



HIMACHAL PRADESH JUDICIAL ACADEMY

16 Mile, Shimla-Mandi National Highway, District Shimla-171014

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2779960

Telefax: 0177-2779960

e-Mail: ja-hp@nic.in

Web: judicialacademy.hp.gov.in

Ref. No.: HJA-G[6]-91[IV]-2016-

Dated:

NOTICE INVITING QUOTATION/TENDERS FOR MESS CATERING

Competitive offers are invited from registered Agencies/ Companies/ Firms/ Organizations for providing Catering and Mess Services primarily to the Hostel residents, as well as for organizing training programmes and conferences at Himachal Pradesh Judicial Academy, 16 Mile, Shimla-Mandi National Highway, District Shimla-171014. The offer must be submitted on the prescribed proforma containing detailed terms & conditions, which is available on the website of the Academy (judicialacademy.hp.gov.in).

The applicant should possess a valid License under the relevant provisions of Law, issued by the Competent Authority, failing which the application / offer will be summarily rejected.

The Quotation Form along-with List of Items can also be downloaded from the Academy's website (judicialacademy.hp.gov.in). The complete Form accompanied by all requisite documents, must reach the Academy on or before **10.08.2026** up to **5:00 P.M.** The bids will be opened on **11.08.2026** at **11:30 A.M.** Bidders or their authorized representatives are required to remain present at the time of opening of the bids.

Sd-

Director
H. P. Judicial Academy
Shimla

Ref. No.: HJA-G[6]-91[IV]-2016-- 1895-1896

Dated: 18-7-2026

Copy to:

1. The System Analyst of this Office to upload on the Website of the Academy.
2. Notice Board of the H.P. Judicial Academy, 16-Mile, Shimla.

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Director
H. P. Judicial Academy
Shimla

**HIMACHAL PRADESH JUDICIAL ACADEMY
16 MILE, SHIMLA**

Tender Form for Providing Catering/Mess Services primarily to the Hostel residents, as well as for organizing training programmes and conferences at Himachal Judicial Academy.

Sr. No. _____

Dated: _____

Name & Address (mailing)

Ph. No./Mobile No./Fax/E-mail ID _____

**Place of Work with Address
(Commercial)**

Due on 10.08.2026 upto 5:00 PM.

To be opened on 11.08.2026 at 11:30 A.M.

TERMS & CONDITIONS

- 1. The Academy requires Mess contractor(s) to run the Mess/Catering services at its Campus, on the rates as fixed by the Academy to cater for the needs of the Trainee-Participants, Resource Persons, Academy staff, beneficiaries and visitors attending the Academy. But any terminated Vendor cannot apply for same.**
- 2. The tender must be accompanied by earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Bank Draft/Pay Order drawn on any Scheduled Bank in favour of Director, HIMACHAL PRADESH JUDICIAL ACADEMY 16 Mile, Shimla. The amount of earnest money shall not be accepted through cheque or cash. The earnest money of the tenders(s) shall be refunded without interest at the earliest after the expiry of final validity period of the tender.**
- 3. The Earnest Money deposited by the tenders shall be forfeited in the following events, namely: -**
 - (a) A modification or withdrawal of tender after the deadline for submission of tenders and during the validity period;**

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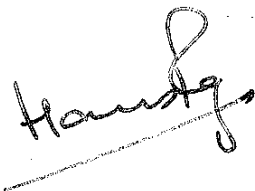
- (b) Refusal by the tenderer to accept an arithmetical error or otherwise appearing on the face of tender;
 - (c) Failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
 - (d) Failure on the part of the successful tenderer to provide performance security under Rule 107 for the execution of the contract; and
 - (e) Failure on the part of the successful tenderer to execute the contract as per terms and conditions stipulated in the tender documents.
4. Conditional/telegraphic tender/tender received through fax, e-mail or tenders without earnest money and submitted not on the prescribed form shall not be entertained.
5. Tender(s) should be duly sealed in double cover and super scribed on the outer cover as "Providing of Catering/Canteen Services" primarily to the Hostel residents & Trainee-Participants etc.

The tender will be in two parts i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The Technical Bid and Financial Bid should be put in separate envelopes and superscribed as "Technical/Financial Bid Providing of Catering/Canteen Services". These envelopes shall be duly sealed and put in another envelope to be submitted on or before the due date. The tenderer submitting Technical bid should give maximum information regarding themselves.

