

शिक्षा निदेशालय उच्चतर हि०प्र०

Directorate of Higher Education
Himachal Pradesh Shimla-171001

22 AUG 2026

No.EDN-HE(20)G-Tea-Exp/2026 Dated Shimla-1

,2026

NOTICE INVITING TENDER (NIT)

For providing canteen services at Directorate of Higher Education H.P. Shimla-1

Sealed offline tender is hereby invited from interested parties/persons/firms to run the canteen situated at Directorate of Higher Education, H.P. Shimla-1. The detailed tender documents can be obtained from the Office of the Directorate of Higher Education on any working day or may be downloaded from Department website: www.education.hp.gov.in. The undersigned reserve the right to reject any or all the tender offers without assigning any reason. Tender submission & opening dates are as under:-

Name of service	EMD	Tender Cost	Last date & time of submission of tender document	Date & time of opening of tender document
For rendering canteen services	20,000/-	1000/- (non-refundable)	15.09.2026 up to 12:00 Noon	15.09.2026 at 03:00 PM

(Suneeta Singh)
Director Higher Education
Himachal Pradesh

Endst. Even No. Dated: Shimla-171001 the, , 2026

Copy for information and necessary action to:-

1. The Director, Department of Information and Public Relations, Himachal Pradesh, with the request to publish the above Notice Inviting Tender in one leading English one leading Hindi newspaper having wide circulation in the State.
2. The In-charge, IT Cell (Internal), Directorate of Higher Education, Himachal Pradesh, with directions to upload the Notice Inviting Tender on the Departmental website and to submit an online request through the concerned portal for publication to the Department of Information and Public Relations.
3. Notice Board, Directorate of Higher Education, H.P.
4. Office Copy/Guard file.

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22 AUG 2026

शिमला-1

Director Higher Education
Himachal Pradesh

Tender submission guidelines/norms

The tender shall be submitted on or before 15.09.2026, the tender envelope duly superscripting. **"Tender for providing canteen services at Directorate of Higher Education, H.P. Shimla-1, H.P.**

"The bid shall contain the following supporting documents to be submitted.

Sr. No.	Documents to be in the technical bid	Submitted (Yes/No)
1	Identity proof of bidder/firm.	
2.	EMD amounting to Rs. 20000/- (refundable) & tender fee Rs.1000(non-refundable) in shape of DD/FDR duly pledged in favour of Director Higher Education, H.P. Shimla-1	
3.	Copy of Experience (Minimum 2 Years) having satisfactory completed similar works (similar works means management of cafeteria/canteen/eateries services).	
4.	Copy of GST	
5.	Copy of PAN	
6.	Copy of Aadhar	
7.	Under taking regarding accepting of all terms and conditions	
8.	Address proof	
Sr. No.	Documents to be enclosed in the financial bid	Submitted (Yes/No)
1.	Duly filled and signed Schedule of Rates for canteen items as specified in Annexure-II.	
2.	Duly filled and signed offer for Monthly Licence Fee /Rent as specified in Annexure-III	

Note: The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes. Both sealed envelopes shall be enclosed within a single sealed outer envelope.

Dated:

Signature

Name of the bidder

Address for correspondence:-

Permanent Address:-

Mobile No.

