Himachal Pradesh Board of School Education, Dharamshala – 176215

No.: Hi. Shi. Bo. /Store-II(8)/Franking Machine/ 5050-51 Date: 17 November, 2026

Tender Notice

Sealed tenders on the official letterhead of the company are invited from Manufacturer/ Authorized dealers/ Suppliers for the **Supply, Installation, and Commissioning of One New Digital Franking Machine** along with a **Buy-Back Offer for the Existing Franking Machine** currently installed at the Himachal Pradesh Board of School Education, Dharamshala.

Interested bidders are required to submit their **Technical Bid** and **Financial Bid** in two separate sealed envelopes, clearly super-scribed as **"Technical Bid"** and **"Financial Bid"**, respectively. Both sealed envelopes must be enclosed in a third, larger outer envelope super-scribed: **"Supply, Installation, and Commissioning of a New Digital Franking Machine with Buy-Back Offer"**.

Duly filled-in tenders must reach the office of the **Secretary, H.P. Board of School Education, Dharamshala** on or before 08-12-2026 **up to 11:00 AM**. The bids will be opened on the same day at **2:00 PM** in the presence of tenderers or their authorized representatives who choose to attend.

Detailed tender documents can be downloaded from the Board's official website at **www.hpbose.org**. Alternatively, physical tender documents may be obtained from the office of the Secretary on any working day between **10:00 AM and 5:00 PM up to** 07-12-2026. Bidders must submit a non-refundable **Tender Fee of ₹500/- (₹ Five Hundred only)** along with their bid in the form of a Demand Draft drawn in favor of **"The Secretary, H.P. Board of School Education, Dharamshala"**.

Complete tenders, along with an **EMD of ₹20,000/-** (₹ Twenty Thousand only) in the form of an FDR valid for a minimum period of one year and duly pledged in favour of the Secretary, H.P. Board of School Education, Dharamshala, must reach the Office of the Secretary, H.P. Board of School Education, Dharamshala - 176215 by the prescribed date and time.

Secretary

Endorsement No.: As above Date: 17 November, 2026

Copy to following for information and necessary actions:-

1. **PRO Office, HPBoSE:** With a request to arrange for the publication of this tender notice in leading daily newspapers having wide circulation.
2. **Assistant Secretary / Section Officer (IT Cell):** For immediate uploading of the tender document and notice on the Board's official website.

Secretary

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Terms & Conditions

1. The bidder must be an Authorized Manufacturer/ Dealer/ Supplier of the offered Franking Machine and must submit a valid Authorization Certificate issued by the Original Equipment Manufacturer (OEM).
2. The offered Franking Machine shall be brand new, genuine, unused, of latest model along with year of manufacturing, and approved by the Department of Posts, Government of India. Furthermore, the machine must fully comply with all applicable India Post guidelines and government regulations.
3. The bidder shall provide a minimum **One-year comprehensive on-site Warranty** from the date of successful installation and commissioning. During the warranty period, all defects shall be rectified free of cost.
4. The successful bidder shall provide prompt after-sales service and all complaints must be attended to within **48 hours** of reporting. In the event of a major breakdown requiring prolonged repair, the supplier shall provide suitable alternative arrangements, where applicable.
5. The successful bidder shall be responsible for safe transportation, loading, unloading, installation and commissioning of the equipment at no additional cost to the Board.
6. If the successful bidder fails to supply and install the Franking Machine within the stipulated period, the Board shall have the right to cancel the Supply Order and procure the item from any other source at the risk and cost of the defaulting firm, without prejudice to any other legal remedies available.
7. Payment shall be released only after successful delivery, installation, commissioning and acceptance of the machine by the competent authority along with the submission of the original invoice and all required documents.
8. The bidder shall take the existing Franking Machine on a buy-back basis following successful installation and commissioning of the new machine.
9. If any bidder needs to inspect the old franking machine, they can visit the office during working hours between 10:00 AM to 5:00 PM. kindly ensure you call 01892-242126 before visiting the office.
10. The successful bidder shall supply, install, test and commission the new Franking Machine at HPBOSE, Dharamshala, within **20 days** of the issuance of the Supply Order. Furthermore, the installation and commissioning must be completed within 7 **days** of delivery.
11. The Board reserves the right to inspect and verify the supplied Franking Machine prior to acceptance. The machine shall be accepted only after successful installation, testing and a demonstration of satisfactory performance.
12. The bidder must possess a valid GST Registration Certificate, PAN Card, Firm Registration Certificate and any other statutory registrations required to conduct business.
13. The Financial Bid must explicitly state:
    - 5.1 New Franking Machine cost.
    - 5.2 Applicable GST.
    - 5.3 Total Cost.
    - 5.4 Buy-back value of the existing Franking Machine.
    - 5.5 Net Amount Payable after the buy-back adjustment.
14. GST and all applicable taxes shall be quoted separately in the Financial Bid.
15. The tender shall be liable to rejection if it is incomplete, unsigned, conditional, contains unauthorized overwriting or corrections, is received after the prescribed due date and time, or is submitted without the required statutory documents.
16. Neither party shall be liable for failure or delay in performance due to Force Majeure events - such as natural calamities, war, strikes, riots, Government restrictions or other circumstances beyond reasonable control – provided that the affected party promptly notifies the other party in writing.
17. All disputes arising out of or in connection with this Tender shall be subject to the exclusive jurisdiction of the competent Courts at Dharamshala (Kangra), Himachal Pradesh.