The Financial Bid of only those technically short listed tenderers based upon the assessment made of credentials etc. will be opened on suitable date after intimating such short listed tenderers. The decision of short listing of technical bid by Director will be final and binding on all.

6. The tenderer must be a registered firm, company, MSME or licensed undertaking.
7. Tender(s) should only be signed by the authorized signatory along with the seal of the firm, company, undertaking. Tenderer (Contractor) is free to quote rates for any or all units. Corrections/overwriting, if any, should be authenticated under the signature of the tenderer.
8. The Academy would be providing requisite accommodation along-with requisite furniture on free of cost for running mess only.
9. Electricity charges and water charges of the Mess will be paid by the service provider, as per actual consumption.
10. The successful tenderer/contractor will be required to enter into an Agreement / Contract.
11. The agreement with the caterer would be liable to be revoked any time, by serving 15 days notice, in case his services are not found upto the mark.

12. The successful contractor would be required to deposit a performance security of Rs. 20,000/- (Rupees Twenty thousand) only by an FDR pledged to the Director, H.P. Judicial Academy, Shimla. The security so deposited by the contractor will be refunded after completion of the contract.
13. The validity of tender shall be for 90 days from the date of receipt. Finally approved and determined rates will remain in force initially for one year from the date of award of contract with a provision to extend by further period of one year on year to year basis (total contract period three years) on the same rates or as may be negotiated mutually and approved by the Academy subject to the satisfactory performance and compliance of terms and conditions of contract. No request for the increase of rates will be entertained during the currency of contract.
14. The Service Tax, applicable, should be indicated clearly in the tender form as "Service Tax Extra" along-with the percentage of Service Tax as applicable failing which it will be treated that the rates quoted by the tenderer are inclusive of service tax. After this no representation/request regarding payment of service tax shall be entertained. Service Tax will be paid to the tenderer provided the service tax registration No Service Tax Code and Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of forms, if any, are fulfilled by the tenderer.
15. The contractor will deploy one Supervisor for better co-ordination and best quality services.
16. The tenderer will provide two sets of proper uniform to his employees at his cost. The uniform shall be prescribed by the Academy so as to have harmony with other staff of the unit. The Contractor will engage his labour to execute the work, satisfactory as allotted. Such persons engaged by the Contractor shall be his employees for all intents and purpose.
17. The Contractor must have valid EPF Code No. /ESI Code No./Service Tax Code No., if applicable, throughout the period of contract. He will be responsible to deposit EPF, ESI, Service Tax, etc. with the respective departments in respect of the persons employed by him. The Academy will not be responsible for any liability on this account, whatsoever. The Contractor shall ensure regular health checkup of his persons.
18. The contractor will make his own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items for tea etc., shall be allowed but not of plastic material



19. All the equipment's will be handed over to the contractor in good and working conditions at the stage of the contract. The contractor will be fully responsible for the safeguard of the equipment's etc. during the contract period. The contractor will hand over the equipment's etc. to the Institute in good and working conditions (except normal wear and tear) at the end of the contract period and do the white wash in the mess area, etc, in the same condition as it was initially given, or if the contract is terminated prior thereto, on such termination, failing which the Institute will be at liberty to recover the cost for all the damage caused to the equipments etc. from the contractor's bills or the security deposit or in any other manner.
20. The contractor will get the repair/rectification of any deficiency in the equipment's, supplies, through the designated Himachal Judicial Academy official.
21. The contractor who shall be allotted the work of Mess Catering for the Himachal Judicial Academy shall provide the services in professional and efficient manner, so as to ensure smooth functioning of the Himachal Judicial Academy mess. Further, for providing inferior quality of services continuously, Academy reserves the right to cancel the contract. In this eventuality, the security deposit will be forfeited and the tenderer is liable to be blacklisted up to five years.
22. The demand for supply of tea (Morning/evening), breakfast, lunch, & dinner, as per requirement, will be intimated latest by 12.00 Noon on the previous working day(s).
23. The services shall pertain to catering from the Institute's Kitchens and the services timing will be as notified by the Himachal Judicial Academy from time to time.
24. Selling of unwholesome products like cigarettes, beedis etc. is not permissible.
25. The responsibility of maintaining the cleanliness and hygienic condition of the Mess will be of the contractor, at his own cost and proper disposal of waste. In case of violation of this condition, Mess Management Committee (MMC) may have the right to impose a fine and the contract may be cancelled by giving a month's notice to vacate the premises. If Tender gets cancelled, then vendors have to continue service till arrangement of new tender.
26. The aforementioned terms & conditions shall be binding and operative between the tenderer (contractor) and the Academy.
27. In any case the contractor shall continue to run the mess till alternate arrangement is made by the Academy. In case the contractor does not want to continue the contract or is not in a position to provide the services, he can leave the contract by giving two months notice.



28. The Director, reserves the rights to accept or reject any or all the tenders without assigning any reason whatsoever.

29. Any dispute is subject to the jurisdiction of Himachal Pradesh only.

I/We undertake to provide providing of Catering/Mess Services primarily to the inmates of Hostel & for organizing trainings/conferences for Judicial Academy strictly as per the specifications and schedule of frequency mentioned in the tender. I/We will execute the contract truly and faithfully as set forth in the terms and conditions of contract letter. I/We shall be responsible for all the complaints as regards the quality of services, etc.

**SIGNATURE OF TENDERER
WITH SEAL & DATE**

Encl.: List of items for which rates are quoted.

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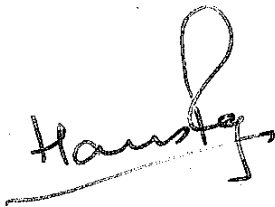
**TECHNICAL BID FOR PROVIDING OF CATERING/CANTEEN SERVICES
PRIMARILY TO THE HOSTEL RESIDENT & TRAINING PARTICIPANTS
(PART-'A')**

1. Name of Agency _____
2. (a) Status of Agency
(Partnership Firm/Pvt.Ltd. Co.) _____
- (b) Registration No. _____
- (Please attach copy of
Registration Certificate)
- (c) Established in (Year) _____
3. Permanent Address _____
4. Telephone/Mobile No. _____
5. PF REGN. NO.
(Please attach copy) _____
6. ESI REGN. NO.
(Please attach copy) _____
7. Service Tax REGN. NO.
(Please attach copy) _____
8. PAN of Agency
(Please attach proof) _____
9. TAN of Agency _____
10. Number of Employees at present
working with tenderer _____

11. Detail of EMD No.

No. _____ Date _____
Amount Rs. 10,000/-

**SIGNATURE OF TENDERER
WITH SEAL & DATE**



LIST OF ITEMS

MESS (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

A. Tea /Coffee/Snacks etc.

Sr. No.	Food & Beverage	Quantity	Rate	Sr. No.	Food & Beverage	Quantity	Rate
1	Simple Tea	Per cup		20	Bread Omelette	Per Pc	
2	Green Tea	Per cup		21	Pastry Veg	Per Pc	
3	Coffee	Per cup		22	Maggi	Per plate	
4	Tea+ Biscuits	Per cup		23	Jalebi	Per Kg	
5	Milk	200 ml		24	Gulab Jamun	Per Kg	
6	Bournvita Milk	200 ml		25	Toast Butter	4 slices of bread	
7	Cornflakes Milk	200 ml		26	Veg. Soup	Per cup	
8	Juice, cold drink etc	Per Pc		27	Curd/Raita	Per plate	
9	Veg. Sandwich	Per Pc		28	Dal	Per plate	
10	Cheese Sandwich	Per Pc		29	Vegetable (Mix)	Per plate	
11	Samosa	Per Pc		30	Paneer (Mattar/ Shahi)	Per plate	
12	Cutlet	1 Kg		31	Kheer	Per plate	
13	Veg Pakora	Per Kg		32	Rice	Per plate	
14	Paneer Pakora	Per Kg		33	Roti (Chapati)	Per pc.	
15	Idli Sambhar	Per plate		34	Fruits (i.e. Banana + orange + Papaya + Apple)	Per plate	
16	Sambar Vada	Per plate					
17	Utapam Sambar	Per plate					
18	Spring Roll	Per plate		35	Manchurian	Per plate	
19	Cheese fingers	Per plate		36	Noodles	Per plate	
				37	Stuffed Parantha	Per Pc	

B. BREAKFAST (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Stuffed Parantha + Curd + Butter (10 gm)+Pickle (one Parantha)	
2.	-do- (Two Parantha)	
3.	Egg Boiled or Omelette (two egg)	
4.	Sandwich +Toast Butter + Jam	
5.	Dalia + Poha	
	Puri & Alo-bhaji + Curd + Sandwich	
6.	Puri Bhaji (Channa) + Curd + Sandwich	
7.	Fruits (Medium Plate) (i.e. Banana + Orange + Papaya + Apple or other fruit)	
8.	Dalia + Poha + Fruits (Medium Plate) (i.e. Banana + Orange + Papaya + Apple or other fruit)	
9.	Stuffed Parantha + Curd + Butter + Fruits (Medium Plate) (i.e. Banana + Orange + Papaya + Apple)	

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C. LUNCH & DINNER (VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Green Salad + Rice (1060 or equivalent variety) + Chapati + Dal + Seasonal Vegetable+ Sweet Dish (i.e. custard, halwa, kheer etc.)	

D. LUNCH & DINNER (VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

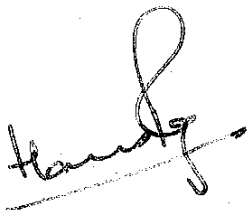
Sr. No.	Food Items	Rates Per Pax.
1.	Green Salad + Rice (1060 or equivalent variety) + Chapati + Dal + Pancer Item +Seasonal Vegetable + Curd or Raita + Sweet Dish (i.e. Gulab Jamun or Ice Cream or Moong Dal Ka Halwa or Kheer with dry fruits)	

E. LUNCH & DINNER (NON-VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Non-Veg. Soup + Green Salad + Rice (1060 or equivalent variety) + Chapati + Non-Veg (i.e. Mutton or Chicken or Fish) (i.e. Gulab Jamun or Ice Cream or Moong Dal Ka Halwa or kheer)	

F. SPECIAL MENU FOR DHAM (i.e MANDAYALI/KANGRI/BILASPURI) (MENTION SEPARATELY, IF SERVICE TAX EXTRA).

Sr. No.	Foods Items	Rates Per Pax.
1.	Mandiyali Dham	
2.	Kangri Dham	
3.	Bilaspuri Dham	



**SIGNATURE OF TENDERER
WITH SEAL & DATE**

Note:- Before quoting the rates in the tender, all bidders are advised to carefully read and comply with the following instructions:

1. The contractor shall ensure that only premium quality cooking oil and high-quality food ingredients are used in the preparation of all meals, snacks, tea, and other refreshments.
2. The food and refreshments shall be served to Judicial Officers and other Government Officers/Officials attending various training programmes organized by the Academy. Therefore, the contractor shall maintain the highest standards of quality, hygiene, cleanliness, freshness, and food safety in the procurement, storage, handling and preparation of all food items.
3. The contractor shall procure raw materials only from reliable and reputed sources and shall ensure that all ingredients conform to the standards prescribed under the Food Safety and Standards Act, 2006 and the rules and regulations framed thereunder, as amended from time to time.
4. The use of substandard, adulterated, contaminated, expired, stale, or inferior quality cooking oil, food ingredients, spices, dairy products, vegetables, fruits, meat, or any other consumable item shall be strictly prohibited under all circumstances.
5. The Academy or its authorized representative shall have the right to inspect, at any time, the quality of cooking oil, food ingredients, raw materials, storage conditions, kitchen premises and the process of food preparation. The contractor shall provide full cooperation and access for such inspections.
6. If, during inspection or otherwise, any cooking oil, food ingredient, raw material, or prepared food is found to be substandard, adulterated, contaminated, expired, stale, or not conforming to the prescribed quality standards, the Academy shall be at liberty to reject the food or raw materials and may, without prejudice to any other remedy available under the contract:
 - impose appropriate penalties;
 - recover the cost of the rejected items and any consequential loss;
 - require immediate replacement of the defective items at the contractor's own cost; and/or
 - terminate the contract for breach of its terms and conditions, in accordance with the provisions of the agreement.
7. The decision of the Academy regarding the quality and suitability of food, cooking oil, and other ingredients shall be final and binding upon the contractor.

