



HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION, DHARAMSALA-176215
Ref No. Hi.Shi.Bo./Store-I(7)/2026- 3992 Dated: 24 September 2026

" LIMITED TENDER NOTICE "

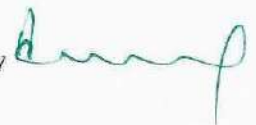
Sealed tenders are hereby invited from reputed and experienced firms having adequate experience in handling similar jobs for **"Printing and Supply of Envelopes."**

The tenderer shall submit the bid by placing the duly completed and signed **Technical Bid** and **Financial Bid** in two separate sealed envelopes, clearly superscribed as **"TECHNICAL BID – PRINTING AND SUPPLY OF ENVELOPES"** and **"FINANCIAL BID – PRINTING AND SUPPLY OF ENVELOPES"**, respectively. Both the above separately sealed envelopes shall thereafter be placed together in one larger sealed envelope, which shall also be duly sealed by the tenderer and clearly superscribed as **"TENDER FOR PRINTING AND SUPPLY OF ENVELOPES"** and addressed to **The Secretary, Himachal Pradesh Board of School Education, Dharamshala – 176215.**

The detailed Tender Document can be obtained from the Office of the Secretary, H.P. Board of School Education, Dharamshala, on any working day up to **1:00 P.M. on 13 October, 2026**, on payment of Tender Fee **₹1,000/- (₹One Thousand only)** in cash at the cash counter in the Board's Office. The Tender Document can also be downloaded from the Board's website: **www.hpbose.org**. In case of downloaded Tender Document Tender Fee of **₹1,000/- (₹One Thousand only)** through Bank Draft/Board Receipt shall be submitted along with the tender.

The tender, complete in all respects, along with **EMD of ₹ 20,000/- (₹ Twenty Thousand only)** in the form of **FDR valid for a minimum period of one year**, duly pledged in favour of the **Secretary, H.P. Board of School Education, Dharamshala**, shall reach in the Office of the Secretary, H.P. Board of School Education, Dharamshala-176215, within the prescribed date and time.

Tender Upload/Publication Date & Time	: <u>24</u> September 2026 at 5:00 PM
Last Date & Time for Submission of Tender	: <u>14</u> October 2026 up to 1:00 PM
Date & Time of Opening of Technical Bid	: <u>14</u> October 2026 at 2:00 PM

Secretary 

Endorsement No. As above.

Dated: September 2026

Copy to following for information and necessary actions:-

1. PRO Office HPBoSE with the request for publication of tender documents in the leading newspapers.
2. Section officer (IT-Cell) for uploading the tender in Board's Website immediately.

Secretary 

H.P. BOARD OF SCHOOL EDUCATION, DHARAMSHALA-176215

TERMS AND CONDITIONS
(For Printing and Supply of Envelopes)

1. Sealed tender, super scribed as "**TENDER FOR PRINTING AND SUPPLY OF ENVELOPES**", duly signed and stamped by the authorized signatory and accompanied by all requisite documents, are invited from reputed and experienced firms. The tender shall reach in the Office of the Secretary, Himachal Pradesh Board of School Education, Dharamshala, **up to 1:00 P.M. on or before 14** October, 2026.
2. The Technical Bid and the Financial Bid shall be submitted in two separate sealed envelopes, clearly super scribed as "Technical Bid" and "Financial Bid" respectively. Thereafter, both the sealed envelopes shall be placed inside one larger sealed envelope, duly super scribed with the name of tender, tender number, and the name and address of the bidder. The complete bid shall submitted in the prescribed manner on or before the due date and time.
3. The format of Technical Bid is attached to this Tender Document as **Annexure-B**. The list of documents required to be submitted along with the Technical Bid is also provided in Annexure-B, and the bidder shall submit all such documents as specified therein.
4. Self-attested copies of the following documents shall be enclosed with the Technical Bid:
 - a) GST Registration Certificate
 - b) PAN Card
5. Proof of Earnest Money Deposit (EMD) of ₹20,000/- (₹ Twenty Thousand only) in the form of an FDR/TDR pledged in favour of the Secretary, Himachal Pradesh Board of School Education, Dharamshala, valid for a minimum period of **one year must be enclosed with Technical Bid**.
6. Technical Bid shall be accompanied with proof of Tender fee of ₹1,000/- in the shape of Board's Receipt or Bank Draft issued in favour of the Secretary, HP Board of School Education Dharamshala.
7. The bidder shall also submit a duly signed **Undertaking** in the prescribed format provided at **Annexure-D** along with Technical Bid. The Undertaking shall be duly signed and stamped by the authorized signatory of the bidder.
8. The **Technical Bid** shall be opened on **14** October, 2026 at **2:00 P.M. in the office of HPBOSE** in the presence of the bidders or their authorized representatives who wish to be present.
9. **Financial Bids** shall be submitted only in the prescribed format provided at **Annexure-C**. Rates shall be quoted **item-wise**, both in figures and words. Any cutting, overwriting, or alteration shall be duly authenticated by the authorized signatory, failing which the tender may be rejected.
10. The rates quoted shall be on **F.O.R. in H.P. Board of School Education, Dharamshala** only and shall include packing, forwarding, loading, unloading, transportation, insurance and all incidental charges unless otherwise specified.
11. The rates quoted shall remain valid for **one year** from the date of award of the contract.
12. **The Financial Bids of only those firms/bidders who qualify in the Technical Bid shall be opened.**