Allotment of canteen

1. Interested persons/agencies shall submit their Technical Bid in a sealed cover along with all the required documents mentioned in the prescribed form.
2. Only those bidders who are found technically responsive and qualified by the Tender Evaluation Committee shall be considered for financial evaluation.
3. The financial bids shall be evaluated using a Composite Evaluation Method taking into account both:
 - The rates quoted for the canteen items specified in Annexure-II.
 - The monthly licence fee/rent offered by the bidder for operating the canteen.
4. For the purpose of evaluation:
 - The bidder quoting the lowest evaluated rate for the items specified in Annexure-II shall be assigned the benchmark rate (L-1).
 - The bidder offering the highest monthly licence fee/rent shall be assigned the benchmark rent (H-1).
5. The successful bidder shall be selected on the basis of a Composite Evaluation Formula applied by the Tender Evaluation Committee with the following weightage:
 - a. Rates of canteen items – 70 Marks (70%)
 - b. Monthly licence fee/rent – 30 Marks (30%)
6. The composite score shall be calculated as follows:
Rate Score (70 Marks) = $(\text{Lowest Evaluated Rate} \div \text{Bidder's Evaluated Rate}) \times 70$
Rent Score (30 Marks) = $(\text{Bidder's Offered Rent} \div \text{Highest Offered Rent}) \times 30$
Composite Score = Rate Score + Rent Score
7. The bidder obtaining the highest Composite Score shall be declared the Successful Bidder and shall be awarded the canteen licence/contract.
8. In the event of a tie in the Composite Score, the bidder securing the higher Rate Score shall be ranked higher. If the tie still persists, the bidder offering the higher monthly licence fee/rent shall be ranked higher. If a tie still remains, the decision of the Tender Evaluation Committee shall be final and binding.
9. The decision of the Competent Authority/Tender Evaluation Committee regarding evaluation, ranking, selection and award of the canteen contract shall be final and binding on all bidders.

UNDERTAKING

1. I/We hereby certify that, before signing this bid, I/We have carefully read and fully understood all the terms, conditions, and instructions contained therein. I/We undertake to abide by the said terms and conditions of the tender and comply with the provisions of the Prevention of Food Adulteration Act (where applicable), the Food Safety and Standards Act, 2006, and the rules and regulations framed there under.

2. I/We undertake to comply with the provisions of the Minimum Wages Act, the Contract Labour (Regulation and Abolition) Act, the Employees' Provident Fund (EPF) Act, the Employees' State Insurance (ESI) Act, and all other applicable statutory provisions, as amended from time to time. I/We shall pay wages to the personnel deployed in accordance with the DGR rates/Minimum Wages notified by the Government from time to time and shall be solely responsible for any violation thereof.

3. I/We hereby declare that no police case, vigilance inquiry, or criminal proceeding is pending against the contractor, its partners, or directors. Further, neither the contractor nor its partners/directors have ever been convicted or punished by any Court of Law, nor have they been blacklisted, debarred, or deregistered by any Government Department, Government Undertaking, or Public Sector Organization in India.

4. I/We undertake to abide by all the rules, regulations, orders, and instructions issued by the Directorate of Higher Education, Himachal Pradesh, and all the terms and conditions of this tender.

5. I/We undertake not to sublet or transfer the canteen contract to any other person or agency and shall pay the prescribed rent and all applicable dues/bills within the stipulated time.

6. I/We shall arrange and maintain standard-quality crockery and related service items sufficient for at least 100 persons at all times.

7. I/We shall charge all customers uniformly in accordance with the rate list approved by the Directorate of Higher Education, Himachal Pradesh.

8. I/We acknowledge that the Director of Higher Education, Himachal Pradesh, Shimla-1 reserves the right to accept or reject any tender, or to cancel the tender process in whole or in part, without assigning any reason whatsoever. I/We shall have no claim against such decision and shall not challenge the same before any court of law.

