

**OFFICE OF THE DISTRICT MAGISTRATE, KANGRA AT
DHARAMSHALA**

No. 258 /DM-Tender Dated 09 April, 2026

To

1. Print and Prize 115/10, Depot Bazar, Dharamshala (HP).
2. Trayambkam Enterprises, 493, Gokhle Marg, Civil Station, Dharamshala.
3. Kunhal Printing Press Publishing Co, 78/10, Depot Bazar, Dharamshala.
4. HJN TRADERS, Depot Bazar, Dharamshala
5. Dhadwal, Book Zone, Kacheri Adda, Dharamshala
6. Anubhooti Traders, 494, Depot Bazar, Dharamshala
7. Notice Board of this office.


Subject: Regarding Limited Tender for Printing of material.

Sir,

Limited Tenders are invited from the Original Equipment Manufacturers (OEM) or their established, reputed and experienced authorized dealer/representatives registered and approved suppliers for the procurement of Stationary Article as per specification mentioned on annexure -1

No.	Last Date & Time for submission of Tender	20/04/2026 upto 11:00AM
Date: -	Tender opening Date & Time:	20/04/2026 at 03:00 PM
Cost of Tender form Rs. - 200	Tender documents can be downloaded from our website i.e. www.ddmakangra.org	

Note: -If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.


Shilpi Beakta, HAS
Additional District Magistrate
Kangra at Dharamshala

Sr. No.	Name of Items/Size/Specification
1.	Flex (per Sq Ft)
2.	Flex with iron rod frame (per Sq Ft)
3.	Banner on cloth fabric (Hand Paint Writing)
4.	GI Sheet for flex including installation
5.	GI Sheet for flex without installation (hanging on wall)
6.	Standee
7.	Vinyl Printing (per Sq Ft)
8.	Certificates (8.5 inch * 11 inch)
9.	Selfie Stand
10.	IEC Printing (A4 Size color printing single side/ double side)

Terms and Conditions: -

1. The tender document should be duly signed by Tenderer. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates should not be overwritten.
2. **Quoted rates should be inclusive of all taxes.**
3. Prices shall be Firm and on F.O.R destination basis Inclusive all applicable taxes & duties.
4. TDS applicable shall be deducted while making payments.
5. All photo copies of documents attached with the tender should be duly self-attested.
6. The tender shall be opened in the presence of Purchase Committee and authorized representatives of firms who wish to appear on schedule date.
7. The tenders who do not fulfill the mentioned conditions, their tender will be straight way rejected.
8. The supplier must ensure that, in case of doubt in material, supplied by the firm/tenderer, the expenditure incurred on getting the material tested will be borne by the tenderer.
9. For any query regarding tenders, contact District Emergency Operation Center, Kangra at Dharamshala (HP) personally or on telephone No. 01892-229050.
10. Payment will be released after physical delivery of inspected/accepted articles duly supported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
11. The Inspection committee shall inspect and approve the samples of the items offered by successful bidder before finalizing the contract and pre dispatch inspection shall be conducted before taking the delivery of ordered items to ascertain condition and specifications at the office of undersigned. The items of inferior quality will not be acceptable.
12. The material shall have to be supplied within 10 days from the date of receipt of supply order.
13. Firm shall have to supply the articles of procurement at any point of time as & when needed by the District Disaster Management Authority, Kangra at Dharamshala. In case of non-supply of articles or any excuse is noticed the firm shall be blacklisted and offer shall be given to L2 firm on L-1 rates.
14. Telegraphic quotations or quotations received through fax/e-mail shall not be considered for evaluation purposes.
15. Late tenders i.e. tender received beyond the expiry of stipulated date & time/posted either on or after the prescribed stipulated date & time, shall not be accepted.
16. Any dispute emerging from contract shall be subject to the jurisdiction of court at Dharamshala, Distt. Kangra (HP)
17. The rates shall be valid upto 31.03.2027.

I/We hereby quoted to supply the goods/material at the rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the Annexure-II have been read over and shall be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Dated :

Signature of tendered

Name:.....

Name of Firm/agency:.....

Seal of firm/Agency.....

TENDER SUBMISSION GUIDELINES/NORMS

The quotation shall have to be submitted in two-envelope system in the following manner:

Envelope No. 1 (Technical bid) - shall be superscribed as "**Technical Bid - "Printing"** and shall contain the following:

- i. Copy of GST No. & copy of PAN card of the firm.
- ii. Signed and stamped copy of complete NIT and Tender Invitation Form.
- iii. Proof of Tender Cost deposited into Govt. DDMA Bank Account No. account no. 10520100007318, IFSC: BARB0DHAKAN, Bank of Baroda, Dharamshala be attached.

Envelope No. 2 (Price bid) - shall be superscribed as "**Financial Bid - "Printing"** and shall contain the following:

- i. Signed and stamped copy of quoted prices duly filled in the "Schedule of Quantities & Prices"
- ii. Cutting and over writing in financial bid be avoided.
- iii. Rate Reasonability Certificate mentioning that the offered rates in tender are at par with the prices charged from other Govt. deptt./PSUs (to be provided on official letter head of the firm with specific mention of NIT/Tender reference).

Both the envelopes 1&2 shall be put in a third larger envelope duly superscribing "**Printing**", **Addressed to:** -District Emergency Operation Center, Room No 710, **Kangra** District Kangra (H.P)

EVALUATION OF BIDS

During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

The Evaluation of Bid shall be done on the basis of unit price of each item, quoted by the bidder in their "price bid" submitted on FORDestination.

Quoted rates should be both in figure as well as in words.

If there is a discrepancy between words and figure of the unit rates, the unit rates in words shall prevail.

The Additional District Magistrate, Kangra, does not bind herself to accept the lowest quotation and **reserves the right to accept the quotation on quality basis** also in whole or, in part, i.e., with respect to all the articles mentioned in the document or in respect of any one or more than one article specified in the attached statement as may be decided. In case of few items being quoted lowest by a bidder other than a bidder who has quoted lowest rates for majority of the items of the tender, the decision, in such a situation, may be taken to award the supply order to the successful bidder by the tender committee only, although at lowest rates as quoted by other bidder, so as to facilitate the monitoring/convenience of supplies from a single/more supplier. Accordingly, the tender Accepting Authority reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part, even after opening of technical bid or financial bid.

M/s.....

(Name and address of firm)

**PRICE BID
FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS**

Sr. No.	Name of Items/Size/Specification	Rate per items/per day (In Rs.) Inclusive all taxes.
1.	Flex (per Sq Ft)	Rs.....
2.	Flex with iron rod frame (per Sq Ft)	Rs.....
3.	Banner on cloth fabric (Hand Paint Writing)	Rs.....
4.	GI Sheet for flex including installation	Rs.....
5.	GI Sheet for flex without installation (hanging on wall)	Rs.....
6.	Standee	Rs.....
7.	Vinyl Printing (per Sq Ft)	Rs.....
8.	Certificates (8.5 inch * 11 inch)	Rs.....
9.	Selfie Stand	Rs.....
10.	IEC Printing (A4 Size color printing single side/ double side)	Rs.....

Declaration by the Tenderer: -

This is to certify that I/We have read and fully understood all the terms and conditions mentioned at **Annexure-I** and in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true.

Date:

(Signature of the Tenderer)

Place:

Name:.....

Name of Firm.....

Seal of the Firm/Agency