

No. 1-1/2018-19/HPU/SPS
HIMACHAL PRADESH UNIVERSITY, SHIMLA
(NAAC Accredited "A" Grade University)
****STORE PURCHASE OFFICE****

Dated: 30.03.2026

No. 3/2026/LT/SPS/HPU

To

NOTICE INVITING LIMITED TENDER

Sealed quotations are hereby invited from **authorized dealers/distributors/reputed suppliers** for the supply of **RISO Consumables (Master Rolls and Ink)** for Himachal Pradesh University, Shimla, in accordance with the provisions of ****Himachal Pradesh Financial Rules, 2009** (as amended from time to time).

1. Details of Items Required

Sr. No.	Item Description	Specification	Quantity
1	RISO Master Roll	RISO F-II (S-8189 UA)	50 Nos.
2	RISO Ink	S-F-II (S-8113) RS	100 Nos.

2. Mode of Tender

This is a **Limited Tender Enquiry** issued to eligible suppliers as per provisions of **HPFR-2009**.

3. Tender Schedule

Activity	Date & Time
Date of Issue of Tender	01.04.2026
Last Date for Submission	15.04.2026
Opening of Tender	16.04.2026

The tenders will be opened in the office of the **Store Purchase Officer, HPU Shimla** in the presence of bidders who wish to attend.

4. Submission of Quotation

The quotation should be submitted in a **sealed envelope** superscribed as:

“Quotation for Supply of RISO Consumables”

The envelope must be addressed to:

Store Purchase Officer
Himachal Pradesh University
Summer Hill, Shimla – 171005

Late or incomplete quotations shall **not be entertained**.

5. Quotation Format

- Rates must be quoted **clearly in figures and words**.
 - Rates should be quoted on **F.O.R. Destination basis** (Store Purchase Office, HPU Shimla).
 - Rates must include **GST, packing, forwarding, transportation, loading/unloading and all other charges**.
 - **No extra charges shall be admissible**.
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6. OEM Authorization

The bidder must attach a valid **Authorized Dealer/Distributor Certificate** issued by the **Original Equipment Manufacturer (OEM)** confirming supply of genuine **RISO products**.

7. Earnest Money Deposit (EMD)

As per the provisions of HPFR-2009, an Earnest Money Deposit (EMD) of **₹9,600/- (Rupees Nine Thousand Six Hundred only)**, which represents 2% of the estimated procurement cost of ₹4,80,000/-, must be submitted along with the bid. In special cases, Micro, Small & Medium Enterprises (MSMEs) or State/Central Government undertakings may be exempted from submitting the EMD. However, bidders claiming such exemption must submit valid and officially recognized registration certificates along with their tender documents to be considered. Bids received without the requisite EMD or valid exemption proof shall be summarily rejected.

8. Validity of Rates

The quoted rates shall remain valid for **90 days** from the date of opening of the tender.

9. Delivery Period

The successful bidder shall supply the ordered items **within 15 days** from the date of issue of the Supply Order.

10. Quality Assurance

- Only **100% genuine OEM products** shall be accepted.
 - Any **substandard, duplicate, or damaged material** will be rejected at the **risk and cost of the supplier**.
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11. Inspection

The supplied material shall be subject to **inspection by the authorized committee of the University** before acceptance.

12. Payment Terms

Payment shall be released **only after satisfactory supply and verification of material**, subject to availability of funds and completion of codal formalities as per **HPFR-2009**.

13. Right to Accept or Reject

The **Competent Authority, Himachal Pradesh University, Shimla** reserves the right to **accept or reject any or all quotations without assigning any reason**.

14. Jurisdiction

Any dispute arising out of this tender shall be subject to the **jurisdiction of Shimla Courts only**.


Store Purchase Officer
H. P. University Shimla -05