Date: _____

Place: _____

Signature of Contractor/Authorized Signatory: _____

Name: _____

Company Seal (if any): _____

TERMS & CONDITIONS OF CONTRACT

1. The tender shall be opened by the Committee constituted by the undersigned in the presence of the bidders or their authorized representatives who wish to remain present at the time of opening of the tender.
2. All Technical Bids shall be scrutinized by the Evaluation Committee constituted by the undersigned to verify the authenticity, eligibility, and completeness of the documents submitted by the bidders. The Financial Bids shall be opened only in respect of those bidders whose Technical Bids are found responsive and acceptable.
3. The bidder should not have been blacklisted, debarred or deregistered by any Government Department, Government Undertaking Department, Public Sector Undertaking, Local Body or Autonomous Institution in India.
4. The bidder shall submit a declaration certifying that no criminal case, vigilance inquiry, or police investigation is pending against the bidder/firm and that neither the bidder nor its proprietor/partners/directors has been convicted by any Court of Law for any offence involving fraud, corruption, moral turpitude, or violation of food safety laws.
5. The Technical Bid shall be accompanied by an Earnest Money Deposit (EMD) of **₹20,000/- (Rupees Twenty Thousand only)** in the form of a Demand Draft/FDR drawn in favour of the Director of Higher Education, Himachal Pradesh. In the absence of the prescribed EMD, the tender shall be summarily rejected. The EMD of unsuccessful bidders shall be refunded after finalization of the tender process. The EMD of the successful bidder shall be refunded upon submission of the Performance Security. No interest shall be payable on the EMD.
6. The successful bidder shall deposit a Performance Security of **Rs. 35,000/- (Rupees Thirty-Five Thousand only)** before the award of the contract. Failure to deposit the Performance Security within the stipulated period shall result in cancellation of the award of contract. The Performance Security shall be refunded within three months after successful completion of the contract period, subject to satisfactory performance and clearance of all dues.
7. In the event that the contractor withdraws from the contract or the services provided are found unsatisfactory or in violation of any terms and conditions of the contract, the Director of Higher Education, Himachal Pradesh, reserves the right to terminate the contract without prior notice, make alternative arrangements at the risk and cost of the contractor, and forfeit the Performance Security Deposit.
8. The Director of Higher Education, Himachal Pradesh, reserves the right to accept or reject any or all tenders, either wholly or partly, without assigning any reason whatsoever and the decision of the Directorate shall be final and binding upon all bidders.
9. The bidder shall provide a valid mobile number and WhatsApp number for all communications relating to the tender and the contract, if awarded.

GENERAL CONDITIONS OF CONTRACT

1. The successful bidder shall obtain a Food Safety License from the appropriate authority within one month from the date of issuance of the Letter of Acceptance. A copy of the same shall be submitted to the Store Branch of the Directorate of Higher Education, H.P., Shimla-1, failing which the contract shall be terminated.
2. The firm shall ensure that the raw materials used for cooking are of good quality, safe for human consumption, and conform to the standards laid down by the Government from time to time. In the event of any food poisoning or contamination, the firm shall be held fully responsible and liable for penal action under the applicable laws. The firm shall ensure proper sanitation and hygienic conditions on the premises and shall deploy personnel free from infectious diseases.
3. The firm shall be responsible for verifying the antecedents of the persons deployed by it, and a certificate to this effect shall be submitted to this office in respect of each staff member.
4. Eatables shall be served in neat and clean utensils, and the canteen staff shall wear proper uniforms.
5. The prices of all eatables shall be prominently displayed at the counter and on the notice board in the canteen.
6. Cleaning of the canteen premises shall be carried out by the firm. The garbage disposal charges, if any, shall also be borne by the firm. The firm shall ensure cleanliness of the canteen premises at all times.
7. The firm shall be responsible for any loss of or damage to the property and shall be liable to make good any such loss or damage, except that caused by normal wear and tear or natural calamities.
8. If any amount becomes due from the contractor in respect of any matter covered under the contract and the contractor fails to pay the same within the prescribed time limit, it shall be recovered as arrears along with interest for the period of delay.
9. The firm shall be solely responsible for any accident resulting in injury to or death of any canteen worker or member of its staff. This office shall not be responsible in any manner for such incidents.
10. The firm shall use only ISI-marked, Agmark-certified, or food-grade products in accordance with FSSAI norms.
11. The firm/successful bidder shall not use the canteen premises for any purpose other than that for which it has been allotted.
12. The firm shall not store any inflammable or otherwise dangerous materials, goods, narcotics, or drugs in any part of the allotted premises that may pose a fire or health hazard.
13. The canteen shall remain open every day from 08:00 AM to 06:00 PM, except on Sundays and gazetted holidays. However, the firm shall deploy adequate manpower

