

No. P&S. 17/2023(PRO)/-2049-59
Government of Himachal Pradesh
Printing & Stationery Department

To

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

Subject:- Quotation for the supply of Imported Art Card Matt. 12'' x 18''/280 GSM.

Sir,

On the above cited subject it is to inform that this Department urgently requires Imported Art Card Matt. 12'' x 18''/280 GSM, as mentioned below:-

Sl. No	Specifications	Approx. Quantity	Rate In words Each sheet (Incl.)	Rate In figures each sheet (Incl.)
1.	Imported Art Card Matt. 12'' x 18''/280 GSM of superior quality.	10000 sheets		

TERMS AND CONDITIONS:

1. Quotation should be subscribed as "Imported Art Card Matt." due on 24-03-2026 at 2.30 P.M.
2. The quotation 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. **Only the Mills using wood or bamboo as pulp, or their authorised representatives should submit their rates for the paper. The firms will submit the samples of paper alongwith a test report from concerned Mill as per latest BIS-Specifications especially mentioning the Fibre Morphology Test indicating the type of pulp which has been used in the manufacturing of paper. The samples without a Mill report to this effect are likely to be rejected straightaway.**
6. Rates quoted should be F.O.R. Ghora Chowki, Shimla-171005 i.e. Press premises, inclusive of GST and all leviable taxes.
7. T.D.S. will be deducted as per Income Tax Rules & GST Rules.
8. Conditional tender will not be entertained and shall be rejected straightaway.
9. Item is to be supplied within 30 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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10. 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.

11. 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.

12. Any information regarding cartel formation, if received will be viewed seriously and dealt with in accordance with law.

13. 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.

14. 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.

15. All disputes shall be settled within the jurisdiction of the Courts at Shimla.

16. 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.....