



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Building, B.C.S., New Shimla-171009
Phone No. 0177-2670633, 2671831
CIN-U4010HP2006SGC030591

Notice Inviting Quotations

Sealed quotations are hereby invited on behalf of M.D.HPPCL, Himfed Building, BCS, New Shimla for the below mentioned work so as to reach in this office on or before 24.10.2025 upto 11:00 AM in the office of the undersigned and shall be opened on the same date at 11:30 AM in the presence of intending quotation or their authorized representatives, who may wish to be present.

S. No.	Description	Brand/Make/ Specification	Unit	Rate (in Rs.)	Amount (in Rs.)
1	Photostat Papers A-4, 75, GSM	As per sample (Standard quality)	Ream		
2	Photostat Papers A-3, 75, GSM	As per sample (Standard quality)	Ream		
3	Photostat Paper Legal Size F-S, 75 GSM	As per sample (Standard quality)	Ream		
4	Typing Paper	As per sample (Standard quality)	Ream		
5	Bond Paper(Green)	As per sample (Standard quality)	Ream		
6	Glossy Sheet	As per sample (Standard quality)	Pkt.		
7	Graph Paper (730 mm x 480 mm)	As per sample (Standard quality)	Roll		
8	Tracing Paper 60/70 GSM (1016 mm x 18.2 mtrs.)	As per sample (Standard quality)	Roll		
9	Photostat Papers A-4, 80, GSM	As per sample (Standard quality)	Ream		
10	File covers (superior) (as per sample for printed matter) (Color Blue/Green)	Without printing With Printing of HPPCL Logo	No.		
11	File Board with Flap	As per sample (Standard quality)	No.		
12	2 Ringh Binder File Cover (For meeting)	As per sample (Standard quality)	No.		
13	Confrence folder (Paper with 2 Pocket As per sample)	Without Printing With Printing of HPPCL Logo	No.		
14	Voucher File Ord. (Brown)	As per sample (Standard quality)	No.		
15	Voucher File Superior	As per sample (Standard quality)	No.		
16	Conference Jute folders-standard size	As per sample (Standard quality)	No.		
17	Special Folder for VIP Meetings & Seminars (Jute/Cotton)	As per sample (Standard quality)	No.		
Signature of bidder					

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18	Index file Ordinary	As per sample (Standard quality)	No.		
19	Box File	As per sample (Standard quality)	No.		
20	Ruled register 20.5x33 cm 60 GSM white paper of superior quality each quire should comprise of 48 leaves (96 pages) cut, flash and binding with pucca board (hard board should be covered with laminated paper light blue colour duly printed with wording in English and Hindi along with logo in two colour (as per sample for printed matter.	As per sample (Standard quality)			
	2 quires		No.		
	3 quires		No.		
	4 quires		No.		
	5 quires		No.		
	8 quires		No.		
	12 quires		No.		
21	AAO Rolls 100mtrs length 75 GSM		No.		
22	A.O. Sheets 75 GSM 125 sheets per pkt.		No.		
23	Ammonia Liquid.		Liters		
24	Carbon Paper Blue-FS Size	As per sample (Standard quality)	Pkt.		
25	Stapler Small HD-10 D	As per sample (Standard quality)	No.		
26	Stapler Big HS-45 D	As per sample (Standard quality)	No.		
27	Stapler Pin Small HD-10 D	As per sample (Standard quality)	Pkt.		
28	Stapler Pin Big 24/6	Kangaroo	Pkt.		
29	Stapler Heavy Duty 23/13	Kangaroo	No.		
30	Stapler Pin Heavy Duty 23/13	Kangaroo	Pkt.		
31	Pencil HB	Natraj/HB	No.		
32	Ball Pen Pen 045 Blue Ord.	Reynolds	No.		
33	Ball Pen 045 Black Ord.	Reynolds	No.		
34	Ball Pen 045 Red Ord.	Reynolds	No.		
35	Ball Pen 045 Green Ord.	Reynolds	No.		
36	Ball Pen 0.7 Blue	Reynolds Brite	No.		
37	Clutch Pencil Superior	As per sample	No.		
38	Clutch Pencil Lead	As per sample	Pkt.		
39	Pen Blue V-5	V-5/Uniball / Luxor	No.		
40	Pen Black V-5	V-5/Uniball / Luxor	No.		
41	Pen Red V-5	V-5/Uniball / Luxor	No.		
42	Pen Green V-5	V-5/Uniball / Luxor	No.		
43	Pen Blue Uniball	Uniball / Luxor	No.		
44	Pen Black Uniball	Uniball / Luxor	No.		
45	Pen Red Uniball	Uniball / Luxor	No.		
46	Pen Green Uniball	Uniball / Luxor	No.		