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18. If the scheduled date of opening the tenders falls on a public holiday or a day when the office remains closed, the bids will be opened on the **next working day** at the same scheduled time and venue without requiring a fresh notice.

19. The Earnest Money Deposit (**EMD**) will be converted into **Performance Security** after the tender is awarded to the successful bidder.

20. The Secretary, Himachal Pradesh Board of School Education, Dharamshala, reserves the absolute right to accept or reject any or all tenders, wholly or in part, without assigning any reason. The Board also reserves the right to cancel the Tender, negotiate the rates with the lowest responsive firm, increase or decrease the quantity, or modify the procurement process in the Board's best interest.

Secretary

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Annexure – I

Technical Bid

Minimum Required Specifications For New Franking Machine		
Sr. No.	**Particulars**	**Yes/No**
1.	**Weight:** Up to 7kg for speed post/parcel	
2.	**Cartridge:** Smooth and good quality etc	
3.	**Connectivity:** Easy to connect India Post website.	
4.	**Battery backup/life:** Good battery backup and must be long life	
5.	**Security:** Pin code protection and department wise (Departmental accounting) expense tracking	

Sr. No.	**Particulars**	
1.	Name of the Firm:	
2.	Complete Address of the Firm:	
3.	Name of Authorized Signatory:	
4.	Contact Number:	
5.	E-mail ID:	

Documents to be Enclosed with Technical Bid

The following self-attested documents shall be enclosed with the Technical Bid:

1. Firm Registration Certificate.
2. GST Registration Certificate.
3. PAN Card.
4. Authorization Certificate issued by the Manufacturer/OEM.
5. Bank Account Details (Cancelled Cheque/Bank Certificate).
6. Signed copy of the NIQ and Terms & Conditions as token of acceptance.
7. Undertaking regarding acceptance of all Terms & Conditions.
8. Technical Brochure/Catalogue of the offered Franking Machine.
9. Service Centre Details with contact information.
10. Warranty Certificate/Declaration.
11. Franking Machine Make and Model along with year of manufacturing certificate.
12. Declaration regarding Buy-Back of the existing old Franking Machine (without mentioning the buy-back value).

Declaration

I/We hereby certify that all the information furnished above is true and correct. I/We have carefully read and understood all the terms and conditions of the Tender and agree to abide by the same. I/We further certify that the financial details, including the price of the new Franking Machine and the buy-back value of the old Franking Machine, have not been disclosed in the Technical Bid.

Signature of Authorized Signatory
(With Stamp/Seal)

Name: _____

Place: _____

Date: _____

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Annexure – II

Financial Bid

Supply, Installation, Testing & Commissioning of One New Digital Franking Machine with Buy-Back offer

Name of the Firm: _____

Sr. No.	Description	Amount (₹) (In figures)	Amount (₹) (In words)
1.	Basic Price of New Digital Franking Machine		
2.	GST (Applicable Rate ____ %)		
3.	Total Price of New Franking Machine (Inclusive of GST)		
4.	Buy-Back Value Offered for Existing Old Franking Machine		
5.	**Net Amount Payable**		

Declaration by the Firm

I/We hereby certify that the above quoted rates are inclusive of all charges such as packing, forwarding, loading, unloading, transportation, insurance, installation, testing, commissioning and all other incidental expenses up to the destination, except GST which has been shown separately. I/We also agree to take back the existing old Franking Machine on the quoted buy-back value and abide by all the terms and conditions of the Tender.

Signature of Authorized Signatory

(With Stamp/Seal)

Name: _____

Place: _____

Date: _____

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