

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
DHARAMSHALA – 176215**

Ref No. Hi. Shi. Bo./Store-II(8)/NIQ/2025- **2029**
From:-

Dated: **29** December 2025

Secretary
H.P Board of School Education
Dharamshala, Distt. Kangra
PIN-176215 (HP)

Addressee:-

Subject:- Notice Inviting Quotations

Sealed quotations are invited from reputed and eligible suppliers/firms for the supply of **LaserJet Printers** as per the specifications mentioned below:-

1. Items Required

Sr. No.	Item Description	Quantity	Warranty
1.	Printer with Print, Copy, Scan feature with WiFi	05 Nos.	3 Years

2. Eligibility Conditions

1. The firm should be a registered supplier having PAN, GSTIN, and must attach copies of relevant documents along with **Annexure A**.
2. The firm should not have been blacklisted/debarred by any Government Department/PSU. A self-declaration to this effect must be attached with **Annexure A**.
3. The firm must have experience in supplying printers or similar IT equipment in Government/PSU/Educational Institutions, documentary proof to be enclosed with **Annexure A**.
4. Valid authorization from OEM in favor of tendered for sale and service of the printer.
5. Copy of supply order and corresponded satisfactory performance report of printers or similar IT equipment from the concerned department is to be enclosed without which the bidder shall not be consider as eligible.

3. Terms and Conditions

1. Quotations should be submitted in sealed envelopes super scribed as “**Quotation for Supply of Printers**” and addressed to **The Secretary, HP Board of School Education, Dharamshala – 176215**.
2. The quotation must reach this office on or before **20-01-2026 up to 2.00 P.M** either by hand or by post/courier.
3. The rate should be quoted in **Annexure B** and **inclusive of all taxes, installation charges, and FOR at HPBOSE Dharamshala**.
4. Payment will be released after satisfactory supply, installation, and inspection of items.
5. The printers must be supplied within **15 days** of issue of supply order.
6. The Board reserves the right to accept or reject any or all quotations without assigning any reason.
7. Necessary training for functioning/handling of printer is to be imparted to the employees of HPBOSE by the successful tender. No extra cost/rates/claim for this training will be entertained.

4. Important Dates

1. Last date & time for submission of quotations: **20-01-2026 up to 2.00 P.M**.
2. Date & time of opening of quotations: **20-01-2026 at 3:30 PM**

5. Technical Specifications (Annexure-B)

1. Print Speed (Black, ISO A4): Up to 18 to 20 ppm (or similar specs)
2. Duty Cycle (Monthly, A4): Up to 10,000 pages
3. Recommended Monthly Page Volume: 750-4000
4. Print Resolution: Up to 1200 x 1200 dpi
5. Connectivity: Hi-Speed Wi-Fi, Hi-Speed USB 2.0, Ethernet
6. Supported OS: Windows 7/8/8.1/10/11 & iOS
7. Memory: 512 MB DDR, 512 MB Flash
8. Paper Handling Input: 100-sheet Tray 1 + By-Pass Tray
9. Input Capacity: 150-sheet Input Bin
10. Output Capacity: 100-sheet Output Bin
11. Duplex Printing: Automatic (Default)
12. Scanner Type: Flatbed, ADF
13. Digital Sending Features: Scan to Email, Scan to Network Folder, Scan to USB, Scan to SharePoint®, Scan to Computer, Quick Sets.


Assistant Secretary (STORE)

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION

DHARAMSHALA – 176215

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Dated: 29 December 2025

Annexure – A

Bidder Information Form
(For supply of Printers)

1. Name of Firm:
2. Address of Firm:
3. Office Phone No. / Mobile No. / Email ID:
4. Permanent Account Number (PAN): (Attach copy of PAN card)
5. GSTIN / Registration No.: (Attach proof of GST / Business Registration)
6. Experience details of last 03 years(Attach documentary proof) :

I declare that I accept the terms and conditions given in the tender. The required documents/certificates have been attached. All the above information is completely true. No information related to this has been hidden. If any information is found to be false or incomplete, then I / we will be responsible for it.

Date: _____

Signature of Bidder: _____
Name & Seal of Firm: _____

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Annexure – B

Financial Bid (Price Schedule)

(For supply of Printers)

Sl. No.	Item Description	Unit	Unit Price (in ₹) Inclusive of all Taxes (In figures)	Unit Price (in ₹) Inclusive of all Taxes (In words)	Remarks
1.	Printer with Print, Copy, Scan and Wifi feature as below:- Print Speed (Black, ISO A4): Up to 18 to 20 ppm (or similar specs) -Duty Cycle (Monthly, A4): Up to 10,000 pages -Recommended Monthly Page Volume: 750-4000 -Print Resolution: Up to 1200 x 1200 dpi -Connectivity: Hi-Speed Wi-Fi, Hi-Speed USB 2.0, Ethernet -Supported OS: Windows 7/8/8.1/10/11 & iOS -Memory: 512 MB DDR, 512 MB Flash -Paper Handling Input: 100-sheet Tray 1 + By-Pass Tray -Input Capacity: 150-sheet Input Bin -Output Capacity: 100-sheet Output Bin -Duplex Printing: Automatic (Default) -Scanner Type: Flatbed, ADF -Digital Sending Features: Scan to Email, Scan to Network Folder, Scan to USB, Scan to SharePoint®, Scan to Computer, Quick Sets. - Warranty: 3 years	1 Printer			

Date: _____

Signature of Bidder: _____

Name & Seal of Firm: _____