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47	Pen Blue Reynolds TRIMAX	Reynolds	No.		
48	Refill Reynolds TRIMAX	Reynolds	No.		
49	Ball Pen Jetter (blue)	Reynolds/Flair	No.		
50	Gel pen (Blue,Red,Black)	Montex/Flair Carbonix	No.		
51	Gel Pen (Supr. Quality) for meeting purposes(Blue,Red,Black)	Flair/Add gel	No.		
52	Ink Pen (Supr. Quality)	Chelpark	No.		
53	Pen Holder	As per sample (Standard quality)	No.		
54	Refill jetter Blue for Item No. 49	Reynolds/Flair	No.		
55	Ball Pen Jetter (red)	Reynolds/Flair	No.		
56	Refill jetter Red for Item No. 55	Reynolds/Flair	No.		
57	Refill Ink for Pilot Pen blue (5 ml)	Flair	No.		
58	Shorthand Pencils-containing 10 pencils in a pkt.	Apsara	Pkt.		
59	White fluid along with diluter (15 ml each)	Kores/Camlin	No.		
60	Eraser Non-Dust	Apsara	No.		
61	Note Sheets Blank Legal Paper Size plain 80 GSM ledger paper with one marginal rule on front and back with logo in two colors as per sample loose in packets of 100s in dockets.	Biallarpur	Pkt.		
62	Gum Tube	Oddy	No.		
63	Glue Sticks 15 gms. (yellow Cap)	Kores/Oddy	No.		
64	Gum bottle 600 ml.	Camel	No.		
65	Envelope (Khaki) 9 x 4 inches (sup.)	As per sample (Standard quality)	No.		
66	Envelope (white) 9 x 4 inches (sup.)	As per sample (Standard quality)	No.		
67	Envelope (white) 11 x 4.5 inches (sup.)	As per sample (Standard quality)	No.		
68	Envelope (Khaki) 11 x 4.5 inches (sup.)	As per sample (Standard quality)	No.		
69	Window Envelope 9 x 4 inches (sup.)	As per sample (Standard quality)	No.		
70	Window Envelope 11 x 4.5 inches (sup.)	As per sample (Standard quality)	No.		
71	Envelope (white) 7.5 x 5.5 inches (sup.)	As per sample (Standard quality)	No.		
72	Envelope (Khaki) 7.5 x 5.5 inches (sup.)	As per sample (Standard quality)	No.		
73	Envelope A4 Size Yellow	Ballarpur (Laminated)	No.		
		Ballarpur (Cloth))	No.		
74	Envelope File Size Yellow	Ballarpur (Laminated)	No.		
		Ballarpur (Cloth)	No.		
75	Plastic Scale 12"	Apsara/Star/Omega	No.		
76	Plastic Scale 18"	Apsara/Star/Omega	No.		
77	Steel Scale 24"	As per sample	No.		
78	Steel Scale 12"	(Standard quality)	No.		
79	Packing Tape 2"x35 mtrs long(Brown)	Wonder	Roll		

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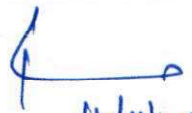
80	Cello Tape(1/2")	Premier/Windsor	Roll		
81	Cello Tape(3/4")	Premier/Windsor	Roll		
82	Sticky Pad (1"x3") 100 sheets (Tri Color)	Post-it/Sticky Notes/De'smat/Promote	Pkt.		
83	Sticky Pad (2"x3") 100 sheets	Post-it/Sticky Notes/De'smat/Promote	Pkt.		
84	Fax Rolls 30 mtrs long	Sharp/Mitsubishi	Roll		
85	Fax Roll TTR 610	Sharp	Pkt.		
86	Fax Roll Panasonic KX-FP-392	Panasonic KX-FP-392	No.		
87	Paper Cutter 9 cm long with opener	Rodgers Pattern	No.		
88	Dak Pad with Cloth superior quality	Neelgagan	No.		
89	Pin Cushion Magnet	As per sample (Standard quality)	No.		
90	Highlighter Pen (Per Pkt. Of 5 pieces).	Luxor	No.		
91	Paper clip (Plastic coated)	Gem Pattern	Pkt.		
92	Multi Pen Holder	As per sample (Standard quality)	No.		
93	Slip Pads of 40 sheets	Neel gagan/Shipra	No.		
94	Slip Pads of 40 sheets-33	Neel gagan/Shipra	No.		
95	Slip Pads of 40 sheets-44	Neel gagan/Shipra	No.		
96	Slip Pads of 20 sheets with hard cover	Neel gagan/Shipra	No.		
97	Spiral Slip Pad (Small)	As per sample (Standard quality)	No.		
98	Spiral Slip Pad (Medium)		No.		
99	Pen Stand with 4 Pens	Kebica Stationery	No.		
100	Pen Stand with 2 Pens		No.		
101	Desk Calendar		No.		
102	Shorthand Note book White Paper should open float and containing 200 pages	As per sample (Standard quality)	No.		
103	Self Inking Pad	As per sample (Standard quality)	No.		
104	Sliding Paper cutter 9 mm blade (normal)	Rodgers Pattern	No.		
105	Marker Pen (Permanent) various colors	Luxor/Camlin	No.		
106	White Board Marker (Temporary) various colors	Luxor/Camlin	No.		
107	CD Marker	Luxor/Camlin	No.		
108	Bodkin (full steel body)	As per sample (Standard quality)	No.		
109	Bodkin (Plastic Handle)		No.		
110	Separator (Numerical) 1-30	As per sample (Standard quality)	Pkt.		
111	Scissor Big	Rodgers Pattern	No.		
112	Scissor Small	Rodgers Pattern	No.		
113	Punching Machine Big Size-700	Kangaroo	No.		
114	Punching Machine Single Punch	Kangaroo	No.		

