



# HIMACHAL PRADESH POWER CORPORATION LIMITED

(A STATE GOVT. UNDERTAKING CIN U40101HP2006SGC030591)

Senior Manager (Procurement & Contracts)

Sainj Hydro-Electric Project (100 MW)

Sarabai, Distt. Kullu (HP)-175125

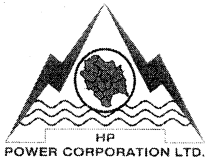
Website: [www.hppcl.gov.in](http://www.hppcl.gov.in) E-mail: [smlarji.e@gmail.com](mailto:smlarji.e@gmail.com)

## "NOTICE INVITING QUOTATIONS"

Sealed quotations are hereby invited by the undersigned on behalf of Himachal Pradesh Power Corporation Limited (HPPCL) for **Procurement of Ledger paper black & white printed Daily Log Sheets & Registers in the form of superior quality / hard cover binded register for Power House of 2x50MW Sainj HEP** subject to below mentioned terms & conditions. The quotations should reach in the office of undersigned **on or before 23/12/2025 at 11:00 AM** and the same shall be opened on the same day at **11:30 AM** by the tender committee in the presence of bidders or their authorized representatives who may wish to be present at that time.

### A. Price Schedule:

Sr. No.	Description / Specification of printing daily log sheets registers:	Unit	Qty.	Per Unit rate without GST (in Rs.)	Total Amount without GST (in Rs.)	Rate of applicable GST in %age
1.	Superior quality / hard cover binded register of printed daily log sheets for <b>Transformer Hall at EL. 1347.80m</b> (Unit No. # 1&2 ) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 64x44cm of 80 GSM & number of pages per register 95 each	No.	8			
2.	Superior quality / hard cover binded register of printed daily log sheets for <b>Machine Hall at EL. 1347.80m</b> (Unit No. # 1&2) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 64x44cm of 80 GSM & number of pages per register 95 each	No.	8			
3.	Superior quality / hard cover binded register of printed daily log sheets for <b>Generator Floor (Guide Bearing) at EL. 1343.43m</b> (Unit No. # 1&2) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 64x44cm of 80 GSM & number of pages per register 95 each	No.	8			
4.	Superior quality / hard cover binded register of printed daily log sheets for <b>Turbine Floor at EL. 1339.75m</b> (Unit No. #1&2 ) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 64x44cm of 80 GSM & number of pages per register 95 each	No.	4			
5.	Superior quality / hard cover binded register of printed daily log sheets for <b>MIV Floor at EL. 1336.00m</b> (Unit No. #1&2) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 64x44cm of 80 GSM & number of pages per register 95 each	No.	4			



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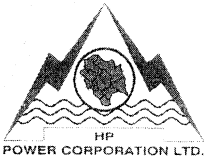
Sarabai, Distt. Kullu (HP)-175125

Website: [www.hppcl.gov.in](http://www.hppcl.gov.in) E-mail: [smlarji.e@gmail.com](mailto:smlarji.e@gmail.com)

6.	Superior quality / hard cover binded register of printed daily log sheets for <b>Generator Floor (Temperature Scanner)</b> at El. 1343.43m (Unit No. # 1&2) on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 49x34cm of 80 GSM & number of pages per register 95 each	No	8			
7.	Superior quality / hard cover binded register of printed daily log sheets for <b>Reservoir Level and Inflow Detail</b> on Ledger paper (both side printed as per Format provided by Sainj HEP) Size = 49x34cm of 80 GSM & number of pages per register 95 each	No.	4			
8.	Superior quality / hard cover binded <b>PTW form book (Duplicate)</b> white in original and pink in duplicate of printed paper (both side printed as per Format provided by Sainj HEP) Size= A4 of 75 GSM & number of pages per register 100 each	No.	2			
9.	Superior quality / hard cover binded <b>Shift Instruction</b> of printed paper (both side printed as per Format provided by Sainj HEP) Size= A4 of 75 GSM & number of pages per register 50 each	No.	7			
<b>Total quoted amount (in Rs.) exclusive of GST=</b>						

