

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

No. 257 /DM-Tender

Dated 09 April, 2026

To

1. M/S Usha Stationary & Sports,
Cinema Road, K.B, Dharamshala (HP).
2. M/S Sheetal Stationary,
Khanyara Road, Dharamshala (HP).
3. M/S Kamlesh Printing Press,
Old Charri Road, K.B Road Dharamshala.
4. M/S Maha Shakti General Store,
Khanayara Road, Dharamshala (HP).
5. M/S Usha Stationary,
Khanayara Road, Dharamshala (HP).
6. Dhadwal, Book Zone, Kacheri Adda, Dharamshala
7. M/S Vinayak Enterprises,
Near Laxmi Narayan Temple, Kangra(HP)
8. Universal, Book Depot, Kacchyari adda, Dharamshala.
9. Notice Board of this office.

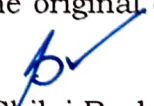
Subject: Regarding Limited Tender for supply of Stationary article

Sir,

Limited Tenders are invited in two-way bid system i.e. technical financial from the eligible firms/ proprietor/ Partnership firms/ companies etc. 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 03:00AM
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 Article	Specifications /Descriptions
1.	Blue Ball Pen	Cello Maxriter, Cello Butter flow, Pilot Pen
2.	Lead Pencil	Lead Pencil (HB)
3.	Eraser Box	Non-Dust
4.	Sharpener Box	Good Quality
5.	Marker	Temporary / Permanent
6.	Notepad	Minimum 35 pages pad
7.	Chart Paper	Color Chart
8	Sketch Pen	Packet of 12 sketch Pen
9	A4 Size	Rim
10	Spiral Chart	
11	Whitener Pen	
12	Stapler Medium	
13	Stapler Pin Medium	
14	Cello Tape Dispenser	
15	Multicolor Stick Pad	
16	Pen Stand	
17	White Board Duster	
18	Scissors	
19	Eraser Box	
20	Highlighter Pen	
21	Double Punch	
22	Fevistik Big	
23	Tags small	
24	Tags Big	
25	Drawing Pin	
26	Liquid Fluid	
27	Tape 3 Inch	
28	Tape 1 Inch	
29	Scissor	
30	Tag Long	
31	Tag Short	
32	Paper Clip	
33	Red Pen	
34	Paper Dumper	
35	Pilot Pen	
36	Lock & Key	
37	Extension Board	
38	Long Register	
39	Short Register	

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 shall 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 tenderers or their authorized representatives 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 backlisted 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 and consequently be returned back in sealed & unopened condition to the concerned bidder.
16. Any dispute emerging from contract shall be subject to the jurisdiction of Dharamshala court.
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 – “Supply of Stationery Items”**" 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 account no. 10520100007318, IFSC: BARB0DHAKAN, Bank of Baroda, Dharamshala be attached.

Envelope No. 2 (Price bid) - shall be superscribed as "**Financial Bid – “Supply of Stationery Items”**" 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 "**Tender for Stationery Items** ", **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. If bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.

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 Article	Specifications /Descriptions	UNIT PRICE (both in words & figures) inclusive of all taxes/duty {F.O.R.}
1.	Blue Ball Pen	Cello Maxriter, Cello Butter flow, Pilot Pen	
2.	Lead Pencil	Lead Pencil (HB)	
3.	Eraser Box	Non-Dust	
4.	Sharpener Box	Good Quality	
5.	Marker	Temporary / Permanent	
6.	Notepad	Minimum 35 pages pad	
7.	Chart Paper	Color Chart	
8	Sketch Pen	Packet of 12 sketch Pen	
9	A4 Size	Rim	
10	Spiral Chart		
11	Whitener Pen		
12	Stapler Medium		
13	Stapler Pin Medium		
14	Cello Tape Dispenser		
15	Multicolor Stick Pad		
16	Pen Stand		
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18	Scissors		
19	Eraser Box		
20	Highlighter Pen		
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27	Tape 3 Inch		
28	Tape 1 Inch		
29	Scissor		
30	Tag Long		
31	Tag Short		
32	Paper Clip		
33	Red Pen		

34	Paper Dumper		
35	Pilot Pen		
36	Lock & Key		
37	Extension Board		
38	Long Register		
39	Short Register		

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& 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

RTGS/NEFT MANDATE FORM

To

Additional District Magistrate
Kangra at Dharamshala

Sub: RTGS/NEFT Payment.

Sir,

For remittance of our payments using RTGS/NEFT scheme, it is requested that our payments may be made through the above scheme to us under noted account.

RTGS/NEFT Form

Bank's Name	
Branch Address	
Branch Telephone/Fax No	
Suppliers Account No	
IFSC Code	
Supplier's Name as per Bank Account	
Supplier's contact No	
Supplier's email ID	

Signature with Date, Name and Designation

(For and on behalf of

M/s.....

(Name and address of Firm)