

Office of the District Project Officer (Samagra Shiksha), Kullu District Kullu HP.

Notice inviting Tenders (NIT)
E-mail: dpokullu@gmail.com

Reference No. **295-301..**

Dated **01-08-2026.**

To

All the Interested & Eligible Firms.

Subject: Invitation of Sealed Tenders for Supply of Stationery Articles at DIET Kullu Campus and Kullu Town w.e.f. 01.09.2026 to 31.08.2027.

Samagra Shiksha and DIET Kullu invite sealed tenders from experienced, eligible, competent and reputed firms/agencies for the supply of stationery articles at DIET Kullu Campus and Kullu Town during teacher training programmes, meetings and other academic/official events to be organized by Samagra Shiksha Kullu and DIET Kullu w.e.f. 01.09.2026 to 31.08.2027.

The sealed tenders, addressed to the **District Project Officer (Samagra Shiksha), Kullu, District Kullu, H.P.,** Village Jarad, Post Office Piplage, Tehsil Bhuntar, District Kullu, PIN-175125, shall be submitted in the prescribed bid system as per the procedure, terms and conditions laid down in the tender document.

The tenders/bids must reach this office on or before **21st August, 2026 up to 11:00 AM.** The received tenders shall be opened by the duly constituted Tender Committee on the same day i.e. 21st August, 2026 at 12:00 Noon in the presence of the bidders or their authorized representatives, if they wish to be present.

The bidder shall submit the Tender Document Fee of ₹500/- (Rupees Five Hundred only) (Non-refundable) and Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Fixed Deposit Receipt pledged in favour of the **District Project Officer (Samagra Shiksha), Kullu District Kullu HP,** issued by any Scheduled Bank, along with the tender document and other requisite documents.

The tender document can also be downloaded from the official website of DIET Kullu i.e. www.kulludiet.com. (Refer Annexure-I to IV of the Tender Document).

All subsequent corrigendum, modifications and clarifications in respect of this tender will be published only on aforesaid website only. The bidders are advised to visit the aforesaid website regularly.


District Project Officer (Samagra Shiksha)
Kullu District Kullu HP.

Tendering Schedule.

1. Date of Publication : **01.08.2026 (10:00AM)**
2. Commencement of date of sale of tender document : **01.08.2026 (10:00 AM)**
3. Commencement of date of submission of tenders : **02.08.2026 (10:00 AM)**
4. Date, Time and place for Pre-bid Meeting (to clarify any concerns of the prospective bidders) : **12.08.2026 (10:00 AM) at the office of the DPO (SS) Kullu at Jarad District Kullu HP.**
5. Last date of submission of tenders : **21.08.2026 (up to 11:00 AM)**
6. Date and time for opening of technical bid. : **21.08.2026 (12:00 Noon)**
7. Cost of Tender Document : **500/-** (Not refundable) can be deposited in the shape of Demand Draft (DD) issued by any of the Scheduled Bank in favour of **District Project Officer (Samagra Shiksha) Kullu District Kullu HP.**
8. Earnest Money Deposit in shape of DD/FDR in favour of DPO (SS) Kullu payable at Kullu : **10,000/-** can be deposited in the form of demand draft/ fixed deposit receipt pledged in favour of **District Project officer (Samagra Shiksha) Kullu District Kullu HP** and issued by any scheduled bank
9. Venue of tender opening : **Office of the District Project Officer (Samagra Shiksha) Kullu District Kullu HP.**

***** Any tender received after the due date and time will not be considered. In the event of the date being declared as holiday by Govt. of Himachal Pradesh, the due date of submission of bids and opening of bids will be the following working day at the appointed place and time. *****

