



**Himachal Pradesh Board of School Education,
Dharamshala(Kangra)–176215**

TENDER FOR CANTEEN SERVICES IN HPBOSE

Sr. No.	Description	Dates
1	Date of Issuance	8 th October 2025
2	Last Date for submission of Tender	29 th October 2025
3	Opening of Technical Bids	30 th October 2025

**Himachal Pradesh Board of School Education, Dharamshala
(Kangra)–176215**

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**Himachal Pradesh Board of School Education, Dharamshala (Kangra)-
176215**

No.: Hi/Shi/BO/Stores/8/Canteen Services/2025- **17 33**

Dated: **08/10/2025**

TENDER NOTICE

Sealed tenders are invited under a **Two-Bid System** (Technical Bid and Financial Bid) on behalf of the Secretary, H.P. Board of School Education, Dharamshala, from reputed contractors/bidders having **at least one year of experience** in providing catering/canteen/cafeteria services to any Central/State Government organization, public sector undertaking/Boards/University, reputed institution, or large private sector organization.

Interested bidders are required to submit the **Technical Bid** and **Financial Bid** in separate sealed envelopes, clearly super scribed as "**Technical Bid**" and "**Financial Bid**". Both these envelopes should be placed inside a third sealed envelope super scribed:-

"TENDER FOR CANTEEN SERVICES FOR H.P. BOARD OF SCHOOL EDUCATION, DHARAMSHALA"

The sealed tender should reach the office of the Secretary, HPBOSE, on or before **29th October 2025 by 5:00 PM**. The technical bids will be opened on the **30th October 2025 at 11.30 AM** in the presence of the bidders or their authorized representatives, who may wish to attend.

The detailed tender document is available on the Board's website **www.hpbose.org.in**, which may be downloaded. The bidder must submit the Tender Fee of **₹500/- (₹ Five Hundred only)** along with the bid in the form of a Demand Draft/Bank Draft drawn in favour of "**The Secretary, H.P. Board of School Education, Dharamshala**". Alternatively, the tender document may be obtained from the office of the Secretary on any working day between **10:00 AM to 5:00 PM** up to **29th October 2025**, on payment of **₹500/-** in cash at the Board's counter or via Demand Draft/Bank Draft.



Secretary

**Himachal Pradesh Board of School Education, Dharamshala
(Kangra)–176215**

IMPORTANT DATES

Sr. No	Event	Date
1	Date and Time for Publication of tender on website www.hpbose.org	08-10-2025 5:00 p.m.
2	Starting Date & Time for submission of tender with requisite documents	08-10-2025 5:30 p.m. www.hpbose.org
3	Last date and Time for submission of tender with requisite documents	29-10-2025 5:00 p.m.
4.	Date and time of opening of Technical Bid.	30-10-2025 11:30 am
5.	Tender Fee	Tender fee of ₹500/- (₹ five Hundred only) non refundable can be deposited in the shape of DD/Bank Draft issued by any of the Nationalised/Scheduled/co-operative Bank on or before schedule date and time.
6.	EMD (Earnest Money Deposit)	EMD (Earnest Money Deposit) of ₹15000/- (₹Fifteen Thousand only) should be deposited in the form of FDR pledged in favour of Secretary, H.P Board of School Education Dharamshala on or before schedule date and time.
If the date of opening of the tender happens to be declared a government holiday, the tenders will be opened on the next working day.		
	Venue for opening of Tender : HPBOSE H.Q. Dharamshala	

Himachal Pradesh Board of School Education, Dharamshala (Kangra)–176215

SCOPE OF WORK FOR CANTEEN SERVICES

The bidder/contractor shall be responsible for running and maintaining the canteen at the Himachal Pradesh Board of School Education, Dharamshala, as per the following scope:

