



HIMACHAL PRADESH POWER CORPORATION LIMITED

(A STATE GOVT. UNDERTAKING, CIN U40101HP2006SGC030591)

Sr. Manager (P&C)
O/o Dy. General Manager (E)-cum-HoP,
Sawra Kuddu HEP (111 MW),
Distt.-Shimla H.P. PIN-171206

Website: www.hppcl.in, Email: procurement.skhep@gmail.com.



"NOTICE INVITING QUOTATION"

Sealed quotations are hereby invited by the undersigned on behalf of Himachal Pradesh Power Corporation Limited for Procurement of urgent required stationery items in respect of Sawra Kuddu HEP (111 MW), HPPCL, Hatkoti FY 2025-26 for January to March. Subject to below mentioned terms & conditions from the reputed Supplier/Distributor/Dealer/ Firm/ Agency/Company or Govt. Contractors/Supplier registered with HPPCL, HPSEBL, HPPWD, CPWD, MSME/other state or Central Govt. Organization. The sealed quotations should reach in the office of undersigned on or before 02/02/2026 at 11:00 AM and the same shall be opened on 02/02/2026 at 11:30 PM by the constituted committee in presence of bidders or their authorized representatives who may wish to be present at that time.

Sr. No.	Description	Qty	UoM	Unit Price without GST	Total Amount without GST (in Rs.)	Rate of applicable GST in %age
1.	Photostate paper A-4	50	Nos.			
2.	Register (4 quires)	30	Nos.			
3.	Reynolds Trimax Pen	30	Nos.			
4.	Blue Pen	50	Nos.			
5.	Noting Sheet	10	Nos.			
6.	File Cover	100	Nos.			

Terms and Conditions:-

1. Rates shall be F.O.R. at Store of Sawra Kuddu HEP, HPPCL, at Hatkoti, Teh.-Jubbal-171216 Distt.-Shimla, (HP) inclusive of packing, insurance, forwarding and all other charges whatsoever and shall be FIRM.
2. The evaluation of quotations shall be done without considering GST. The GST shall be paid extra as per actual applicability at the time of invoicing.
3. The quotations should be strictly as per the above specified price schedule / bill of quantity and terms & conditions of HPPCL duly signed / stamped and quotations with any deviation in the same shall be rejected.

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4. The copy of GST certificate, PAN card and State/Central Govt. registration certificate/MSME certificate (if applicable)/valid certificate under Indian company act 1956 should be submitted with the offer/bid/quotation.
5. The Prospective bidders are requested to submit the bid/offer in a sealed cover along with all relevant documents super scribed with notice inviting quotation (NIQ) Ref. No. and quotation opening date along with the name and address of the bidder clearly mentioned on the envelope. The envelope should be sent at the address of undersigned.
6. HPPCL shall not be responsible for delay / failure in submission of the quotations.
7. The rates quoted by the bidders shall be **valid for 120 days** from the date of opening of quotations.
8. The quotations received after due date & time shall not be accepted under any circumstances.
9. In case the scheduled date of opening of quotations happens to be a holiday, the quotations shall be opened on next working day.
10. HPPCL reserve its right to reject any one or all the quotations without assigning any reason thereof.
11. The quantity can be increased or decreased at the time of issuing of supply order.
12. Delivery of material/goods shall be **within 20 days** after the issue of supply order.
13. If the contractor fails to deliver the material in full within the stipulated delivery period, liquidated damages shall be applicable @ 0.5 percent of the contract price per week or part thereof subject to a maximum of 5% (five percent) of the contract price.
14. The stationary items shall be inspected by the indenting officer and consignee after receipt of consignment at store. The supplies of the material should be branded, entirely new, of the best quality to the entire satisfaction of HPPCL. In case the material is of bad / poor quality, defective, expired date and not as per the specification then HPPCL reserve the right to reject the entire lot without any financial implication on the part of HPPCL.

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15. In case of any dispute between HPPCL & Contractor, the jurisdiction of court shall be at Distt. Shimla, (H.P.) only.
16. The 100% payment shall be released only after receipt of material in full & good condition at Store site of Sawra Kuddu HEP, HPPCL, at Hatkoti, Teh.-Jubbal-171216 Distt.-Shimla, (HP), along with GSTN Invoice in original, copy of transport bilty i.e. LR/GR & copy of e-way bill etc.
17. While generating the invoice for payment purposes, HPPCL GSTN No. i.e. 02AABCH8615G1ZX be mentioned appropriately.
18. Billing Address:- Sr. Manager (P&C), Sawra Kuddu HEP, HPPCL, Hatkoti, Distt.-Shimla-171206, (HP).
19. Shipping/Consignee Address:- Junior Engineer (P&C), P&C Sawra Kuddu HEP, HPPCL, Hatkot, Teh.-Jubbal-171216 Distt.-Shimla, (HP).

Sr. Mgr. (P&C),
Sawra Kuddu HEP,
HPPCL, Hatkoti,
Distt.-Shimla.

No.: HPPCL/SKHEP/Sr.Mgr.(P&C)/NIQ-Case file/2025-26-1413-18 Dated: 24/01/2026

Copy of above is forwarded to the following:

1. The Dy. General Manager (E)-cum-HOP, SKHEP, HPPCL, Hatkoti for king information please.
2. Sr. Mgr. (O&M), Sawra Kuddu Hydro-Electric Project, HPPCL, Sanil, Teh.-Jhalta-171216 Distt.-Shimla, (HP) for information and necessary action.
3. The Sr. Mgr. (F&A), SKHEP, HPPCL, Hatkoti, Teh.-Jubbal-171206 Distt.-Shimla, (HP) for information and necessary action.
4. The Sr. Manager (IT), Himfed Building, HPPCL, Near BCS, New Shimla with a request to upload NIQ on the official website of HPPCL please.
5. Notice Board.
6. Case file.