13. Earnest Money already deposited with the Board in the form of FDR, Security Deposit, or Pending Bills shall not be adjusted towards the Earnest Money Deposit or Performance Security for this tender.
14. The detailed description and specifications of the items are given in **Annexure-A**, which shall form an integral part of this Tender Document.
15. The quantity of any item may be increased or decreased depending upon the actual requirement of the Board, and the successful bidder shall be bound to supply the revised quantity at the approved rates.
16. The successful bidder shall supply the material strictly in accordance with the approved **specifications, Size, Colour, Design, and quality**. In case of any dispute regarding quality or specifications, the decision of the Chairman, Himachal Pradesh Board of School Education, Dharamshala, shall be final and binding.
17. The approved samples and specimen of the envelopes shall be inspected in the Office of the Board on any working day between **10:00 A.M. and 5:00 P.M. before the opening of Technial/Financial Bid**.
18. The entire supply shall be completed within **30 days** from the date of issue of the Supply Order. In case of delay the penalty be imposed as per the rates below:-
 - (i) Delay up to 10 days – **2%** of the total order value.
 - (ii) Delay up to 15 days – **5%** of the total order value.
 - (iii) Delay up to 20 days – **10%** of the total order value.
 - (iv) Delay beyond 20 days – The Board may cancel the Supply Order, forfeit the Earnest Money Deposit and/or Performance Security, initiate risk purchase at the supplier's risk and cost, and blacklist the firm from participating in future tenders.
15. The amount of penalty, if any, shall be recovered from the supplier's bill where a part of the supply is delayed beyond the stipulated period, the penalty shall be calculated on the total value of the Supply Order.
16. The supplier shall obtain approval of proofs of item from the Board before undertaking final printing. No additional payment shall be admissible for preparation, correction, or approval of proofs.
17. The supplier shall be responsible for any loss or damage during transportation and shall replace the damaged or defective material at his own cost within **15 days** of intimation by the Board.
18. Payment shall be released only after receipt, inspection and acceptance of the complete supply by the authorized officer nominated by the Secretary. Material not conforming to the approved specifications may be rejected, and the cost of rejected material shall be borne entirely by the supplier.
19. TDS and other statutory deductions shall be made strictly in accordance with the applicable laws, Government notifications, and instructions issued from time to time.
20. The successful bidder shall deposit a Performance Security equal to 5% of the total value of the Supply Order in the form of FDR Bank Guarantee in favour of the Secretary, Himachal Pradesh Board of School Education, Dharamshala, within 15 days of issue of the Supply Order. The Performance Security shall remain valid for 60 days beyond the completion of all contractual obligations and shall be released without interest after satisfactory completion of the contract.

21. The successful bidder shall not assign, transfer, or sublet the contract or any part thereof without the prior written approval of the Competent Authority.
22. The quality of printing, paper, colour, size, lamination, cloth lining and finishing shall strictly conform to the approved samples and specifications. Material not conforming to the approved specifications shall be liable to rejection.
23. Any defective, damaged, or substandard material detected during inspection or after supply shall be replaced by the supplier at his own cost within **seven (07) days** of intimation, failing which the Board shall be free to procure the material from any other source at the supplier's risk and cost.
25. In case any envelope is found to have misprinting, defective printing, incorrect particulars, poor quality, damage, or any other manufacturing defect, the supplier shall be liable to replace such envelopes at their own cost without any additional financial implication to the Board. In addition, the Board reserves the right to impose an appropriate penalty as deemed fit.
26. If, during verification or counting, the quantity of envelopes supplied is found to be less than the quantity specified in the Supply Order, the supplier shall be required to make good the short supply immediately. The Board shall also be at liberty to impose a penalty for the short supply, and may recover the cost of the deficient quantity along with the applicable penalty from the supplier's pending bills, Performance Security, or any other dues.
27. The decision of the Secretary, Himachal Pradesh Board of School Education, Dharamshala, regarding the assessment of defects, short supply, and the quantum of penalty shall be final and binding on the supplier.
28. In the event of failure of the successful bidder to execute the Supply Order within the stipulated period, the Board reserves the right to procure the material from any other source at the risk and cost of the defaulting bidder. Any additional expenditure incurred shall be recoverable from the supplier.
29. The successful bidder shall maintain complete confidentiality of all printed matter, artwork, designs, documents and information supplied by the Board and shall not disclose, reproduce, or use the same for any purpose without prior written approval of the Board.
30. The Board reserves the right to cancel the contract at any stage if the supplier violates any of the terms and conditions, furnishes false information, or is found involved in fraudulent or unethical practices.
31. The rates quoted shall be inclusive of all applicable taxes, duties, freight, packing, forwarding, loading, unloading, transportation, insurance, labour charges and all incidental expenses unless specifically stated otherwise.
32. The contract shall remain valid for **one year** from the date of award and may be extended for a further period of **one year** on the same rates, terms, and conditions, subject to satisfactory performance, administrative approval and mutual consent.
33. Conditional, incomplete, unsigned, ambiguous or late tenders shall be rejected summarily.
34. The Secretary, Himachal Pradesh Board of School Education, Dharamshala, reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason whatsoever.