## B. Terms and Conditions:

1. Rates shall be F.O.R. at Sainj Hydro-Electric Project, HPPCL, Power House at Matla near Suind, Tehsil-Sainj, Distt-Kullu, (HP)-175134 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 and terms & conditions of HPPCL duly signed / stamped and quotations with any deviation in the same shall be rejected.
4. The copy of GST certificate, PAN card, MSME certificate, (if applicable) and other documents 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 superscribed with short term 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 quotations received after due date & time shall not be accepted under any circumstances.
8. In case the scheduled date of opening of quotations happens to be a holiday, the quotations shall be opened on next working day.
9. HPPCL reserve its right to reject any one or all the quotations without assigning any reason thereof.
10. The rates quoted by the bidders shall be **valid for 90 days** from the date of opening of quotations.
11. The quantity can be increased or decreased at the time of issuing of supply order.



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12. The format of daily log sheets/ booklets may be checked in the office of undersigned during any working hours.
13. Delivery of material/goods shall be **within 60 days** after the issue of supply order.
14. The printed specimen pages of each daily log sheets / booklets should be submitted by the contractor for vetting / checking purpose before printing & binding of daily log sheets / booklets without any cost to this office for final confirmation of further printing.
15. The daily log sheets / booklets should be printed in clearly visible black & white ink with suitable font size on ledger papers of 80 GSM and white papers of 75 GSM with a superior quality/hard cover binded register.
16. 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.
17. The printed daily log sheets / booklets shall be inspected by the consignee at the time of receipt of consignment at store. The supplies of the material should be branded, entirely new, of the best quality and workmanship to the entire satisfaction of HPPCL. In case the material is of bad / poor quality, then HPPCL reserve the right to reject the entire lot without any financial implication on the part of HPPCL.
18. In case of any dispute between HPPCL & Contractor, the jurisdiction of court shall be at Kullu, (HP) only.
19. No advance payment will be given. The 100% of supply order payment shall be released directly to the contractor/supplier account through NEFT/Cheque after receipt of material in full & good condition at Consignee Address along with GSTN Invoice in original & other documents. No request for other mode of payment shall be entertained.
20. While generating the invoice for payment purposes, HPPCL GSTN No. i.e. 02AABCH8615G1ZX be mentioned appropriately.
21. Billing Address:- Sr. Manager (Procurement and Contracts), Sainj HEP, HPPCL, Sarabai (Bhuntar)-175125, Distt.-Kullu, (HP.)
22. Shipping/Consignee Delivery Address:- Junior Engineer (Elect.), Store Sainj Hydro-Electric Project (2x50 MW), Himachal Pradesh Power Corporation Limited (HPPCL), MATLA near SUIND, Tehsil-SAINJ-175134, Distt.-KULLU (HP).

  
**Sr. Manager (P&C),**  
**Sainj HEP, HPPCL,**  
**Sarabai, Distt-Kullu (HP)**

**No.: HPPCL/SHEP/SM (P&C)/NIQ/2024-25/ 1202-05**      **Dated: 5.12.2025**

**Copy of above is forwarded to the following:**

1. The Deputy General Manager (Elect.)-Cum-HoP, Sainj HEP, HPPCL, Sarabai (Bhuntar), Distt.-Kullu, (HP) for kind information please.
2. The Sr. Manager (IT), Himfed Building, HPPCL, Near BCS, New Shimla for kind information and with the request to upload the NIQ on the official website of HPPCL please.
3. The Sr. Manager (O&M), Sainj HEP, HPPCL, Sarabai (Bhuntar), Distt.-Kullu, (HP) for information.
4. The Finance and Accounting wing, Sainj HEP, HPPCL, Sarabai for information.