

No. P&S.9/2024(PRO)-2086-94
Government of Himachal Pradesh
Printing & Stationery Department

To

Dated, Shimla-171005, the 16 th March, 2026

Subject:- Limited Tender for the supply of File Cover Hand Made in Light Grey colour.

Sir,

On the above cited subject it is to inform that this Department urgently requires File Cover Hand Made in Light Grey colour to be supplied to office of Advocate General, HP, as mentioned below:-

Sl. No	Specifications	Approx. Quantity	Rate In words each (Incl.)	Rate In figures each (Incl.)
1.	File Covers Hand Made 100% rag contents in light grey colour. Hard sized each cover to weigh from 80 to 90 grams subject to the condition that average weight of each cover comes to 85 grams. (i) Length of the cover.....34.5 cms. (ii) Overall width of cover.....50 cms. (to be folded from the centre). (iii) Medium sized Eyelet to be fixed at the left hand top corner at a distance of 2.5 cms. (iv) 500 Nos. File Covers to be packed in a bale. (v) 2 side (front and back) printing work in single colour will be done on the file cover as per requirement of the department.	35,000 Nos.		

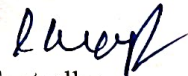
TERMS AND CONDITIONS:

1. Limited Tender should be subscribed as "File Cover Hand Made in Light Grey colour" due on 24-03-2026 at 2.30 P.M.
2. The tender should reach the office of the Controller, Printing & Stationery Department, H.P., Ghora Chowki, Shimla-171005 on or before 24-03-2026 upto 2-30 P.M. and the same will be opened on the same day at 3.00 P.M. in the presence of the bidders or their authorized representatives who wish to be present at that time.
3. The bidders should submit signed copy of Terms and Conditions, copy of PAN card and GST registration certificate of the firm alongwith tender.
4. It is mandatory to send sample of the item. Quotation without sample will not be accepted.
5. Rates quoted should be F.O.R. Ghora Chowki, Shimla-171005 i.e. Press premises, inclusive of GST and all leviable taxes.
6. T.D.S. will be deducted as per Income Tax Rules & GST Rules.
7. Conditional tender will not be entertained and shall be rejected straightaway.
8. Item is to be supplied within 45 days from the date of issue of supply order. In case of delay in delivery, there will be a deduction of 2% for delay of 1 to 7 days, 4% for 8 to 14 days and 10 % for above 14 days in payment.

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9. The payment will be made after inspection of the supplied item. In case it is found defective, sub-standard or different from the approved sample, the same will be rejected and returned to the concerned supplier at his own risk and cost.
10. If the supply is rejected on any of the above grounds, the same is to be replaced within 7 days from the date of communication. However, replacement of rejected supplies on any account shall not be deemed "delivered or dispatched in time" within the meaning of this limited tender conditions. In case any rejected supplies are replaced by the contractor later, it shall not be deemed as delivery or dispatch within period stipulated in the supply order in respect of the original consignment and necessary penalty or otherwise as defined in condition No. 9 above shall be leviable on such replaced consignment also. If the firm fails to replace the rejected supply, the same will be procured from the firm quoting next lowest rate (L-2) and the differential amount will be deducted/recovered from the earnest money deposited by the L-1 firm and appropriate action will also be taken against the defaulting firm.
11. Any information regarding cartel formation, if received will be viewed seriously and dealt with in accordance with law.
12. The Controller, Printing & Stationery Department, Himachal Pradesh reserves the right to accept or reject or cancel the tender(s) in part or whole without assigning any reason. The Controller also reserves the right for negotiation. No correspondence will be entertained after opening of the limited tender.
13. In case of any dispute arising related to this matter, the same shall be referred for Arbitration to the Secretary (Printing & Stationery) to the Government of Himachal Pradesh and his/her decision shall be final and binding on both the parties and where the matter involves a claim for the recovery or reduction of money, only the amount, if any awarded in such arbitration shall be recoverable in respect of the matter so referred.
14. All disputes shall be settled within the jurisdiction of the Courts at Shimla.
15. For any query, it is advised to contact on phone No. 0177-2830378.

Yours faithfully



Controller

Printing and Stationery Department,
Himachal Pradesh, Shimla-171005

Note:- All the above conditions are accepted by me/us.

(Seal & Signature of the Tenderer)

Name of Firm and Full Address.....

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GST No.....

Mobile Number.....

e-mail address.....