Signature of bidder


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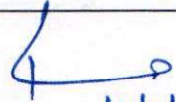
115	Punching Machine Double Punch-600	Kangaroo	No.		
116	Stapler Big 23/17	Kangaroo	No.		
117	Sharpener	Natraj	No.		
118	Table Stand(With Glass top)	As per sample (Standard quality)	No.		
119	Sketch Pen	Luxor/Camlin	No.		
120	Page Marker-Tri-color 1"x 3"	Luxor/Camlin	Pkt.		
121	Binder Clip 41 mm	As per sample (Standard quality)	No.		
122	Binder Clip 32 mm	As per sample (Standard quality)	No.		
123	Binder Clip 25 mm	As per sample (Standard quality)	No.		
124	Binder Clip 19 mm	As per sample (Standard quality)	No.		
125	Table Diary Stand	As per sample (Standard quality)	No.		
126	Spiral Slip Pad Pocket Type Small Size	Neel gagan	No.		
127	Rotoring Ink Pen=.03 mm	As per sample (Standard quality)	No.		
128	Rotoring Ink Pen=.05 mm	As per sample (Standard quality)	No.		
129	Rotoring Ink	As per sample (Standard quality)	No.		
130	Stencil=3mm	Apsara/Star/Omega	No.		
131	Stencil=5mm	Apsara/Star/Omega	No.		
132	Table Glass (6 mm thick 2"x 4")	As per sample (Standard quality)	No.		
133	Table Glass (6 mm thick 1 ½ 'x 2')	As per sample (Standard quality)	No.		
134	Table Glass (6 mm thick 2'x3')	As per sample (Standard quality)	No.		
135	Glass Tumbler	Yera	No.		
136	Correcting Pen	Reynolds	No.		
137	CD R with Jewel Case	Moserbear	No.		
138	DVD with Jewel Case	Moserbear	No.		
139	Pen Drive (8 GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		
140	Pen Drive (16 GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		
141	Pen Drive (32GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		

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142	Front Cover & Back Cover(A3)	As per sample (Standard quality)	No.		
143	Front Cover & Back Cover(A4)	As per sample (Standard quality)	No.		
144	Tags(small)	As per sample (Standard quality)	No.		
145	Tags(Big)	As per sample (Standard quality)	No.		
146	Plotter Paper (36" size)	As per sample (Standard quality)	mtrs		
147	Spiral Binding (Ring) wire All Sizes	Small	Kg		
		Med.	Kg		
		Large	Kg		
		Extra Large	Kg		
148	Magnifying Glass				
149	Calculator(12 digit)	Casio/Citizen	No.		
150	Scientific Calculator(12 digit)	Casio/Citizen	No.		
151	Damper	As per sample (Standard quality)	No.		
152	Visiting Card Holder	World done	No.		
153	Pen Holder(Tumbler)	Vinyl Tumbler	No.		
154	Paper Clips 100 Nos. in a box U/V shaped of 24/26 gauge wire	Gem Pattern	Pkt.		
155	Measuring Tape (50 mtrs.)	Metallic of best quality	No.		
156	Measuring Tape (15 mtrs.)	Metallic of best quality	No.		
157	Brass Measuring Scale (3 karam), (3 mtrs.)	As per sample (Standard quality)	No.		
158	Pencil Cell 1.3 V	Duracell (Standard quality)	Nos.		
159	Color Pencils	Camlin	No.		
160	Cash book (as per the specimen given by the HPPCL) pages 300 pages	As per sample (Standard quality)	No.		
161	Receipt book (as per the specimen given by the HPPCL) 100 pages	As per sample (Standard quality)	No.		
162	Dispatch Register(as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
163	Diary Register (as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
164	Stamp Register (as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
165	Ledger Register (400 Pages)	As per sample (Standard quality)	No.		
166	File covers (as per sample for printed matter) (Color Blue/Green)	Without Printing	No.		
		With Printing of HPPCL Logo	No.		
167	Day to Day Programme Table Stand	As per sample (Standard quality)	No.		