- 1. General Operations**
 - Operate the canteen during the office hours(9.00 am to 7.00 pm) and on special occasions/events as required by the Board.
 - Provide hygienic, fresh, and good quality food, snacks, and beverages at approved rates.
- 2. Menu & Pricing**
 - Supply food items strictly at already approved rates provided by the Board.
 - No unauthorized items to be sold without the approval of the Board.
- 3. Hygiene & Cleanliness**
 - Maintain cleanliness in kitchen, serving, and dining areas.
 - Ensure daily disposal of waste as per norms.
 - Staff to wear clean uniforms, gloves, and head caps.
- 4. Manpower**
 - Deploy adequate trained staff for cooking, serving, and cleaning.
 - Staff to be medically fit and courteous in behavior.
- 5. Food Standards**
 - Use fresh, good quality ingredients; stale or substandard food is prohibited.
 - Comply with **FSSAI and food safety regulations**.
- 6. Infrastructure & Maintenance**
 - Properly maintain canteen furniture, fixtures, and equipments provided by the Board.
 - Any damage due to negligence shall be borne by the contractor.
- 7. Utilities & Payments**
 - Pay amount of Rent fixed/ decided through tendering process
 - Bear charges for electricity and water as per actual consumption.
- 8. Special Requirements**
 - Provide catering for meetings, workshops, examinations, or official functions when required, at approved rates.
- 9. Compliance**
 - Follow all statutory labour laws, minimum wage acts, and food safety norms.
 - Smoking, drinking, and use/sale of tobacco products are strictly prohibited.
- 10. Performance Monitoring**
 - Services will be monitored by the Board at frequent intervals.
 - Penalty/termination may be imposed for poor hygiene, food quality issues, or violation of terms.

**Himachal Pradesh Board of School Education, Dharamshala
(Kangra)-176215**

1. TERMS AND CONDITIONS

ELIGIBILITY & SPECIAL TERMS FOR BIDDING

- i) Technical Bid is to be submitted by attaching the requisite documents as mentioned in the **Annexure-A**.
- ii) All the documents (except FDR of EMD and DD/BD of Tender Fee) must be self-attested by the bidder.
- iii) *Financial Bid is to be submitted in Annexure- B.*
- iv) The bidder must be Proprietorship/Partnership Firm/Company/NGO/Society etc.
- v) The bidder must possess a valid license from the Food Safety and Standards Authority of India (FSSAI) for carrying out food business operations.
- vi) The bidder must have one year experience in the last five year preceding to the year 2025-26 in providing catering/canteen/cafeteria services to any Central/State Government organization, public sector undertaking/Boards/University, reputed institution, or large private sector organization.
- vii) Bidder must possess a valid PAN Card. If the bidder is a registered firm/company/NGO/Society etc., in such a case, an individual PAN will not be considered valid.
- viii) Bidder must possess a valid GSTIN (Goods and Services Tax Identification Number) registration issued by the competent authority.
- ix) Bidder must deposit *non-refundable* tender fee of ₹500/- (₹ Five Hundred only) in the form of a Bank draft/Demand Draft in favour of the *Himachal Pradesh Board of School Education, Dharamshala, District Kangra*. If Tender Fee is deposited in the Board's Cash Counter, Receipt may be enclosed with the Technical Bid. Tenders without the tender fee shall not be considered.
- x) *Bidder must deposit Earnest Money Deposit (EMD) of ₹15,000/- (₹ Fifteen Thousand only) in the form of FDR drawn from any Nationalized Bank/Scheduled Bank/Co-operative Bank, pledged in favour of the Secretary, H.P. Board of School Education, Dharamshala which is valid for a period of one year.*
- xi) Bid documents containing cuttings/overwriting must be duly initialed by the bidder, failing which the bid shall be rejected.
- xii) Conditional bids shall be rejected straightway.
- xiii) Multiple bids from a single bidder will be rejected.
- xiv) All the documents must be sealed and signed by the bidder.