**District Project Officer (Samagra Shiksha)
Kullu District Kullu HP.**

General Instruction

1. Bidders are advised to follow the instructions provided in the tender document before submission of the bids.
2. The bidder shall avoid cutting or overwriting while filling up the tender. In case of any cutting or overwriting the same shall be duly signed by the bidder.
3. This tender form is not transferable.
4. The bid should be precise, complete and in the prescribed format. Conditional bids shall not be accepted.
5. The tender documents duly completed should be submitted in Two **Bids System** i.e. Technical Bid (Pre-qualification/ Eligibility Bid) and Financial Bid (Price Bid/BOQ) in two separate parts. The first part should be sealed in separate envelope super scribed as **"Tender for Stationery Articles-Technical Bid"**. This should contain all the required information as prescribed in *Annexure- I*. The second part will consist of **"Tender for Stationery Articles- Financial Bid"** in the format prescribed at *Annexure-II* and both these envelopes should be placed in a larger envelope and duly super scribed as **"Tender for Stationery Articles to be opened on 21.08.2026"** and addressed to the office of the District Project officer (Samagra Shiksha) Kullu at Jarad District Kullu HP-175125. The name of the bidder, complete postal address and Mobile No. must be mentioned on the left hand side corner of the envelope.

Financial Bid/Price Bid of only those tenderers shall be opened who are found qualified at the Pre Qualification stage/technical bids.

6. All the duly filled/completed pages of the tender should be given serial/page number on each page and signed by the bidder or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
7. The bidder or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.
8. **Any omission in filling the columns of Financial Bid form shall debar a bidder from being considered.**
9. Work Order shall be placed on **"As and when required bases"**
10. Rates should be at FOR destination at District Project Officer (Samagra Shiksha) Kullu at Jarad District Kullu HP.
11. Rates should be filled up carefully in figures and words by the bidder. No additional amount for any other service shall be paid.
12. If there is difference between figures and words, words will be taken in to consideration.
13. The award letter shall be made to the lowest qualified bidder/bidders **on the basis of item wise rates.**


Distt. Project Officer
(SS) Kullu

Terms and Conditions

1. **Validity of Tender:** This tender shall be valid till 31.09.2027 and the same may be extended for a period of one year on mutual consent basis on the same rates, terms and conditions on the recommendations of the purchase committee.
2. **The firm must also possess valid PAN No. & GST registration number and a copy of the same must also be enclosed with tender document.**
3. **Earnest Money Deposit (EMD) :** The Bidders shall have to submit Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten thousand only) in the shape of Demand Draft or FDR duly pledged in favour **District Project Officer (Samagra Shiksha) Kullu District Kullu HP** from any Scheduled/ National Bank payable at Kullu HP. The EMD of the unsuccessful bidders will be returned back without interest and EMD of successful bidders shall be adjusted towards performance security. The EMD shall be forfeited if successful bidder fails to provide the requisite services in stipulated time or fails to comply with any of the terms and & conditions of the tender. Any bid not containing the EMD will be summarily rejected as non –responsive. No interest shall be payable on the EMD amount by the DPO (SS) Kullu District Kullu HP.

3(a) The EMD deposited by the bidder(s) shall be forfeited in the following events as well namely:

- a. a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period.
- b. refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid(s).
- c. failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents.
- d. failure on the part of the successful bidder to deposit performance security.
- e. failure on the part of the successful bidder to execute the contract as per terms and conditions stipulated in the tender documents.

4. **The Performance Security:** The successful tenderer is required to furnish a performance security of Rs. 25,000/- (Ten thousand only) within 05 days of issue of letter of approval. The EMD of successful tenderer shall be adjusted towards performance security. The performance security will be refunded only after the successful completion of the contractual obligation by the bidder to the satisfaction of the competent authority i.e. **District Project Officer (Samagra Shiksha) Kullu District Kullu HP**. If the bidder fails to deposit the Security Deposit/Performance Security Amount, the entire amount of EMD will be forfeited.
5. Taxes/Charges will be applicable as per Government rules/norms.