35. **Force Majeure:** Neither party shall be liable for failure or delay in performance due to events beyond its reasonable control, including natural calamities, war, strikes, epidemics, Government restrictions, or other force majeure events. The affected party shall promptly notify the other party in writing.
36. All disputes arising out of or relating to this tender shall be subject to the exclusive jurisdiction of the competent Courts at Dharamshala Himachal Pradesh.

Secretary



H.P.Board of School Education Dharamshala Kangra-176215**Description of Job**

Sr. No.	Description of Items	Qty	Remarks
1	C- 20 WINDOW ENVELOPE	23400 Nos	23.5x11.5cm flap extra transparent paper .Envelope brown color printing with black ink. As per sample.
2	C 20	10850 Nos	24X11cm flap extra. Envelope brown color with black ink printing. (as per sample)
3	S-676-A	100 Nos	23.5x18.5cm flap extra. One side printing with Red color ink. As per sample.
4	PS 707	3000 Nos	30.5x13.5cm flap extra. One side printing with green ink. As per sample.
5	PS 708	3000 Nos	31x13cm flap extra. One side printing with green ink. As per sample.
6	PS-709	800 Nos	25.5x17.5cm flap extra. One side printing with blue ink. As per sample.
7	PS 710	3000 Nos	31x13 cm flap extra. One side printing with red ink. As per sample.
8	PS 711	3000 Nos	31x13cm flap extra. One side printing with red ink. As per sample.
9	PS-712	800Nos	25x18.5 flap extra. One side printing with blue ink. As per sample.
10	PS-713	600 Nos	26x18cm flap extra. One side printing with blue ink. As per sample.
11	PS 714	1500 Nos	31x13.5cm flap extra. One side printing with blue ink. As per sample.
12	PS-715	1500 Nos	31.5x13cm flap extra. One side printing with blue ink. As per sample.
13	PS-716	600 Nos	32.5x17cm flap extra. One side printing with red ink. As per sample.
14	PS-717	100 Nos	22.5x17.5cm flap extra. One side printing with green ink. As per sample.
15	S-718	100 Nos	22.5x17.5cm flap extra. One side printing with red ink. As per sample.
16	C 25 (Laminated)	22800 Nos	41.5x27.5cm flap extra. One side printing with black color ink. As per sample.
17	S-2 ENVELOPE	3000 Nos	28.5x27 cm with inside lamination flap extra. Envelopes brown color with Black ink printing. As per sample
18	Envelope UMC EC-21 (Laminated)	6000 Nos	33x26.5cm flap extra with Cloth Lined. One side printing with black colour ink. As per sample.
19	S-1 ENVELOPE (Cloth Lined)	6500 Nos	40.5x30.5cm flap extra with Cloth lined. One side printing with black colour ink. As per sample.
20	EI-251 (Cloth Lined)	3100 Nos	EI-251Cloth lined brown color envelope size 50x39cm flap extra. One side printing with black ink. As per sample.