2. Documents Required with Technical Bid.

- i) Technical Bid is to be submitted by attaching the requisite documents as mentioned in the **Annexure-A**.
- ii) All the documents (except FDR of EMD and DD/BD of Tender Fee) must be self-attested by the bidder.
- iii) Scanned and self attested copy of valid registrations of Partnership Firm/Company/NGO/Society with the competent authority as per rules must be attached with the technical bid.
- iv) The bidder must enclose a scanned copy of valid license issued by the Food Safety and Standards Authority of India (FSSAI) for carrying out food business operations.
- v) Self -attested copy of valid PAN Card, showing permanent account number clearly, must be attached. PAN must be issued in the name of the bidder. In case of Partnership/Firm/Company/NGO/Society, individual PAN shall not be entertained.
- vi) Self-attested copy of valid GSTIN Registration Certificate must be attached.
- vii) Original copy of Bank Draft/DD or Board cash counter receipt of tender fee must be attached.
- viii) Original copy of FDR of Earnest Money Deposit (EMD) of ₹15,000/- (₹ Fifteen Thousand only) must be attached with technical bid.
- ix) The tender fee and EMD must be deposited by the bidder themselves. Any tender fee or EMD deposited by someone else on behalf of the bidder will not be accepted.
- x) In case of a partnership firm, a copy of the Partnership Deed (registered under the Partnership Act, 1932) with amendments (if any) must be attached along with certificate of registration by Registrar of firm must be attached.
- xi) In case of a Private/Public Ltd. company, Memorandum & Articles of Association (as per Companies Act, 1956 and latest amendments) along with certificate of incorporation must be attached.
- xii) In the case of a company/partnership firm/NGO/Society etc., the authorized signatory must sign the tender documents. A **Power of Attorney** authorizing the signatory must be attached (original).
- xiii) Notarized Affidavit (Annexure C) must be attached with the technical bid, confirming signature at prescribed places.
- xiv) Relevant documentary proof of having one year experience in the last five year preceding to the year 2025-26 in providing catering/canteen/cafeteria services to any Central/State Government organization, public sector undertaking/Boards/University, reputed institution, or large private sector organization must be attached with the technical bid. The bidder has to enclose the copy of work orders and satisfactory completion report corresponding to the work order duly issued by the Head of office of Department/Office concerned where he/she rendered his services.
- xv) The Bidder must enclose an Undertaking stating that his business concern has not been blacklisted by any Government or Public Sector organization (as per Annexure-C).

All the above listed documents must be sealed and signed by the bidder and should be placed in the Technical Bid Envelop only.

As per the instructions and terms & conditions of this tender, failure to submit or incomplete submission of the required documents in the prescribed manner within the stipulated period to the Board Office/along with the technical bid shall render the tender liable for summary rejection. Conditional bids shall be rejected straightway.

3. Financial Bid Rules and Conditions

- i) Bidder shall quote their rates strictly in the **prescribed format i.e. Annexure B** only. The financial bid must be placed in the Financial Bid Envelop.
- ii) The total floor area earmarked for the canteen premises shall be approximately 798 square feet. This space will be provided to the contractor for running the canteen and shall include cooking, dining as well as service area.
- iii) The quoted rates shall represent the **monthly rent/charges for the accommodation of the canteen** as provided by the Board.
- iv) The rates quoted shall be **exclusive of electricity and water charges**, which shall be borne separately by the contractor.
- v) Rates of eatable items shall not be quoted by the bidder. The rates shall be applicable as per those notified by the Deputy Commissioner, Kangra, from time to time.
- vi) The award of the work order/contract shall be subject to such negotiations and the approval of the Competent Authority.
- vii) Reference/ quoting of rates in the technical bid will lead to disqualification.

