



# HP State Pollution Control Board

HIM Parivesh Bhawan, Phase-III, Below BCS, New Shimla-09

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No. PCB/Estate Section/E-53/Canteen/2023-

Dated:

## NOTICE INVITING QUOTATIONS

"Sealed Quotations" in covers are hereby invited for running Canteen in the office premises of H.P. State Pollution Control Board Shimla for the period of one year. The rates of eatable items to be served in the canteen fixed by the committee are given below. The interested Persons/Vendors to whom terms and conditions as attached, are acceptable may submit their quotations to office of the Member Secretary, HPSPCB, Shimla on or before 24.04.2026.

Sr. No.	Item Description	Unit	Rate (Rs.)
1.	Tea	Per cup	10.00
2.	Special dip tea	Per cup	12.00
3.	Milk with sugar	200 ml	15.00
4.	Coffee	Per cup	15.00
5.	Toast & butter	2 Slices	20.00
6.	Bread Pakora	Per Pc.	10.00
7.	Pakora	1 Kg.	200.00
8.	Samosa	Per Pc.	15.00
9.	Parantha stuffed	Per Pc.	25.00
10.	Dal/Vegetable	Per Plate	20.00
11.	Maggie	Per Plate	30.00
12.	Half Lunch (01 Chapati + rice)	Per Plate	40.00
13.	Full Lunch (04 Chapati, Rice, Dal, Veg., Salad)	Per Plate	70.00
14.	Special Lunch (with one Paneer item)	Per Plate	90.00
15.	Chapatti	Per Pc.	6.00
16.	Gulab Jamun/other sweets	Per Plate (2 Pcs.)	60.00
17.	Curd	Per Plate	On market rate
18.	Besan	Per Kg	200.00
19.	Besan	Per Pc.	10.00
20.	Green Tea, Lemon Tea, lemon water	each	10.00
21.	Cold Drink	Per bottle	On market rate
22.	Sweet/salted lassi, lemon soda	each	20.00

Endst. No. PCB/Estate Section/E-53/Canteen/2023-

Copy to 1. IT Cell HPSPCB Shimla to upload in website.

2. Notice Board, HPSPCB, Head Office Shimla

*Sd/-*  
Member Secretary  
HPSPCB, Shimla-9  
Dated: 17/04/26

*[Signature]*  
Member Secretary  
HPSPCB, Shimla-9

**Terms and Conditions for running of Canteen in the office premises of H.P. State Pollution Control Board, Shimla-171009.**

1. The quotations for running of Canteen will be received **on or before 24.04.2026** by 2:00 PM in the office of the Member Secretary, HPSPCB, Shimla, which will be opened on the same day at 3: 30 PM in the presence of the quotationers who may wish to present.
2. The successful bidders has to deposit performance security of Rs.10000/- and this amount will remain with HPSPCB as security during contract period and no interest will be payable on this amount.
3. The security so deposited by the contractor will be refunded on the termination/ completion of the contract.
4. The canteen will be contracted initially for one year i.e..... However contract period can be extended for further two years on year to year basis on satisfactory performance and mutual negotiation.
5. **The rent of canteen should be quoted by the bidders on Annexure-A** which will include water and electricity charges.
6. The contractor will not be allowed to use the electricity heaters and other gadgets for cooking which consumes heavy electricity. Utmost economy is to be exercised in the consumption of water and electricity.
7. The Coal Angithies, Bukharies or any other fire equipment's will not be used in the Canteen.
8. **The Canteen Contractor will observe all safety measures against fire as prescribed by the respective Authorities as there is a Monitoring Lab of HPSPCB near canteen.**
9. The contract shall provide good and hygienic quality of food articles on approved rates. The contract will have to arrange his crockery & cutlery to serve the food and tea etc. to the staff at each floor of the office.
10. The crockery used should be of good quality, neat and clean. No plastic cups/bottles/plates shall be used.
11. The contract will not be transferable or sublets to any other person.
12. The decision of the Member Secretary, HPSPCB in awarding the canteen will be final at all the times.
13. The HPSPCB/Vendor may terminate the contract by serving one month notice. The HPSPCB may forfeit the security deposited in case of services are not found satisfactory.
14. The contractor will be entirely responsible for collection of dues from all employees and HPSPCB will not be responsible for any recovery of dues.
15. The contractor will arrange his own LPG commercial cylinder.
16. The contractor shall be responsible for maintaining the Canteen in clean, neat and hygienic conditions and shall dispose the daily kitchen waste. The garbage charges shall be borne by him.
17. The successful contractor will be required to execute an agreement with HPSPCB before taking over the possession of Canteen premises and abide by the terms and conditions stated herein.
18. All disputes shall be within the jurisdiction of Courts of Shimla.
19. This contract is subject to Shimla jurisdiction only in the matter of settling disputes arising out of interpretation of the terms and conditions.
20. The HPSPCB reserves the right to select or reject any or all quotations/tenders without assigning any reason whatsoever.
21. The provided space for the running of canteen will remain as the property of HPSPCB. The contractor shall also ensure to keep all in excellent conditions and hand over the same to this office at the end of contract period.
22. In case after opening of quotations, the highest bidder withdraws his bids, the EMD shall be forfeited and the offer of contract will be given to the next highest bidder after necessary negotiation or otherwise fresh tender will be called.
23. The bidders has to deposit EMD of **Rs. 2500/-** in shape of DD in favour of Member Secretary, HPSPCB with the quotation in separate envelop. The bids without EMD shall not be entertained & rejected straight away.

