

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

No. Per(SA R&I-1)7(G)3-8/2026

Dated:

Shimla-02

21/09/2026

NOTICE INVITING TENDER

Sealed tenders are invited for the procurement of furnishing items for official use in the Himachal Pradesh Secretariat, Shimla-02.

The Tender form (complete in all respect) in a sealed envelope should reach in the O/o Section Officer (R&I-1), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-171002 on or before 13-10-2026 by 4 PM.

"Tender for procurement of furnishing items" should be clearly written on the top of the envelope and should be addressed to the Section Officer (R&I-1), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-02. 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:-

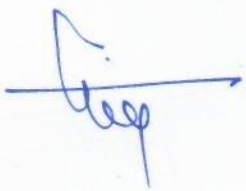
- i. Duly filled, signed & stamped tender document.
- ii. Self-attested documentary proof of registration under GST/CST/TIN.
- iii. Self-attested copy of PAN.
- iv. Earnest Money Rs. 25000/- (Rupees Twenty Five Thousand Only) in the form of Fixed Deposit/ Bank Guarantee of any commercial bank duly pledged 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.
- v. The self-attested declaration that the bidder has not been blacklisted by any Central/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. Self-attested documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Company must be attached.
- ix. A turnover certificate signed and stamped by a registered Chartered Accountant must be attached as documentary proof.
- x. **Samples/brochure & catalogue of quoted items with all specification as specified in tender document must accompany, without which the Technical Bid shall be treated as non-responsive.**

(2)

The Financial Bid must contain the specification and description-wise rates for 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 items given in the tender document on the prescribed proforma Annexure-"A". The rates quoted for the procurement of furnishing items should be inclusive of GST and other taxes, if any.

*The rates finalised for the procurement of furnishing items will be valid for a period of two years initially. If the services 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. 14-10-2026 at 2.30 PM in the office Room No. 306, Armsdale 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 followed by the opening of the financial bid submitted on the prescribed proforma Annexure 'A' of those bidders who are technically qualified 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 the procurement of furnishing items should be inclusive of GST and other taxes, if any.
2. Earnest Money Rs. 25000/- (Rupees Twenty-Five 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. 25,000/- (Rupees Twenty-Five 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. No advance payment or payment in cash will be considered.
5. The Committee reserves the right to accept or reject any or all bids/tenders without assigning any reasons.
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 reserve the right to terminate the contract.
7. The rates should be F.O.R destination SA R&I-I, Section, Store Room, H.P. Secretariat, Shimla 171002. The articles must be supplied within one week from the date of issuance of supply order by the department.
8. 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 and quality basis. The decision of the Tender Evaluation Committee shall be final and absolute in this respect.
9. The vendor shall ensure the quality of all furnishing items. In case of any defect/substandard quality of furnishing items, the vendor shall replace the same with new furnishing items. If problem still persists, rate contract will liable to cancelled and no further payment will be released for the supply of furnishing items and in that case, rate contract will be allotted to L-2 Firm on the approved L-I rate(s) for which L-I bidder shall not have the right to raise any objection.

Eligibility Criteria: Only such bidders who meets 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.
10. The prospective tenderers should have neither 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.
 11. Conditional/incomplete tender will not be accepted under any circumstances.

12. 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 R&I-I) to the
Government of Himachal Pradesh

To,
M/s

No. Per(SAR&I-1)7(G)3-8/2026

Dated:

Shimla-02

21/09/2026

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 R&I-I) to the
Government of Himachal Pradesh

Financial Bid**Annexure "A"****(In a separate envelope)****Proforma for quoting the rates for furnishing items.**

Sr. No.	Name of item	Description	Rate Quoted (in Rs.) including GST	
1.	Curtain cloth	Polyester/Cotton-200 to 250 GSM (width 48")	Per meter	
		Polyester/Cotton 251 to 300 GSM (width 48")	-do-	
		Polyester/Cotton 301 to 330 GSM (width 48")	-do-	
2.	Blind Curtain Cloth net	Polyester/Cotton (width 48")	-do-	
3.	Curtain Lining	Polyester/Cotton (width 48")	-do-	
4.	Markin Cloth	Cotton	-do-	
5.	Terycot Cloth white	-----	-do-	
6.	Terycoat Cloth blue	-----	-do-	
7.	Metty Cloth/Sofa Cover Cloth	-----	-do-	
8.	Hand Towel	40 x 60 cm with 350 GSM	Per piece	
9.	Towel Medium Size	60 x 120 cm with 350 GSM	-do-	
10.	Towel High Quality	70 x 150 cm with 500 GSM Trident/Bombay dyeing/Welspun	-do-	
11.	Hand Towel High Quality	40 x 60 cm with 500 GSM Trident/Bombay dyeing/Welspun	-do-	
12.	Floor Duster	36" X 36"	-do-	
13.	White Duster	27" X 27"	-do-	
14.	Jute Foot Mat	3' X 2'	-do-	
15.	Chair Cushion	16" X 16" (Foam) Corfom/Sleepwell/Kurlon	-do-	
16.	Chair Cushion	16" X 16" (Bonded) Corfom/Sleepwell/Kurlon	-do-	
17.	Mattress	Corfom/Sleepwell/Kurlon (72" X 35" X 4")	Per piece	
18.	Pillow	Corfom/Sleepwell/Kurlon (17" X 27")	-do-	
19.	Thread real	Vardhman Polyester/Griffin-40	Per reel	
20.	Central Carpet Woollen	Woollen 4' X 6' - 900 to 1200 GSM	Per Sq. ft.	
		Woollen 4' x 6' - 1200 to 1500 GSM	-do-	
21.	Synthetic Foot Mat Duro Soft	Duro Soft (Premium)	-do-	
	Synthetic Foot Mat Duro Grass	Green Grass 40 mm	-do-	
	Synthetic Foot Mat Duro Wipe	Duro Soft 6.5 mm	-do-	
22.	Curtain Stitching without lining	0 to 1 metre	Per curtain	
		1-2 metre and above	-do-	
23.	Curtain Stitching with lining	0 to 1 metre	-do-	
		1-2 metre and above	-do-	

Place:-
Date:-

(Signature of the Bidder with stamp)