4. Evaluation Process

A committee constituted by the competent authority will first evaluate technical bids based on the submitted documents and as per the Terms and conditions specified in the tender document. The evaluation of the tender will be carried out in the following stages:

a) Preliminary Scrutiny

- Verification of submission of Tender Fee and Earnest Money Deposit (EMD).
- Checking for completeness of the bid, requisite documents, and compliance with tender instructions.
- Bids found incomplete or without required documents or conditional will be rejected straightway.

b) Technical Evaluation

Examination of documents attached with the technical bid, including:

- Valid **PAN** (in the name of proprietor/firm/company/NGO/Society, or individual as the case may be)
- Valid **GSTIN registration certificate**.
- Copy of valid license issued by the Food Safety and Standards Authority of India (FSSAI) for carrying out food business operations.
- Copy of **Partnership Deed with Certificate of Registration of firm and MoA & AoA** alongwith Certificate of incorporation in case of Company.
- Copy of valid registration issued by competent authority as per rules in case of NGO/Society etc.
- Notarized **Affidavit (Annexure-C)**.
- Minimum **one year of relevant experience** in running catering/canteen/cafeteria services to any Central/State Government

organization, public sector undertaking/Boards/University, reputed institution, or large private sector organization along with work order and Service Satisfactory Report corresponding to the work order duly issued by the concerned Department/Office where he/she has rendered his services in the relevant field.

- **Power of Attorney** authorizing the signatory for signing the tender documents in case a company/partnership firm/NGO/Society etc.
- Only bidders who meet **all eligibility conditions** will be declared technically qualified.
- The decision of the Tender Committee on technical qualification shall be final and binding.

c) Financial Evaluation

- Financial bids of only **technically qualified bidders** will be opened.
- The **Highest bidder (H1)** will be declared successful. However, the Tender Committee reserves the right to negotiate with the bidder.
- Final approval of H1 rates will be accorded by the Hon'ble **Chairman, HPBOSE**.
- Rates must be quoted **F.O.R. HPBOSE Dharamshala** and be **inclusive of applicable taxes, if any**.

4. Award of Contract

- The successful bidder will be issued a work order/letter of contract.
- Rates of eatable items shall be applicable as per those notified by the Deputy Commissioner, Kangra, from time to time. However, the Board reserves the right to negotiate with the H1 bidder before finalization of rates of eatable items in the interest of the economy of Board.
- The award of work order/contract shall be subject to such negotiations and the approval of the Competent Authority.
- The successful bidder shall deposit the Performance Security Deposit equivalent to 10% of the total tender value. The Earnest Money Deposit (EMD) already deposited at the time of bidding shall be adjusted towards the Performance Security Deposit.
- Failure to do so may result in forfeiture of EMD and award of contract shall be given to the second highest bidder (H2) on the H1 rates.

5. Terms of payment of Monthly Rent.

The monthly approved rent must be paid by the 5th of every month in advance. Delay in payment shall attract penal interest @5% per month.

6. General Provisions & Terms and Conditions

- i. The contractor shall not use the premises for any purpose other than running the canteen. Sub-letting or displaying advertisements shall not be permitted.
- ii. No extension/alteration of the existing space shall be permitted.
- iii. The contractor shall be responsible for maintenance of the canteen premises, including periodic whitewashing/painting, with prior approval of the Secretary.