Annexure – B

TECHNICAL BID

(To be submitted in a separate sealed envelope superscribed "TECHNICAL BID")
Tender for Printing and Supply of Envelopes

Bidder's Particulars

Sr. No.	Particulars	Details to be Furnished
1.	Name of the Firm/Bidder	
2.	Registered Office Address	
3.	Correspondence Address	
4.	Name of Proprietor/Partner/Director	
5.	Name of the Authorized Signatory	
6.	Designation of Authorized Signatory	
7.	Telephone/Mobile Number	
8.	E-mail ID	
9.	GSTIN (Enclose a self-attested photocopy of the GSTIN Certificate)	
10.	PAN (Enclose a self-attested photocopy of the PAN Card)	
11.	Type of Firm (Proprietorship/Partnership/Pvt. Ltd./LLP/Others)	
12.	Name of Bank	
13.	Bank Account Number	
14.	IFSC Code	
15.	Tender Fee Detail (Enclose Original Proof)	
	Tender Fee Amount ₹1000/- Board Receipt No./Demand Draft No: Date : Name of the Bank:	
16.	Earnest Money Deposit (EMD) Detail (Enclose Original Proof)	
	Earnest Money Deposit (EMD) : ₹20,000/- FDR/TDR Number : Date of Issue : Name of the Bank : Valid Upto :	
17.	Financial Bid	Yes/No
18.	Original Copy of Undertaking as per Annexure 'D'	Yes/No

Declaration

I/We hereby declare that:

1. I/We have carefully read and understood all the terms and conditions of the tender document.
2. I/We fulfill the eligibility criteria prescribed in the tender.
3. The information furnished in this Technical Bid is true and correct to the best of my/our knowledge and belief.
4. No material information has been concealed or suppressed.
5. I/We agree that if any information furnished by us is found to be false or misleading at any stage, the Himachal Pradesh Board of School Education shall have the right to reject our bid, forfeit the Earnest Money Deposit, cancel the contract, and take any other action deemed appropriate.

Place: _____

Date: _____

Signature of the Authorized Signatory

Name: _____

Name of Firm: _____

(Seal of the Firm)

Annexure-C

FINANCIAL BID*(To be kept in a sealed envelope superscribed as "FINANCIAL BID")*

After having carefully read and understood the detailed Terms and Conditions of the Tender invited by the **Secretary, Himachal Pradesh Board of School Education, Dharamshala – 176215**, for the **"Printing and Supply of Envelopes"**, I/We hereby submit my/our Financial Bid and quote the following competitive rates:

Sr. No.	Description of Items	Qty	Size & Specification	Rate per unit (In figure) Inclusive of all taxes	Rate per unit (In words) Inclusive of all taxes
1	C- 20 WINDOW ENVELOPE	23400 Nos	As per Annexure -A		
2	C 20	10850 Nos	-do-		
3	S-676-A	100 Nos	-do-		
4	PS 707	3000 Nos	-do-		
5	PS 708	3000 Nos	-do-		
6	PS-709	800 Nos	-do-		
7	PS 710	3000 Nos	-do-		
8	PS 711	3000 Nos	-do-		
9	PS-712	800Nos	-do-		
10	PS-713	600 Nos	-do-		
11	PS 714	1500 Nos	-do-		
12	PS-715	1500 Nos	-do-		
13	PS-716	600 Nos	-do-		
14	PS-717	100 Nos	-do-		
15	S-718	100 Nos	-do-		
16	C 25 (Laminated)	22800 Nos	-do-		
17	S-2 ENVELOPE	3000 Nos	-do-		
18	Envelope UMC EC-21 (Laminated)	6000 Nos	-do-		
19	S-1 ENVELOPE (Cloth Line)	6500 Nos	-do-		
20	EI-251 (Cloth Line)	3100 Nos	-do-		

Signature of the bidder _____
Office Seal _____
Name of Bidder _____
Name of Authorized _____
Office Seal _____
Signature _____

UNDERTAKING

The bidder shall submit the duly signed and notarized Undertaking/Acceptance of Terms & Conditions on appropriate Non-Judicial Stamp

I/We _____ hereby certify that I/We have carefully read, understood, and thoroughly examined all the Terms & Conditions, specifications, instructions, and provisions contained in this Tender Document. I/We agree to abide by and comply with all the terms and conditions in their entirety without any objection, reservation, condition, or deviation.

I/We _____ further undertake that, in the event of acceptance of our tender, I/We shall execute the work faithfully, honestly, and strictly in accordance with the Terms & Conditions of the Tender and the instructions issued by the Himachal Pradesh Board of School Education, Dharamshala, from time to time.

I/We _____ also certify that all the documents and information submitted along with this tender are true, complete, and correct to the best of my/our knowledge and belief. If, at any stage, any information or document submitted by us is found to be false, incorrect, or misleading, the Himachal Pradesh Board of School Education, Dharamshala shall have the absolute right to reject our tender, cancel the contract, forfeit the Earnest Money Deposit (EMD) and/or Performance Security, and take such other action as may be deemed appropriate under the applicable rules and terms of the Tender Document.

I/We _____ further undertake that I/We shall have no claim against the Board on account of any such rejection, cancellation, forfeiture, or action taken in accordance with the terms and conditions of the Tender Document.

Signature of the Tenderer/Authorized Signatory

Name of Firm: _____

Address: _____

Mobile No.: _____

E-mail: _____

Date: _____

Seal of the Firm