

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

No. Per(SA R&I-1)7(G)6-1/2023

Dated:

Shimla-02 12/09/2026

NOTICE INVITING TENDER

Sealed tenders are invited for the procurement of Livery items for Security Guards posted in the HP Secretariat.

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 30-09-2026 by 4 PM.

"Tender for procurement of Livery items for Security Guards" should be clearly written on the top of the envelope addressed to the Section Officer (R&I-I), 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. The self-attested declaration that the bidder has not been blacklisted by any Central/State Government/ Procurement-agency.
- v. No rates should be mentioned in the Technical Bid as well as on samples of dress material. Technical bid must accompany Sample of dress material.
- vi. Conditional/incomplete tender will not be accepted under any circumstances.
- vii. Self-attested documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Company must be attached.

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

The rates finalised for procurement of Livery items for Security Guards 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 in the presence of bidders or authorised persons, whosoever wish to be present, for which date will be communicated separately.

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 rate quoted for the procurement of Livery items for Security Guards should be inclusive of GST and other taxes, if any.
2. No request for advance payment or payment in cash will be considered.
3. The Committee reserves the right to accept or reject any or all bids/tenders without assigning any reasons.

4. 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.
5. The rates should be F.O.R destination SA R&I, Section, Store Room, H.P. Secretariat, Shimla-171002. The articles must be supplied within two weeks from the date of issuance of the supply order by the department.
6. 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.
7. The quality of Livery items shall be ensured by the vendor. In case of any defect/substandard quality of Livery items, the vendor shall replace the same with new Livery items. If the problem still persists, the rate contract will be liable to cancelled and no further payment will be released for the supply of Livery items and in that case, the rate contract will be allotted to L-2 Firm on the approved L-1 rate(s) for which L-1 bidder shall not have 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.
8. 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.
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 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.

To,

M/s

(Pawan Singh Mankotia)
Under Secretary (SA R&I-I) to the
Government of Himachal Pradesh

No. Per(SAR&I-1)7(G)6-1/2023

Dated:

Shimla-02

17/09/2026

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

Annexure-A

FINANCIAL BID

(In a separate envelope)

Proforma for quoting rates for Livery items for Security Guards:-

Sr. No.	Name of items	Colour of Livery items	Rate per item/ per meter
1.	Woollen Surge Cloth (सर्दियों की वर्दी का कपड़ा) for Coat and Pant	Khaki Colour	
2.	Terrycot Cloth (गर्मियों की वर्दी का कपड़ा) for Pant and Shirt	-do-	
3.	Jacket	Khaki Colour (Police Pattern)	
4.	Jersey all wool	Khaki Colour	
5.	Shoes Leather	Tan Colour	
6.	Leather Gloves	Black Colour	
7.	Umbrella	Black Colour	
8.	P-Cap	Khaki Colour	
9.	Socks Nylon	Khaki Colour	
10.	Leather Belt with Buckle	Tan Colour	

Date:

Place:

(Signature & seal of tenderer)