- iv. All applicable taxes shall be borne by the contractor as per prevailing laws.
- v. The monthly approved rent must be paid by the 5th of every month in advance. Delay in payment shall attract penal interest @5% per month.
- vi. Cleaning and sanitation inside the canteen premises shall also be the contractor's responsibility.
- vii. The canteen shall remain open between 9:00 AM and 7:00 PM on all working days and on special occasions/events as required by the Board.
- viii. If the successful bidder fails to commence services within the stipulated period, the offer shall be cancelled and Performance Security Deposit forfeited. The work may then be offered to the second highest bidder(H2) on the H1 rates.
- ix. In case of injury/mishap/illness of workers, HPBOSE shall not be responsible. The contractor shall bear full responsibility for compensation or treatment.
- x. The contract may be terminated in the following cases:
 - On expiry of contract period, if not extended.
 - By giving one month's notice in case of unsatisfactory performance.
 - On breach of contract terms by either party (with one month's notice).
 - If the contractor sublets the contract or part thereof.
 - If the contractor is declared insolvent.
 - In the case of found indulge in use/sale of tobacco, alcohol, or any intoxicants in the canteen.
 - In case of repeated delay in depositing monthly rent.
- xi. In case of damage/loss to HPBOSE property, the contractor shall compensate immediately, failing which recovery shall be made from the Performance Security Deposit.
- xii. The approved menu with rates must be displayed at the main counter of the canteen.
- xvi) No increase in food item rates shall be allowed during the contract period.
- xvii) **The Contractor shall ensure that all staff deployed in the canteen are medically fit all the time. The contractor shall arrange routine medical check-up of the waiter and cook at least once in six months (or as directed by the Board/ competent authority). The medical fitness certificate shall be submitted to the Board for record. Any staff found medically unfit shall be immediately replaced by the contractor at his/ her own cost.**
- xviii) The contractor shall ensure good quality of food. If food quality is found unsatisfactory, the contract may be cancelled with immediate effect.
- xix) The contractor shall provide room service (tea/refreshments) to staff/officers as and when required.
- xx) The contractor shall be responsible for arranging and maintaining the requisite crockery, cutlery, utensils, and other necessary items for the smooth running of the canteen, and shall ensure that these are always kept clean, hygienic, and in good condition.
- xxi) The eatable items shall not be served in disposable utensils such as cups, plates, or similar items. Proper crockery and cutlery must be used at all times.
- xxii) The contractor shall provide **clean towels, soap/hand wash, and napkins** in the washing area at all times, ensuring proper cleanliness and hygiene.
- xxiii) The contractor must obtain all necessary licenses (FSSAI, GST, etc.) and comply with government regulations.

- xxiv) Use/sale of tobacco, alcohol, or intoxicants in the canteen is strictly prohibited.
- xxv) The **performance security** will be released only after satisfactory completion of contract and confirmation by HPBOSE.
- xxvi) The Secretary reserves the right to evict the contractor with 7 days' notice for violation of terms. This may also lead to forfeiture of EMD/Performance Security Deposit as the case may be.
- xxvii) The Secretary, HPBOSE, has full authority to reject any or all tenders without assigning any reason.
- xxviii) If there is no specific provision for any matter, applicable government rules or orders issued by competent authorities will apply.
- xxix) In case of disagreement, the decision of the Chairman, HPBOSE, shall be final and binding.
- xxx) The successful bidder shall have to execute an Agreement on non judicial Stamp Paper of Worth 100/- (Rupees One hundred only) for running of Canteen for a period of one year as per Terms and Conditions specified by the undersigned which may be extended for further two year subject on yearly basis subject to satisfactory performance and prior approval of Hon'ble Chairman.
- xxxi) These terms and conditions shall be an integral part of the agreement.
- xxxii) Any dispute arising out of this contract shall be referred to the Chairman, HPBOSE, who shall act as sole arbitrator. The decision of the arbitrator shall be final and binding on all parties.
- xxxiii) The jurisdiction of all legal proceedings shall lie exclusively with the competent courts at Dharamshala, Himachal Pradesh.



Secretary

Annexure-A

(To be placed in the Technical Bid Envelope)