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168	Paper Weight	As per sample (Standard quality)	No.		
169	Stamp Pad Ink	Dollar/Supreme	No.		
170	Drawing Pin	As per sample (Standard quality)	No.		
171	Duster (Cloth)	As per sample (Standard quality)	No.		
172	Spiral Pad (Large)	As per sample (Standard quality)	No.		
173	Sticky Note 4"x3"	As per sample (Standard quality)	No.		
174	Sticky Note 3"x3"	As per sample (Standard quality)	No.		
175	Legal Diary	As per sample (Standard quality)	No.		
176	Short hand book	As per sample (Standard quality)	No.		
177	Pin steel 100 gm in each box (gross wt.)	Apex/Nut	Pkt		
178	Pencil Cell 1.5v AA	Duracell (Standard quality)	No.		
179	Pencil Cell 1.5v AAA	Duracell (Standard quality)	No.		
180	Sealing Wax	As per sample (Standard quality)	Pkt		
181	Log Book	As per sample (Standard quality)	No.		
182	Service Book	As per sample (Standard quality)	No.		
183	Cobra File (superior) with HPPCL LOGO	As per sample (Standard quality)	No.		
184	Pen Blue-V 7	V-7/Uniball /Luxor	No.		
185	Pen Black-V 7	V-7/Uniball / Luxor	No.		
186	Pen Black-V 10	V-10/Uniball / Luxor	No.		
187	Pen Blue-V 10	V-10/Uniball / Luxor	No.		
188	Pen Red-V 10	V-10/Uniball / Luxor	No.		
189	Attendance Register	As per sample (Standard quality)	No.		
190	Peon Book	As per sample (Standard quality)	No.		

Signature of Bidder


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191	VIP Pen-Blue	Kebica	No.		
192	VIP Pen-Red	Kebica	No.		
193	Ink Pen with refill toner Executive	Parker	No.		
194	Ink Pen with refill toner Simple	Parker	No.		
Signature of Bidder					

Terms and Conditions of Supply:

1. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.
2. The quotations received after the scheduled time & date shall not be accepted.
3. The conditional quotation shall be rejected.
4. The rates for the material shall be quoted both in figures & words.
5. The samples of all the stationery items mentioned above are required at the time of opening of quotations.
6. The rate contract shall remain valid for a period of two years from the date of issuance of the award letter.
7. The period of tender can be extended beyond two (2) years, if such conditions arises after taking approval of the Management, if the work of the firm is found satisfactory.
8. The quoted rate should include GST/all applicable taxes.

Sr. Manager (Estate) 14/10/25

No.: HPPCL/P&A/Estate/Stationery /2025-26- 12955-70 Dated:14.10.2025

Copy forwarded to:

1. The PS to Managing Director, HPPCL, Himfed Building, New Shimla.
2. The PS to Director (Fin.)/Elect./Civil HPPCL, Himfed Building, New Shimla.
3. The AGM (Fin.), HPPCL, Himfed Building, New Shimla.
4. The Sr. Manager (IT), HPPCL to upload this NIQ on HPPCL website.
5. Notice Board
6. M/s Trade Link Enterprises, Lower Bazar Shimla, HP.
7. M/s Simla Stationers, SDA Commercial Complex, Kasumpti, Shimla-171009, HP.
8. M/s Om Book Depot, Shop No.191/5, Lower Bazar Shimla, HP.
9. M/s Groveson, 189, Chawri Bazaar, New-Delhi-6
10. M/s Premier, 38-39/2, The Mall Shimla, HP-171001
11. M/s Sterling Enterprises, 921, IND Area Phase-2, Chandigarh
12. M/s Kashvi Enterprises, 197, Gujranwala Town Part-2, 2nd Floor, Delhi-110009
13. M/s GALAXY MARKETING CO., Kalka Shimla Road, Sector-2, Parwanoo-173220.
14. M/s Florid Print & Pack Pvt. Ltd. Plot No.22, First Goal Chakkar, Factory Area Patiala

Sr. Manager (Estate)

14/10/25