5 PM, a penalty of Rs. 500/- will be imposed for each day of absence.

13. 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.

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

To,

M/s

No. Per(SAR&I-1)7(G)3-2/2023

Dated: Shimla-02

23/09/2026

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. 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