Himachal Pradesh Board of School Education, Dharamshala (Kangra)-176215

Technical Bid

Sr. No.	Description	Detail/Remarks by the Bidder
1	Name of the Bidder	
2	Address of the Bidder	
3	Office Phone Number, Mobile Number, Email ID	
4	Self attested copy of valid Permanent Account Number issued by the Income Tax Department.	Yes/No
5	Self attested copy of valid registration in case of NGO/Society etc.	Yes/No
6	Self attested copy of license issued by the Food Safety and Standards Authority of India (FSSAI) for carrying out food business operations.	Yes/No
7	Self attested copy of valid GSTIN Registration Number	Yes/No
8	Self attested copy of Partnership Deed (registered under the Partnership Act, 1932) with amendments (if any) along with certificate of registration by Registrar of firm(if applicable)	Yes/No
9	Self attested copy of Private/Public Ltd. company, Memorandum & Articles of Association (as per Companies Act, 1956 and latest amendments) along with certificate of incorporation (if applicable).	Yes/No
10	Original copy of BD/DD/Board's Receipt.	Yes/No
	Bank Draft/DD/Board's Receipt No.:	
	Amount	₹500/-
	Bank Name:	
	Date:	
11	Original copy of FDR of EMD	Yes/No
	FDR No.:	
	Amount	₹15000/-
	Bank Name:	
	Date:	
12	A Power of Attorney authorizing the signatory in the case of a company/partnership firm/NGO/Society etc.	Yes/No
13	Relevant documentary proof of having one year experience in the last five year preceding to the year 2025-26 in providing catering/canteen/cafeteria services to any Central/State Government organization, public sector undertaking/Boards/ University, reputed institution, or large private sector organization along with copy of work orders and satisfactory completion report corresponding to the word order duly issued by the Head of office of Department/Office concerned where he/she rendered his services.	Yes/No
14	Original copy of Notarized Affidavit (Annexure c)	Yes/No

Declaration by the Bidder :-

This is to certify that I/ we before signing this tender have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions.

(Signature of Bidder)

Name:

Designation:

Address:

Phone/Mob:

Himachal Pradesh Board of School Education, Dharamshala (Kangra)–176215

Financial Bid

Sr. No.	(Rates quoted by the Bidder)		
	Monthly rent/charges for the accommodation of the canteen as provided by the Board.		
	Area	Rates in Figure	Rates on words
1.	798 Sq. feet		

(Signature of Bidder)

Name:

Designation:

Address:

Phone/Mob:

AFFIDAVIT OF DECLARATION FOR NON-BLACKLISTING & ANTI-COLLUSION

(To be submitted on Non-Judicial Stamp Paper of ₹100, duly attested by Notary Public)

To

The Secretary,
H.P. Board of School Education,
Dharamshala – 176213.

I, _____ (Name),
S/o/D/o/W/o _____, aged _____ years, resident
of _____, Proprietor/Partner/Director/Head of M/s
_____ (Name of business concern), do hereby solemnly
affirm and declare as under:

1. Declaration of Non-Blacklisting

1. That my business concern has **never been blacklisted, debarred, or banned** by any Central/State Government Department, Semi-Government Organization, PSU, Board/Corporation, University, or any other Government authority in India.
2. That there is **no disciplinary action, banning order, forfeiture of EMD/Security Deposit, or pending litigation** against my business concern which may affect our eligibility to participate in this tender.
3. That if this declaration is found false, Himachal Pradesh Board of School Education (HPBOSE), Dharamshala, shall have absolute rights to **cancel the contract, blacklist my business concern/forfeit EMD/Security Deposit, and initiate legal action** against me/us.

2. Declaration of Anti-Collusion

1. That in preparation and submission of this tender for *Canteen Services at HPBOSE, Dharamshala*, I/We have not acted in **collusion, cartel, or arrangement** with any other bidder or party.
2. That I/We have not and will not indulge in any **anti-competitive practices** or unfair trade practices for the purpose of restricting competition.
3. That I/We have neither offered nor will offer any **illegal gratification, bribe, inducement, or benefit** in cash or kind to any person/authority in connection with this tender.

4. That I/We shall strictly observe and comply with the laws against fraud and corruption in India, including the **Prevention of Corruption Act, 1988**.
5. That in case of any violation or if collusion is detected at any stage, HPBOSE may cancel the tender/contract, forfeit my/our Security Deposit/EMD, blacklist and initiate legal proceedings against my business concern.

Signature of Deponent

Verification

I/We, the above-named deponent(s), do hereby verify that the contents of this affidavit are true and correct to the best of my/our knowledge and belief. Nothing material has been concealed therein.

Verified at _____ on this ____ day of _____, 2025.

Place: _____

Date: _____

Signature of Deponent
(Name, Designation & Seal of Firm)

(Attested by Notary Public with Stamp & Seal)