

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

राजसूचिको हिमप्र राज्य एकक

डायरी सं. 5800935

डायरी तिथि 23/09/2026

No. Per (SA R&I-I) 7(G) 2-4/2017 Vol-1 Dated: Shimla-02, the 23.09 2026

NOTICE INVITING TENDER

Sealed tenders are invited for making of different types of stamps for official use in Himachal Pradesh, Secretariat Shimla.

The Rate Contract for the making of stamps will initially be for a period of two years. If the services/work of the firm are found satisfactory, the period of the Rate Contract can be extended for another one year.

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-02 on or before 14.10.2026 by 2.00 PM.

"Tender for making of different types of stamps" 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 the PAN.
- iv. Two years experience in making different types of stamps.
- v. The self- attested declaration that bidder has not been blacklisted by any Central/State Government/Procurement- agency.
- Vii. No rates should be mentioned in the Technical Bid.
- Viii. Conditional/ incomplete tender will not be accepted under any circumstances.
- ix. 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 "making of different types of stamps" in clearly typed format, strictly in accordance with the tender document. The rates should be mentioned only in Financial Bid clearly in accordance with the description & specifications of making of different type of stamps given in the tender document on the prescribed proforma (Annexure-A). The rate of the item (s) quoted should be inclusive of GST and other taxes, if any.**

The tender shall be opened by the Committee on the next day i.e. on 15-10-2026 at 12:00 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.

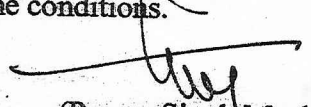
The Technical Bid shall be opened first and the financial bid on the prescribed proforma (Annexure 'A') of those bidders who are technically qualified shall be opened in accordance with the provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

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

1. The rate of the item (s) quoted should be inclusive of GST and other taxes, if any.
 2. The payment for the supply of stamps shall be released on monthly basis after making stamps as per the office requirement.
- No advance payment or payment in cash will be considered.

STDCS. Sharma

4. The Committee reserves the right to accept or reject any or all bids/ tenders without assigning any reasons.
 5. 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.
 6. The rates should be F.O.R destination SA R&I-1, Section, Store Room, H.P. Secretariat, Shimla-171002. The stamps must be supplied within one week from the date of issuance of the supply order by the department.
 7. The rate contract will be awarded to the L-1 bidder based on the lowest quoted rates.
 8. The quality of making of different types of stamps shall be ensured by the vendor. In case of any defect/substandard quality of stamps, the vendor shall replace the same with new stamps. If the problem still persists, the rate contract will liable to cancelled and further no payment will be released for making stamps 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.
 9. 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.
 10. Conditional/Incomplete tender will not be accepted under any circumstances.
- 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.
11. 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.

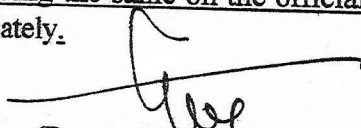

(Pawan Singh Mankotia)
Under Secretary (SA) to the
Government of Himachal Pradesh

To
M/s

No. Per (SA R&I-I) 7(G) 2-4/2017 Vol-1 Dated: Shimla-02, the 23.09 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) to the
Government of Himachal Pradesh.

Annexure-A**FINANCIAL BID****(In a separate envelope)****Proforma for quoting rates for making of stamps:-**

Sr. No.	Description of Stamps	Size / Material	Rate inclusive all taxes in Rs.
1.	Self-Ink Stamp	63x23mm/ Plastic 49x22mm/ Plastic	
2.	Self-Ink Stamp Round	63x40mm/ Plastic 63x30mm/ Plastic	
3.	Signature Stamp Self-Ink	69x05mm/ Plastic	
4.	Dater Bank Type Stamp	47x30mm/ Metal/Rubber 47x29mm/ Metal/Rubber	
5.	Dater Ordinary Stamp	Size Normal / Plastic	
6.	Round Stamp Rubber	Size Normal /Rubber	
7.	Single line Stamp	Size Normal /Rubber	
8.	More than one line Stamp	Size Normal /Rubber	

Date:**Place:****(Signature & seal of tenderer)**

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