

OFFICE OF THE DISTRICT & SESSIONS JUDGE  
DHALAI DISTRICT, AMBASSA.

No. F. 2(126)-DJ/D/ABS/ESTT/2018-24/3235-36

Dated, Ambassa,  
the 17<sup>th</sup> March, 2025.

**NOTICE INVITING TENDER**  
**FOR RUNNING & MANAGING THE CANTEEN IN THE PREMISES OF DISTRICT & SESSIONS JUDGE, DHALAI DISTRICT, AMBASSA.**

Sealed tenders are invited on behalf of the Office of the District & Sessions Judge, Dhalai District, Ambassa, from registered, reputed, experienced and financially sound agencies for running & managing the Canteen in the premises of the District & Sessions Judge, Dhalai District, Ambassa, for a period of 01(one) year.

1. The date for the schedule of key events of this tender is given as under :-

Sl. No.	Events	Details, Date and Time
1.	Tender No.	1
2.	Bid Security/ Earnest Money Deposit	₹ 25,000/-
3.	Bid Validity	60 days from the opening of Technical Bid
4.	Last Date & Time for submission of Bid	19-04-2025
5.	Date & time of opening of Technical Bid	22-04-2025
6.	Date & Time of opening of Financial Bid	22-04-2025
7.	Venue of opening of the Technical & Financial Bid	Chamber of the Addl. District & Sessions Judge, Dhalai District, Ambassa (Head of Office) on different dates as mentioned above.
8.	Commencement of Works as per Schedule	30 days from the date of issuance of Award of Contract.

**A. Scope of the Work:**

**Canteen Services Work**

Running & management of Canteen in the premises of Office of the District & Sessions Judge, Dhalai District, Ambassa. Agency has to prepare the menu as per the Menu Chart given as **Annexure-I**.

**B. Eligibility Criteria :**

Only those Agencies who fulfil the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:

- (a) The bidding agency/ firm/ company should have been registered under relevant Act and a copy each of the registration shall be attached with the bid.
- (b) It should have PAN, TIN numbers and GST registration (Proof in this regard should be attached with the bid).
- (c) It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at **Annexure-A** is to be furnished.

**C. Instruction to Tenderers:-**

- 1) The Tender should be addressed to **Office of the District & Sessions Judge, Dhalai District, Ambassa, Pin- 799289.**
- 2) Tenderer are required to take the printout of the whole Tender Document and fill up the forms as prescribed and submit the same as instructed.
- 3) The Tenderers are required to submit one Technical Bid as per prescribed proforma in **Annexure-IV** (in sealed envelope) and one Financial Bid. The Financial Bid should be submitted as per the prescribed proforma in **Annexure-VI and Annexure-VII** in a separately sealed envelope superscribed **“Financial Bid for Canteen Services in the Office of the District & Sessions Judge, Dhalai District, Ambassa”**. All the sealed envelopes should be put in a sealed envelope superscribed **“Tender for Canteen Services in the Office of the District & Sessions Judge, Dhalai District, Ambassa”**. Financial Bid shall be opened of only those Tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial Bid opening.
- 4) All rates quoted should be Inclusive of GST and all taxes.
- 5) The Tenderers are advised to visit the Office of the District & Sessions Judge, Dhalai District, Ambassa premises before submitting their Tender bid for physical inspection and clarifications on or before 29-03-2025.
- 6) The various crucial dates relating to “Tender for Canteen Services in the Office of the District & Sessions Judge, Dhalai District, Ambassa” are cited as under:
  - a) Date of issue of Tender Document:
  - b) Last date and time for submission of Tender Document:
  - c) Date and time for opening of Tender Document:

(i) Technical Bid:

(ii) Financial Bid:

d) Place of submission of Tender: Office of the District & Sessions Judge, Dhalai District, Ambassa.

e) Place of opening the Tender and Technical Bid: Chamber of the Addl. District & Session Judge, Dhalai District, Ambassa (Head of Office).

f) Place of opening Financial Bid

(For only the technically qualified Tenderers): Chamber of the Addl. District & Session Judge, Dhalai District, Ambassa (Head of Office).

