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**Subject: NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed hotels/restaurants/service providers for providing **lunch/dinner and refreshments** to Board employees and Committee Members during seminars, workshops, counseling or other events conducted in the office premises.

The quotations, addressed to the Assistant Secretary (Stores), HP Board of School Education, Dharamshala – 176215, should reach on or before **09-12-2025 by 01:00 P.M.** and will be opened on the same day at **02:00 P.M.**

**Scope of Work**

**Catering Services – Rates for:**

1. Breakfast
2. Lunch/Dinner
3. Refreshments

**Terms & Conditions**

1. The bidders must possess valid licenses and registrations from the Food Safety and Standards Authority of India (FSSAI) and shall attach a copy of the same with their bid.
2. It shall be obligatory on the part of the contractor to prepare and serve/make available all food items specified in the NIQ to the satisfaction of the Board.
3. Only sealed quotations will be accepted; unsealed quotations will be rejected outright.
4. The Secretary, HPBOSE, reserves the right to accept or reject any or all quotations without assigning any reason.
5. Rates must be quoted **inclusive of all taxes**.
6. Rates shall remain valid for a period of **one year** and may be extended for one more year, subject to satisfactory performance.
7. Rates should be quoted in **Annexure B** and **FOR at Board's office**.
8. The Board will not be responsible for any postal or delivery delays.
9. Bidder must enclose the copy of valid PAN card.
10. Bidder must enclose the copy of valid GST Registration Number.
11. The Board shall have the right to negotiate with the L1 bidder if the quoted rates appear unreasonable.
12. Payment will be made only through **RTGS/NEFT** as per bank details provided in **Annexure-A**.
13. TDS/GST deductions will be made as per the applicable provisions of the Income Tax Act/GST Act.
14. Quotations received after due date/time or without required documents shall be rejected straightaway.

  
**Assistant Secretary (Stores)**  
for Secretary

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION  
DHARAMSHALA – 176215**

**Technical Bid Format**

1. Name of Firm/Company/Agency: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact No./Mobile/Email ID: \_\_\_\_\_
4. Attached copy of valid license of FSSAI. \_\_\_\_\_
5. GST Registration No. (attach self-attested copy): \_\_\_\_\_
6. PAN No. (attach self-attested copy): \_\_\_\_\_
7. Bank Account Details for RTGS/NEFT:
  - Account Holder Name: \_\_\_\_\_
  - Bank Name: \_\_\_\_\_
  - Account No.: \_\_\_\_\_
  - IFSC Code: \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Name & Seal of Firm:** \_\_\_\_\_

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION  
DHARAMSHALA – 176215**

**Financial Bid Format**

Sr. No.	Description	Rates (Inclusive of all taxes) (in Figures)	Rates (Inclusive of all taxes) (In words)
1.	Breakfast		
2.	Lunch		
3.	Dinner		
4.	Refreshment		
	a) Tea per cup		
	b) Coffee Hot per cup		
	c) Pakoda simple per kg		
	d) Paneer Pakoda per kg		
	e) Bread Pakoda per pc.		
	f) Matri per kg		
	g) Samosha per pc.		
	h) Patties per pc.		
	i) Gulab Jamun per kg		
	j) Rasgulla per kg		
	k) Barfi per kg		
	l) Bread with butter per pc		
	j) Rash Malai per pc.		

**Note:**

- Rates must be quoted **in both figures and words.**
- Overwriting/cutting will not be accepted unless duly attested.

**Signature of Bidder:** \_\_\_\_\_

**Name & Seal of Firm:** \_\_\_\_\_