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24. The EMD of unsuccessful bidder shall be returned & EMD of successful bidder shall be adjusted toward performance security.
25. Any enhancement of rate within the validity period will not be considered.
26. Any default or breach or non-execution of work in time shall lead to forfeiture of earnest/security money.
27. The quoted rates will be valid for one year from the date of agreement. However, if authority desires time may be extended/decreased.
28. Cigarettes and other Tobacco Products shall not be sold in the Canteen.
29. The quotationers shall have to open the Canteen even on holidays, if needed.
30. The contractor will be required to provide canteen services in the various rooms of the office/conference hall as and when required.
31. The contractor will be fully responsible for the repair, maintenance, breakage and damage to the building and sanitary, electrical and any other fittings etc. Fixture & furniture provided will be maintained properly. Any loss/damage (including repair) to same will have to be made good by the contractor, at his own cost.
32. This office will neither treat the contractor nor his workers as the workers of HPSPCB.
33. Under no circumstances contractor or any worker will stay in the office premises beyond canteen hours after closing the canteen.
34. Conditional offer will not be considered/ accepted. Telegraphic offer or through E-mail will not be entertained. Bids received after stipulated date & time will not be considered/ accepted.
35. The rates shall be inclusive of all taxes, duties & levies including service tax etc.
36. The Contractor should engage sufficient staff for table services to the HPSPCB officers/ officials.
37. The payment in respect of wages as per the payment of wages Act & Minimum Wages Act, etc. will be the liability of contractor and no liability on this account shall be borne by HPSPCB. The contractor shall comply with all the labour laws.
38. The contractor shall apply all acts/ laws and other statutory provisions, rules regulations & bye laws as are applicable with regard to the performance of work & engagement of the works.
39. Proper cleanliness & maintenance of hygiene's should be maintained for preparation and supply of eatables. The preparation should be in approved vegetables oil only. Items served in the canteen should be purely vegetarian.
40. The contractor shall be responsible for any injury or mishappening while working in the canteen, HPSPCB will not be responsible and liable for any compensation whatever.
41. The canteen shall normally be run/ opened w.e.f. 8 AM to 6 PM regularly on all working days.
42. The quality/ quantity will be checked regularly by the Estate Officer, HPSPCB and any shortcoming shall be reported in writing thereof, if the same shortcomings w.r.t. quality/ quantity/ service is repeated, then a penalty shall imposed and deducted from any dues payable to the firm/ contractor. The decision of the Hon'ble Chairman, HPSPCB /Member Secretary, HPSPCB shall be binding and final in this regard.
43. The contractor shall make arrangements for running the canteen beyond 6:00PM on working days (in case of meetings/ late sitting of officers/ officials). In addition prior such arrangement shall have to be made on non-working days/ holidays etc. for specified hours which be conveyed one day earlier.
44. Submission of quotations means that bidder has read all the terms and conditions carefully and will comply all of them unconditionally.
45. Contractor will pay minimum wages to the staff deployed at per minimum wages Act 1948 renewed from time to time.
46. It shall be responsibility of the contractor to obtain food handling licence from the competent authority & will be responsible for any legal action under food adulteration Act if any.
47. **The rent quoted by bidders less than reserve price fixed by the committee shall not be entertained.**

  
Member Secretary  
HPSPCB Shimla

Format for quoting rent per month by the Vendor

Particular /Name of the Vendor	Rent for Month (In Rupees)