7) The Tenderers are to categorically mention the number of employees they will deploy for carrying out the works of running & managing of the Canteen in the premises of the District & Sessions Judge, Dhalai District, Ambassa.

8) Willing tenderers may remain present at the place of opening of tender documents on the date and at the time mentioned above.

**D. Terms and Conditions:-**

1) The menu as enclosed herewith should be strictly adhered to change in the menu can be made only by the District & Sessions Judge, Dhalai District, Ambassa or the Canteen Committee.

2) The quality of food as mentioned in the menu chart should also be strictly adhered to.

3) **CLEANLINESS AND HYGIENE:-**

a) **CLEANLINESS AND HYGIENE SHALL BE GIVEN THE TOPMOST PRIORITY PARTICULARLY BY THE SERVICE PROVIDER IN THE KITCHEN AS WELL AS IN THE DINING PLACE.**

b) **FRESH PLASTIC GLOVES(DISPOSABLE) TO BE USED BY FOOD HANDLER ON DAILY BASIS.**

c) **HYGIENIC PAPER DISPOSAL OF THE LEFT OVER FOOD ON A DAILY BASIS.**

4) The above contract to run the mess is only for a period of 12(twelve) months. The period shall be extended on satisfactory delivery of services, maintaining the quality of foods as prescribed as well as maintaining cleanliness and hygiene.

5) Under no circumstances, the contract can be terminated by the service provider without giving a prior notice of at least 60 days. However, the Committee reserves the right to terminate the contract on notice of 90 days with the approval of Ld. District & Sessions Judge, Dhalai District, Ambassa.

- 6) Breach of the terms and condition may lead to immediate cancellation of the contract and service provider can be held liable for penalty to be determined by the District & Sessions Judge, Dhalai District, Ambassa.
- 7) Ordered food items should be delivered promptly.
- 8) On the request of Head of Department, Office of the District & Sessions Judge, Dhalai District, Ambassa, service provider shall ensure supply of quality food even to a single Officer(s) / Staff/ Lawyer(s)/ Litigant(s)/ general public visiting the District & Sessions Judge's Court complex, Dhalai District, Ambassa.
- 9) Quality of raw food items and cooked food shall be periodically inspected by the Canteen Committee, Office of the District & Sessions Judge, Dhalai District, Ambassa and any lapse on part of service provider shall be viewed strictly.
- 10) Service provider shall use the kitchen at the 1<sup>st</sup> Floor of the office of the District & Sessions Judge's Court complex, Dhalai District, Ambassa only for supplying food items to the Officer(s) / Staff/ Lawyer(s)/ Litigant(s)/ general public visiting the District & Sessions Judge's Court complex, Dhalai District, Ambassa.
- 11) Payment of rental (if any) and electricity charges should be borne by the Tenderer.

**(A. Chowdhury)**

Addl. District & Sessions Judge,  
Dhalai District, Ambassa.

(Chairman of the Canteen Committee)

Copy to:-

- 1) The Registrar General, Hon'ble High Court of Tripura, Agartala.
- 2) The System Officer, Office of the District & Sessions Judge, Dhalai District, Ambassa for uploading the same in the official website.

Sd/-

**(A. Chowdhury)**

Addl. District & Sessions Judge,  
Dhalai District, Ambassa.