6. Rates once finalized will not be enhanced during the currency of contract. Supply should be strictly as per the specification/orders.
7. 100% payment will be made within 30 days after receipt of material/items subject to the availability of budget.
8. The District Project Officer, Samagra Shiksha Kullu reserves the right of rejection/approval of all or any of the tender(s) without assigning any reasons thereto and reserves the right to negotiate with any of the bidder, where deemed necessary.
9. The Courts at Kullu (HP) shall have the exclusive jurisdiction to settle all disputes, if any, arising out of the agreement between both the parties.
10. The bidder shall submit an undertaking with the technical bid to the effect that terms and conditions of the tender are duly accepted by him (**Annexure-III**).
11. **Quoted rates should be inclusive of all taxes, transportation and bearing down expenses, if any.**
12. **The rates shall be quoted for all items failing which the bid shall be rejected straightway.**
13. Incomplete, conditional, delayed and tender not confirming to the essential requirements as per check list is liable to be rejected and no correspondence thereof shall be entertained whatsoever.
14. On unsatisfactory performance District Project Officer (Samagra Shiksha) Kullu at Jarad District Kullu shall have right to cancel the contract at any time. In case of deficiency in service, poor quality material or non-compliance with terms and conditions, suitable penalty may be imposed or proportionate deductions may be made from the bill as decided by the competent authority.
15. Bidders will be responsible for any kind of damage or loss in transit.
16. Alternative bids shall not be considered. One bidder can apply only once i.e either as an individual or in a partnership firm. Failure to comply this condition will attract the cancellation of participation of concerned firm.
17. **Tenders by telegram/fax will not be considered**
18. All rates shall be quoted only in *Annexure-II* and no reflection of the rates should be given in the Technical bid.
19. **The District Project Officer (Samagra Shiksha) Kullu at Jarad District Kullu HP**, reserves the right to re-tender or modify the terms and conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer and award the tender to more than one eligible bidder firm at the L-1 rates in the interest of administrative convenience and smooth conduct of training/events/meetings/seminars etc.
20. The tenders containing erasures, omissions or alterations are liable to be rejected. In case any corrections become necessary, the same must be made in ink and all such corrections must be attested by full signature of the tenderer and dated.
21. The tenderer will be required to keep the offer open for a period of 90 days from the date of submission of tender.

22. Canvassing in connection with tender is strictly prohibited and the tenderer who resorts to canvassing will be liable for rejection.

23. **Award of contract will be issued to the L-1 Bidder on the basis of consolidated rates of items mentioned at Sr. No. 1 to 109 of Annexure II** subject to necessary approvals from District Project Officer (Samagra Shiksha) Kullu District Kullu HP. If due to any reason L-1 bidder is unable to deposit due performance security or execute the **work** or failed to supply the articles within stipulated time, then that bidder will be rejected and its EMD/Security Deposit will be forfeited and L-2 bidder may be called for the negotiation and if L-2 bidder agrees to work on the rates quoted by rejected L-1 bidder then contract may be awarded to L-2 Bidder at the L-1 rates, subject to necessary approvals from **DPO (SS) Kullu District Kullu HP**. Acceptance of tendered rates will be communicated through a letter as soon as possible.

24. Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on a point shall be sought from the **District Project Officer (Samagra Shiksha) at Jarad District Kullu HP** whose decision in the matter shall be final and binding on all. Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be binding on all and no requests etc. will be entertained from the bidders.

25. Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.


District Project Officer (Samagra Shiksha)

Kullu District Kullu HP.

Technical Bid/Eligibility information

Name and Address of the Bidder_____

S.No.	Particulars	Yes/No	Particulars	Page No.
01	Name of the firm (Whether sole proprietor/ authorized dealer partnership/Company) (Attach copy of proof)			
02	Address of the firm (Attach copy of voter ID/Adhar card/Driving License/telephone bill/electricity bill/water bill last paid)			
03	Name of the bidder			
04	Mobile /Phone number			
05	Registration number of the firm (Attach proof)			
06	Name, Designation & Phone number of the Person authorized to deal with the o/o the DPO Kullu, if applicable (Attach copy on letter head of the firm)			
07	Permanent Account Number under Income Tax Act (Attach proof)			
08	GST Registration Number (Attach copy)			
09	Earnest Money Deposit @Rs.10,000/- in the shape of DD/FDR duly pledged in favour of DPO, Kullu (Attach copy)			
10	Tender Fees @ 500/- in the shape of DD/FDR duly pledged in favour of DPO, Kullu (Attach copy)			
11	Affidavit of non-bankruptcy, insolvency, blacklisting duly attested by notary public. (Annexure-iv)			
12	Whether terms and conditions of tender duly accepted (Bid letter Annexure-iii)			

Place:

Signature of the bidder-----

***The Annexure-I along with required documents is to be contained in the separate envelop marked as "Technical Bid".

Distt. Project Officer
(SS) Kullu

Annexure-II

Financial Bid

Note: Financial Bid में क्रम संख्या 01 से 109 तक सभी मदों के विरुद्ध दर (Rate) अंकित करना अनिवार्य है। यदि किसी भी क्रम संख्या के सामने दर अंकित नहीं की जाती है अथवा संबंधित कॉलम रिक्त छोड़ा जाता है, तो ऐसी Financial Bid को अपूर्ण मानते हुए निरस्त कर दिया जाएगा।

Name and Address of the Bidder _____

Name of Items	Sr. No.	Specifications	Rate (all taxes, transportation and bearing down expenses, if any.	
			Rates in figures	Rates in Words
Photostate Paper (RIM)	1	A-4 Size Copier Paper (210 mm x 297 mm), 75 GSM, White, Jam Free, suitable for high-speed photocopiers, laser printers and inkjet printers. Paper shall be smooth, dust-free, and moisture resistant and packed in original manufacturer's sealed packing of 500 sheets per ream.		
Pilot Pen	2	Pilot V5 Hi-Tecpoint Pen (Blue/Red/Black). Luxor or Equivalent.		
Pilot Pen	3	Pilot V7 Hi-Tecpoint Pen (Blue/Red/Black). Luxor or Equivalent.		
Ball Pen	4	Good quality montax/flair/maxwriter or equivalent (Red/Blue/Black)		
Fevi-Stick	5	Small		
	6	Big		

Place:

Date:

Signature of the bidder along with office seal

Dist. Project Officer
(SS) Kullu

8

	Correction Pen	7	Correction Pen, White Opaque Correction Fluid, Metal Tip, Quick Drying, 8 ml or Equivalent.		
	Poker	8	Steel made		
		9	Ordinary		
	Stock Register	10	4 quire		
		11	6 quire		
		12	8 quire		
	Legder Register	13	4 quire		
		14	6 quire		
		15	8 quire		
	Cash Book	16	4 quire		
		17	6 quire		
		18	8 quire		
	Cello Tape	19	Small		
		20	Medium		
		21	Large		
	Dak Pad	22	Hard Bound, Good Quality		

Distt. Project Officer
(SS) Kullu

Place:

Date:

Signature of the bidder along with office seal

(Signature)

.	Calculator	23	Calculator, Medium Size, 12 Digit Display, Dual Power (Solar + Battery), Plastic Keys, , Auto Power Off, or Equivalent.		
.	Stapler	24	Stapler No. 10, Metal Body, or Equivalent.		
.	Stapler	25	Stapler No. 24, Compatible with 24/6 & 26/6 Pins, Metal Body, or Equivalent.		
.	Stapler Pin	26	Number 10		
.	Stapler Pin	27	Number 24		
.	Marker	28	Temporary		
.	Marker	29	Permanent		
.	Stamp Pad	30	Big		
.	Stamp Pad	31	Small		
.	Stamp Pad Ink	32	Good quality		
.	Envelope	White coloured , 80 GSM	33	Small	
.	Envelope	White coloured , 80 GSM	34	Medium	
.	Envelope	White coloured , 80 GSM	35	Large	

Sreenivas
Dist. Project Officer
(SS) Kullu

Place:

Date:

Signature of the bidder along with office seal

(Signature)

(Seal)

Executive Diary	36	Executive Diary, Special Leather/Rexine (Raggie) Hard Cover, Hard Bound, Good Quality White Ruled Paper (70 GSM or above), Ribbon Bookmark, Date-wise Layout, Year Printed, Premium Finish, or Equivalent		
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File Folder	37	Ordinary : Plastic with Button		
	38	Special File Folder, Premium Quality Rexine/Polyester Material, Zip Closure, Multiple Inner Compartments (12/24 Pockets), Index Holder, Strong Stitching, Suitable for Office Record Keeping, or Equivalent.		

Chart paper	39	Chart Paper, Standard Size, Good Quality, Smooth Finish, or Equivalent.		
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Highlighter	40	Good Quality		
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Eraser	41	small		
	42	Big		

Dist. Project Officer
(SS) Kullu

Date:

Signature of the bidder along with office seal

10

11

.	Led Pencil	43	Good Quality		
.	Chalk (White /Coloured)	44	Good Quality 1 Packet		
.	Scale	45	Plastic/Glass (12 inch)		
.		46	Steel (12 Inch)		
.	Noting Sheet	47	Legal Size 75 and above GSM		
.	Pin Stand	48	Plastic Body, Transparent/Good Quality,		
.	Service Book	49	Service Book, Government Standard Format, Hard Bound, Good Quality Paper, Printed as per prescribed format, Durable Binding, or Equivalent.		
.	Sketch Pen	50	Normal size, good quality 1 Packet.		
.	Wooden Duster	51	Good Quality		
.	File Cover	52	File Cover, A4 Size, Good Quality Card Board/Plastic Material, Single Fold, Suitable for Office File Keeping, or Equivalent.		

Distt. Project Officer
(SS) Kullu

Place:

Date:

Signature of the bidder along with office seal

12/12

File Flap Board	53	Good Quality		
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Paper Pin	54	1 Packet		
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Chart Pin /Drawing Pin	55	1 Packet		
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Double Tap	56	Small size		
	57	Big size		

Tag	58	Small Size (1 bunch)		
	59	Long Size (1 bunch)		

Ruled Register	Ruled Register, Hard Bound, Good Quality Paper (60 GSM or above), Single/Duplicate Ruled Pages, Strong Binding, Cloth Binding/Hard Cover, Suitable for Maintaining Office Records, or Equivalent.	60	4 quire		
		61	6 quire		
		62	8 quire		
		63	10 quire		

Glossy Sheets	64	1 packet		
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Water colour	65	Small		
	66	Medium		
	67	Large		

Brushes	68	Small		
	69	Medium		
	70	Large		

Distt. Project Officer
(SS) Kullu

Place:

Date:

Signature of the bidder along with office seal

13

.	Clay	71	Small		
		72	medium		
		73	large		
.	Sparkle Pen	74	1 packet		
.	Dhaga	75	1 roll (normal size)		
.	Scissors	76	Small		
		77	Medium		
.	Cutter	78	Good Quality, Normal Size		
.	Geometry Box	Good Quality	79	Small	
			80	Medium	
			81	Large	
.	Sharpner	82	Good quality		
.	Scrap Book	83	Small		
		84	Medium		
		85	Large		
.	Straws	86	01 Packet		
.	Ice Cream Sticks (Packet)	87	01 Packet		
.	Rubber Band (packet)	88	01 Packet		
.	Crayons	89	Small		
		90	Medium		

Dist. Project Officer

Place: (SS) Kullu

Date:

Signature of the bidder along with office seal

14

Writing Pad		91	• Paper: 70 GSM White Paper • Sheets: Minimum 50 • Binding: Top Glued Binding • Type: Ruled / Plain (as specified) • Backing: Hard Cardboard • Finish: Good Quality		
Spiral Diary	• Size: A5 / A4 (as specified) • Paper: 70 GSM White • Binding: Twin Wire Spiral • Ruling: Single Line Ruled • Cover: Hard Laminated Cover • Finish: Good Quality, Smooth Surface	92	100 pages		
		93	150 pages		
		94	300 pages		
Fevicol	Good Quality	95	200-250 Gm		
		96	500 Gm		
Gum Paste (गोंद)		97	100gm		
Drawing Sheets		98	1 Packet of 10 sheets		
Coloured Pencils		99	1 Packet		
Card Board Sheets (Standard Size)		100	1 packet of 10 sheets		
Attendance Register (Standard Size)	101	Staff Attendance Register			
	102	Student Attendance Register			
Sticky Notes		103	50 sheets pad		
Oil Paint		104	100 ml tube		

Place: **Dist. Project Officer**
(SS) Kullu

Date:

Signature of the bidder along with office seal

15 /

.	A-3 Sheet	105	1 packet of 10 sheets		
.	Guddi Papers	106	1 packet of 10 sheets		
.	Rangoli Colours	107	50 gm Packet		
.	Fabric Colours	108	50 mlvBottle		
.	Stickers (stars)	109	1 sheet packet		

***The Annexure-ii is to be contained in the separate envelope marked as "Financial Bid"

Sanjay
Distt. Project Officer
Vallu

Place:

Date:

Signature of the bidder along with office seal

48 (16)

AFFIDAVIT

*Note: (Duly attested by the Notary public of the area on a judicial stamp paper of Rs.20
(₹20/- के न्यायिक स्टाम्प पेपर पर क्षेत्र के नोटरी पब्लिक द्वारा सत्यापित होनी चाहिए।)*

I.....S/o.....

R/o..... do hereby solemnly affirm and declare as under: -

- 1) That I am proprietor/ partner / director of.....
- 2) That my firm is bonafide having PAN..... and GST No.
- 3) I/We are not involved in any dispute with any Government Office in Himachal Pradesh/India.
- 4) That there is no legal/financial irregularity case pending against us, for which charges stand framed and trial is pending in any court of law.
- 5) That my/our firm is supplying office stationery (printing) in various Govt. departments for long time and never black listed in any Govt. department by any State/any party.
- 6) That my/our firm is non bankrupt; non-insolvent and my firm has sufficient funds to supply the material.
- 7) If this declaration is found to be incorrect then without prejudice to any other action that may be taken my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.
- 8) That if any information provided by us is found to be false /fictitious, the action would be initiated against the (us) bidder as per Government rules.
- 9) I/We further undertake that only one bid is submitted by me/us on the capacity of individual/ partnership firm.

Date

Signature of bidder

Place

Deponent

Verification

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been concealed there in place.

Deponent

Signature

*Distt. Project Officer,
(SS) Kullu*

(17)

18-17-16

Bid Letter

To

The Distt Project Officer,
Kullu, District Kullu (HP)

Subject: Regarding Supplying of Stationery Items.

Sir,

I, the undersigned bidder, having read and examined in detail the specifications and tender document in respect of office stationery articles and supply of the same to the DPO Kullu (FOR destination).

Price and Validity: All the prices mentioned in our commercial offer are in accordance with the terms as specified in tender document. All the prices and other terms and conditions of this proposal are valid for the period for 90 days from the date of opening of bids.

Earnest Money: I have enclosed the required earnest money in the form of Bank draft / FDR with the technical bid.

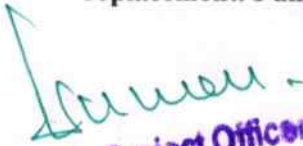
Qualifying Data:

I confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information/ documentary proof in this regard before evaluation of our bid, I agree to furnish the same in time to your satisfaction. I hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

I hereby declare to accept and abide by all term & conditions mentioned in the tender document. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. I understand that you are not bound to accept the lowest or any bid you may receive.

Yours faithfully,

Signature with Date-----


Distt. Project Officer
(SS) Kullu

(Name of the Bidder) -----

12/18