- during late hours and on Saturdays, Sundays, and other holidays whenever required by this office.
14. The firm shall engage at least one cook and four trained personnel required for providing efficient canteen and office services.
 15. The employees of the firm shall be in good health and free from any disease, especially contagious or frequently recurring diseases. The successful bidder shall submit valid medical fitness certificates for all canteen employees, issued by a registered medical practitioner.
 16. The firm shall ensure proper discipline among its workers and further ensure that they do not engage in any unlawful activity.
 17. Employment of child labour is strictly prohibited. Therefore, the firm shall not employ any child.
 18. The firm shall be personally responsible for the conduct and behaviour of its staff. Any loss of or damage to movable or immovable property caused by the firm's staff shall be made good by the firm. If the conduct or performance of any employee is found unsatisfactory, the firm shall remove the concerned person and engage a replacement within 48 hours of intimation by this office. The decision of the designated officer of this office in this regard shall be final and binding on the firm.
 19. The successful bidder/contractor shall not sublet the canteen or assign its obligations under the contract to any other person or contractor. Subletting or subcontracting in any form shall result in immediate termination of the contract.
 20. The firm shall keep the canteen premises and surrounding areas clean and properly sanitized every day after completion of services. Cleaning shall include utensils, kitchen, rooms, floors, counters, benches, tables, chairs, etc. The undersigned or an authorized officer shall have unrestricted access to inspect the premises at any time to ensure cleanliness and hygienic conditions in the kitchen and dining hall.
 21. The undersigned reserves the right to appoint officers/officials to inspect the quality of raw materials, food, and other items prepared and sold in the canteen. Any defects pointed out during such inspections shall be rectified immediately by the contractor.
 22. The contractor may be permitted to install electrical fittings (including lights), cameras, or any other temporary structures required for safety and security purposes at its own cost. The contractor shall pay the electricity charges on a monthly basis as per the bills issued by HPSEB.
 23. The contractor shall install electronic fly-killers, insect-repellent equipment, emergency lighting, gas, and fuel supply systems at its own cost.
 24. Care shall be taken to ensure that no fittings, fixtures, furnishings, or other property provided by this office are damaged while carrying out the work. Any damage caused shall be repaired or replaced by the firm, failing which the office shall undertake the same at the firm's risk and cost. The decision of the committee in this regard shall be final and binding.

25. All work shall be carried out with due regard to the convenience of this office. The orders of the competent authority shall be strictly complied with.
26. Storage, supply, sale, or consumption of drugs, alcoholic beverages, cigarettes, or any other intoxicating substances within the canteen premises is strictly prohibited. Any violation shall attract appropriate action as per statutory provisions.
27. It shall be mandatory for the contractor to employ at least one cook and four waiters to provide services in the canteen and Directorate. The workers employed by the firm shall remain under its exclusive supervision, control, and employment and shall have no claim whatsoever against this office. The tender-inviting authority shall have no obligation to supervise such workers except as permitted by law. Such workers shall not claim employment, pension, regularization, or any other benefits from this office. In the event of any untoward incident, fire, death, or injury involving any employee of the firm, the undersigned shall not be liable for any compensation.
28. The contractor shall ensure that either he/she or an authorized representative remains available for proper administration and supervision of the work to the satisfaction of the tender-inviting authority.
29. The firm shall provide sufficient crockery and utensils (approximately for 100 persons) required for running and maintaining canteen services.
30. The coffee and other beverage served with in the canteen premises shall be only in proper crockery.
31. In the event of breach of contract, the undersigned or authorized officer may forfeit the EMD or Performance Security without prior notice.
32. Interested bidders may visit the Directorate of Higher Education for inspection of the canteen premises.
33. Cleanliness shall be maintained in and around the canteen. The contractor, its workers, and representatives shall comply with the instructions issued by the concerned officers/branch, whether verbal or written.
34. No addition, alteration, or construction work shall be undertaken by the contractor in the premises without prior approval of the competent authority. The contractor shall arrange electricity and water connections at its own cost and shall bear all related charges.
35. A copy of the Aadhaar Card of each employee of the contractor shall be submitted to the concerned branch.
36. The contractor shall not charge the rates higher than the approved rates.
37. The contractor shall provide. Supply refreshment during official meeting whenever required.
38. Digital payment facility shall be mandatory.
39. Complaint and suggestion register shall be maintained.

ARBITRATION

1. If any dispute or difference arises between the Bid Inviting Authority and the bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably through mutual consultation.
2. If the parties fail to resolve the dispute within twenty-one days of its occurrence, the matter shall be referred to the Director of Higher Education, H.P., or any person nominated by him/her.

JURISDICTION

1. This contract shall be deemed to have been concluded at Shimla, District Shimla, and only the courts at Shimla shall have jurisdiction over any dispute or obligation that remains unresolved despite arbitration.

VALIDITY OF CONTRACT

1. The contract for canteen services shall initially remain valid for a period of One year. Thereafter, it may be extended on a year to year basis for maximum of three years, subject to satisfactory performance and the approval of the Competent Authority.
2. For premature termination of the agreement, one month's written notice from the undersigned and three months' written notice from the firm shall be required. The firm shall vacate and hand over the premises to the department whenever directed by this office. The decision of the competent authority shall be final and binding.
3. The undersigned reserves the right to terminate the contract at any time by giving one month's written notice if the services are found unsatisfactory. The contract may also be awarded to another agency at the risk, cost, and responsibility of the bidder. Any excess expenditure incurred shall be recovered from the Security Deposit. The firm may terminate the agreement by giving three months' advance notice. Failure to provide such notice shall result in forfeiture of the Performance Security Deposit.
4. If the undersigned is not satisfied with the quality of eatables served, services provided, or the conduct of the firm or its employees, a 24-hour notice shall be issued for rectification. Failure to comply shall entitle the undersigned to take appropriate action as deemed fit.

PAYMENT TERMS

1. The successful bidder shall deposit a Performance Security of **Rs. 35,000/-**
2. The monthly licence fee/rent of the canteen shall be paid on or before the 5th day of every month. Failure to deposit the rent within the stipulated period shall result in termination of the contract and forfeiture of the Security Deposit.
3. The contractor shall pay all taxes, licence fees and other charges payable to the Government, municipal authorities or local bodies in connection with the operation and management of the canteen.

STATUTORY OBLIGATIONS

1. It shall be the sole responsibility of the contractor to comply with all applicable laws and regulations, including but not limited to:
 - Employment of Children Act
 - Workmen's Compensation Act
 - Contract Labour (Regulation and Abolition) Act
 - Industrial Employment Act
 - Minimum Wages Act of the Central Government/H.P. State Government

PENALTY

1. A Canteen Management Committee shall be nominated by the undersigned to inspect the functioning of the canteen and ensure hygienic and satisfactory services. In case of repeated failures or deficiencies on the part of the firm, a penalty of up to Rs. 1,000/- may be imposed on each occasion.
2. If services are found unsatisfactory or any clause of the terms and conditions is violated, the contract shall be liable to termination upon one month's notice, along with forfeiture of the Performance Security.
3. If any eatable is sold after its expiry date, as specified by the manufacturer, a penalty of Rs. 500/- shall be imposed for each instance.
4. In the event of violation of any contractual or statutory obligation by the firm, it shall be fully responsible and liable. Any claim, damage, suit, or action initiated against the undersigned due to the acts of the firm shall be indemnified by the firm. Any amount paid by the undersigned on account of such claims shall be recoverable from the firm, including from its Security Deposit.
5. If the contract is terminated by the firm without the stipulated notice period or if the firm fails to comply with the terms and conditions of the tender, Letter of Award, or agreement, the Security Deposit shall be forfeited. The management reserves the right to recover any additional damages suffered due to such breach.
6. The undersigned reserves the right to impose a penalty, as determined by the competent authority for any serious lapse in maintaining quality or service standards, whether willful or otherwise, including cases of adulteration.

Annexure-II**Schedule of Items**

Menu				
Sr. No.	Name of Items	Composition/ Quantity of items	Description/ Unit	Rate/ unit (in Rs.) including applicable Taxes
1	Tea	Standard Cup 120 ml	Per cup	
2	Lemon tea	Standard Cup 120 ml	Per cup	
3	Green Tea/Ginger Tea/cardamom Tea	Standard Cup 120 ml	Per cup	
4	Coffee	Standard Cup 120 ml	Per cup	
5	Black Coffee	Standard Cup 120 ml	Per cup	
6	Cold Coffee	Standard Cup 120 ml	Per cup	
7	Milk	Standard Cup 120 ml	Per cup	
8	Samosa	(Including matar and potato etc.)50 gms.	Per piece	
9	Stuffed Bread Pakora	50 gms.	Per piece	
10	Veg Sandwich	Two slice of big size	Per piece	
11	Veg cheese Sandwich	Two slice of big size	Per piece	
12	Chhole Bhature with salad & pickle	Two bowl Bhature/one chole in one plate	Per Plate	
13	Stuffed Prantha	Standard size Stuffed with potato/other vegetables or Paneer	Per Peice	
14	Chapati	8 cm dia	Per Peice	
15	Raita/Curd	150 ml	Per Bowl	
16	Dal	150 ml	Per Bowl	
17	Sabji	150 ml	Per Bowl	
18	Half Thali (Lunch)	150 gm Rice with 150gm Dal/kadhi/Rajma/ subzi or 2 chapati	Per Plate	
19	Full Thali	4Tawa roti(8cms dia), Rice,dal/ kadhi/Rajma/subzi,Raita & Salad	Per Plate (full diet)	

20	Special Thali with special menu	Butter roti/Butter Naan/Lachha Parantha(2), Jeera Rice/Pulao, Dal Makhni/Dal Fry, Shahi paneer/Malai Kofta, Raita & Green Salad, gulab jaamun or menu choosen by the authority for meeting etc. or Himachali Dham	Per Plate(full diet)	
21	Besan burfi/ Baaloo shahi/ coconut barfi /gulab jaamun	Sweet	Per Piece	
22	Pakora	Stuffed with potato etc.	Per K.g.	
23	Paneer Pakora	Stuffed with Paneer etc.	Per K.g.	
24	Jalebi	Sweet	Per K.g.	

Note: 1. All packaged food items i.e. Mineral water bottle, Juice, Dahi, Cold Drinks, Namkeen, Biscuits and Breads etc. shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The quality, quantity, and hygiene standards of all food items shall be maintained to the satisfaction of the Canteen Management Committee.

2. Items mentioned above may be increased or decreased as per the requirement and cost of new item would be decided by a committee including a member of Service Provider.

Applicant signature

Annexure-III

Monthly Licence Fee / Rent Offer (To be quoted by the bidder)			
Sr. No.	Description of Premises	Unit	Monthly fee/ Rent Offered Rs.
1.	Canteen rent (Two lunch rooms, one store room, one kitchen and one small staff room)	Per Month	

1. The quoted licence fee/rent shall be exclusive of electricity, water, garbage collection, sanitation charges, and any other utility charges, which shall be borne and paid by the successful bidder.
2. The successful bidder shall be responsible for payment of all applicable taxes, duties, levies, and statutory charges, if any, as per Government rules.
3. Bidders may inspect the canteen premises on any working day during office hours before the last date of submission of the tender. No claim regarding the size, condition, location, or facilities of the premises shall be entertained after submission of the bid.
4. The rent/licence fee quoted in this Annexure-II shall be used for financial evaluation as per the Composite Evaluation Formula prescribed in the tender document.

Applicant signature