(Chairman of the Canteen Committee)

## ANNEXURE-I

### MENU CHART OF FOOD ITEMS

<b>Sl. No.</b>	<b>Name of Food Item</b>	<b>Sl. No.</b>	<b>Name of Food Item</b>
1.	Tea	16.	Egg Curry
2.	Coffee	17.	Paneer Curry
3.	Black/ Lemon Tea	18.	Fish Curry
4.	Soft Drinks	19.	Plain Rice
5.	Puri Sabji	20.	Fried Rice
6.	Aloo Paratha/ Plain Paratha	21.	Biryani
7.	Plain Roti	22.	Rasgolla
8.	Boiled Egg	23.	Gulab Jamun
9.	Omelette	24.	Sandesh
10.	Idli	25.	Veg Cutlet
11.	Dosa	26.	Chicken Cutlet
12.	Maggi	27.	Veg Roll
13.	Chowmein	28.	Egg Roll
14.	Chicken Curry	29.	Chicken Roll
15.	Mutton Curry	30.	Any other food item(s) may be added as per discretion of Authority.

## ANNEXURE-II

<b>BIDDERS PROFILE &amp; FORMS</b>										
<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be Furnished</b>								
<b>Details of the Bidders (Firm/Company/Organization)</b>										
1.	Name									
2.	Address	PIN: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
3.	Contact Details	Phone: <span style="float: right;">Fax:</span>								
		Email ID (if any):								
		Website (if any):								
<b>Details of Authorized Person</b>										
4.	Name									
5.	Address									
6.	Mobile/ Telephone									
<b>Information about the Company</b>										
7.	Status of company ( Public Ltd/ Pvt. Ltd., Provide Ref e.g. Roc Ref# )									
8.	Number of Professionals									
9.	Location and Address of Offices (in Tripura, if any)									
10.	Income Tax Registration Number (PAN)									

## ANNEXURE-III

### Technical Bid Letter

To,  
The

Ref:

Sir,

1. I/We, am/are an established vendor/supplier in the area of Catering Services and offer to provide the services in line with \*\*\*\*\* dated\*\*\*\*\*at the prices and rates mentioned in the Financial Bid.
2. I/We enclose herewith the complete Technical Bid as required by you. This includes:
  - a. Bidder's Profile (**Annexure-II**)
  - b. Pre- qualification documents in support of eligibility criteria.
3. I/ We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bids.
4. It is certified that our firm/ company/organization is having mandatory registrations such as GST/TIN/TAN/PAN etc.
5. I/ We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender document and that we shall perform all the incidental services
6. I/We do hereby undertake that, until a formal contract is prepared and executed, this bid, together with your award of contract and my/our acceptance shall constitute a binding Contract between us.

Yours faithfully,

Dated

**(Full Signature of the Bidder)**

Name & Designation:

Company/Firm Seal:

## ANNEXURE-IV

### Proforma For Technical Bid

1. Name of Agency :
2. Name of Proprietor/ Director of the Agency :
3. Full Address of Reg. Office :
- a) Telephone No. :
- b) E-mail Address :
4. Registrar No. of the Agency :
5. PAN/ TIN No. of the Agency (Attach copy of Reg. Certificate) :
6. GST/ Service Tax Registration No. (Attach copy of Reg. Certificate) :
7. EPF Registration No. (Attach copy of Reg. Certificate) :
8. ESI Registration No. (Attach copy of Reg. Certificate) :
9. Financial Turnover of the Agency for the last 3 years (Copy of the turnover statement of last three years to be attached)

Financial Year	Amount (In Rs.)	Remarks, if any
2021-2022		
2022-2023		
2023-2024		

10. Details of major contract with Central Government/ State Governments / PSUs handled by the tendering Agency for providing catering service during the last five years in the following format (attested copies of the last five years work award may be enclosed):



SL. No.	Details of client along with address, telephone and FAX Numbers	Amount of Contract (In Rs.)	Duration of Contract		Nature of Contract	
			From	To	Type of Service Provided	No. of persons deployed
1.						
2.						
3.						
4.						
5.						

(If the space provided is insufficient, a separate sheet may be attached)

11. Number of employees I offer to deploy for the work:

12. I, ..... Son/  
 Daughter/Wife of Shri..... Proprietor/ Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.

13. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

14. I will abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonud, etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum Wages Act, as amended by the Government from time to time and shall be fully responsible for any violation.

15. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date:

.....  
 (Signature of the Authorized Person)

Place:

Full name.....

Agency's seal:

## ANNEXURE-V

### SELF-DECLARATION

To,  
The\*\*\*\*\*,  
\*\*\*\*\*;

Ref: \*\*\*\*\*

Dear Sir,

We, the undersigned, hereby declare that, we are not involved in any litigation with any client which will impact execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the Government or Public Sector Units in India. We further declare and certify that the materials used in the project are not procured from any agency(s) blacklisted by any State Government/Central Government/High Court/ PSU.

**Name of the Bidder:-**

**Signature:-**

**Seal of the organization of the Bidder:-**

**ANNEXURE-VI**

**Financial Bid Letter**

To,  
The\*\*\*\*\*,  
\*\*\*\*\*,

Ref: \*\*\*\*\*

Sir,

1. Having examined the \*\*\*\*\* for Catering Services, I/We, the undersigned, offer to provide the same in conformity with the \*\*\*\*\* No.....dated.....for the sum of (Total bid amount in words and figures).
2. I/We enclose herewith the Financial Bid in he prescribed form.
3. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide Catering Services as per these terms and conditions.
4. I/We agree to abide by out offer for a period of 60 days from the date fixed for opening of the Technical Bid.
5. I/We understand that you are not bound to accept the lowest or any bid you may receive.
6. If my/our bid is accepted, I/We provide Security Deposit for the sum of ₹25,000.00 for the due performance of the Contract as prescribed in the NIT.
7. I/We do hereby undertake, that, this bid, together with your award of contract and our acceptance shall constitute a binding Contract between us.

Yours faithfully,

Dated this day of \_\_\_\_\_

**(Full signature of the Bidder)**

**Name & Designation:**

**Company/Firm Seal:**

## **ANNEXURE-VII**

### **Terms & Conditions of Financial Bid**

1. The quoted rates must be inclusive of the following:
  - a. Items reflected in Menu.
  - b. Any taxes which are mandatory and applicable from time to time.
  - c. Cost of Consumables (lump sum).
  - d. Other associated cost (including the cost of utensils, oven, gas cylinders, refrigerators etc. & associated articles).
2. Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
3. Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions, etc., that are likely to be encountered during the execution of catering services and he/she shall have deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall be deemed to be all inclusive for execution of catering services.
4. No separate discount to be indicated and any discount offered should be included in the below quoted rate.
5. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth or offered by bidder shall be summarily rejected.
6. All the items of the price Bid should be quoted in Indian Rupees.

## ANNEXURE-VII

### Terms & Conditions of Financial Bid

Sl. No.	Name of Food Items	Offer Rate (In Rs.)	GST (In Rs.)	Charges of Consumable (In Rs.)	Amount of Consumables (In Rs.)	Other associated charges (In Rs.)	Total Amount (In Rs.)
1.	Tea						
2.	Coffee						
3.	Black/ Lemon Tea						
4.	Puri Sabji						
5.	Aloo Paratha/ Plain Paratha						
6.	Plain Roti						
7.	Boiled Egg						
8.	Omelette						
9.	Idli						
10.	Dosa						
11.	Opma						
12.	Maggi						
13.	Chowmin						
14.	Chicken Curry						
15.	Mutton Curry						
16.	Egg Curry						
17.	Paneer Curry						
18.	Fish Curry						
19.	Plain Rice						
20.	Fried Rice						
21.	Biryani						
22.	Rasgolla						
23.	Gulab Jamun						

24.	Sandesh						
25.	Veg Cutlet						
26.	Chicken Cutlet						
27.	Veg Roll						
28.	Egg Roll						
29.	Chicken Roll						

Total Amount in Rupees: ₹ \_\_\_\_\_ (In figures)

(In Words):

Dated this day of \_\_\_\_\_

Yours faithfully,

Authorized Signatory  
(Full signature of the Bidder)  
Name & Designation:  
Company/Firm Seal: