

ટેન્ડર નોટીસ

ડીસ્ટ્રીક્ટ કોર્ટ સંકુલ, દિવાળીપુરા, વડોદરા ખાતે કેન્ટીન ચલાવવાનો કોન્ટ્રાક્ટ આપવા બાબત

અત્રેના ડીસ્ટ્રીક્ટ કોર્ટ સંકુલ(ન્યાય મંદિર), દિવાળીપુરા, વડોદરા ખાતે ૧૧ મહિના અને ૨૯ દિવસના સમયગાળા માટે કેન્ટીન ચલાવવાનો કોન્ટ્રાક્ટ આપવા માટે કેટરીંગ સેવાનો ઓછામાં ઓછો પાંચ વર્ષનો અનુભવ તથા તે અંગે જરૂરી લાયસન્સ ધરાવતી તથા વડોદરા શહેર ખાતે રજિસ્ટર્ડ/બાન્ય ઓફીસ ધરાવતી અનુભવી તથા પ્રતિષ્ઠિત સંસ્થાઓ/એજન્સીઓ પાસેથી ડીસ્ટ્રીક્ટ કોર્ટ સંકુલ, વડોદરા ખાતે કેન્ટીન ચલાવવાનો કોન્ટ્રાક્ટ આપવા સીલબંધ કવરમાં અલગ-અલગ ટેન્ડર મંગાવવામાં આવે છે.

માનનીય ગુજરાત હાઈકોર્ટની માર્ગદર્શિકા મુજબ, કેન્ટીન ચલાવવા માટે કોન્ટ્રાક્ટ આપવા માટે મહિલાઓ ધ્વારા ચલાવવામાં આવતી રજિસ્ટર્ડ બિન-સરકારી સંસ્થાઓ (NGO) અથવા મહિલાઓ ધ્વારા સંચાલિત સ્વ-સહાય જૂથોને પ્રાધાન્ય આપવામાં આવશે.

આ ટેન્ડરને લગતી જરૂરી વિગતો, સુચનાઓ, કામની પ્રકૃતિ અને કરારના નિયમો અને શરતો વિગેરેને લગતા ટેન્ડર દસ્તાવેજો ઓફિસ સમય દરમિયાન નાઝીર શાખા, જિલ્લા કોર્ટ, વડોદરા (પહેલો માળ રૂમ નં.બી-૧૮) ખાતેથી મેળવી શકાશે. સદર દસ્તાવેજો જિલ્લા અદાલત, વડોદરાની વેબસાઈટ પરથી પણ ડાઉનલોડ કરી શકાશે.

યોગ્ય રીતે ભરેલ ટેન્ડર, જરૂરી સહાયક દસ્તાવેજો સાથે પ્રતિ ટેન્ડર દીઠ રૂ.૫૦૦/- ટેન્ડર ફી (નોન-રિફંડેબલ) “ Principal District Judge, Vadodara” ના નામના ડિમાન્ડ ડ્રાફ્ટ/પે ઓર્ડર સહિત પ્રિન્સીપાલ ડીસ્ટ્રીક્ટ જજ, ‘ન્યાય મંદિર’, જિલ્લા ન્યાયાલય, વેકસીન ઈન્સ્ટિટ્યૂટની બાજુમાં, દિવાળીપુરા, વડોદરા-૩૯૦૦૦૭ ખાતે તા.૩૦.૦૮.૨૦૨૫ સુધીમાં રજીસ્ટર એ.ડી./કુરિયર/ટપાલ મારફતે મોકલી આપવાના રહેશે.

સીલબંધ ટેન્ડરો તા.૦૨.૦૯.૨૦૨૫ ના રોજ સાંજે ૦૫:૧૫ વાગ્યે, હાજર રહેલ એજન્સીઓ/ટેન્ડરર્સ ની હાજરીમાં ખોલવામાં આવશે. કોઈ પણ ટેન્ડરને સ્વીકારવા કે નકારવા અંગે કેન્ટીન કમિટિનો નિર્ણય આખરી રહેશે અને તે તમામ એજન્સીઓ/બિડર્સને બંધનકર્તા રહેશે.

જિલ્લા ન્યાયાલય,
વડોદરા
તા.૦૭.૦૮.૨૦૨૫




વી. કે. પાઠક,
મુખ્ય જિલ્લા ન્યાયાધીશ,
વડોદરા

**TENDER FOR AWARDDING
CONTRACT FOR RUNNING
CANTEEN IN DISTRICT
COURT COMPLEX AT
DIWALIPURA, VADODARA**

**FORM OF APPLICATION FOR CONTRACT FOR RUNNING CANTEEN IN THE
DISTRICT COURT COMPLEX AT DIWALIPURA, VADODARA.**

Sr. No.	Particular	Details
1.	Name and address of the Bidder/Contractor/Firm with contact details. Mobile no: Fax no:- Email id : - Website, if any.	
2.	Date and year of establishment (enclose documentary evidence)	
3.	Registration/License No. (Copy of license to be attached).	
4.	Address of the Office of the Bidder/Contractor in Vadodara (proof to be submitted)	
5.	Experience in the field (Please attach copies of the documents in support)	
6.	Details of Present assignments/contracts in hand: (Please attach copies of the documents in support)	
7.	Additional Qualification or Expertise, if any, in the field (Please attach copies of the documents in support)	

Place:

Signature of the applicant.

Date:

ELIGIBILITY CRITERIA

The bidder/contractor, who fulfills the following qualifications will be eligible for bidding :

1. The bidder/Contactor should have a **valid Food/Trade License** for running canteen or providing catering service.
2. The bidder/Contactor should have **at least 5 years' experience** in running canteen or providing catering service (Proof to be submitted).
3. The bidder/Contactor should have **at least one office / Branch in** Vadodara. The bidder/agency should have competent personnel stationed in the said Office/Branch.
4. The bidder/Contactor must have paid the tender fee of Rs. 500. (Proof to be submitted).

TERMS AND CONDITIONS FOR RUNNING CANTEEN
IN DISTRICT COURT COMPLEX AT DIWALIPURA, VADODARA

Evaluation of Bids:

1. The offers received in response to the Tender shall be scrutinized by the Canteen Committee, District Court, Vadodara.
2. The offer of the Bidder who will, in the opinion of the Canteen Committee, be in a position to give best services in terms of food items of good quality at fair prices, will be accepted. The decision of the Canteen Committee shall be final.
3. Preference will be given to registered Non-Governmental Organizations ("NGOs") being run by women or Self Help Groups being run by women, for awarding contract to run Canteen.

Security Deposit and License Fees:

4. The amount of Security Deposit shall be **Rs.25,000/- (Rupees Twenty Five Thousand Only)**. The Security Deposit is to be deposited by the successful bidder/ Licensee in Nazir Branch, District Court, Vadodara **within 7 days** from the award of the contract.
5. The bidder/Contactor shall pay **monthly License Fees of Rs.10,000/- (Rupees Ten Thousand Only)** in Nazir Branch, District Court, Vadodara. Further, this monthly Licence Fees and other Terms & Conditions of awarding contract to run canteen shall be reviewed by the Hon'ble High Court of Gujarat every 3 years, if required.
6. The bidder/Contactor shall pay the monthly license fees to District Court, Vadodara **in advance i.e. on or before the 5th day of every calendar month**. If the said monthly licence fees or any part thereof, falls in arrears and remains unpaid for a period of 60 days from the due date, then District Court, Vadodara shall have the right to terminate the agreement without any prior notice to the Contractor/Licensee in that regard and the Security Deposit shall be forfeited.

Period of Agreement and Renewal:

7. The period of agreement shall be for **11 months and 29 days** from the date of agreement.
8. The Principal District Judge, Vadodara shall have the discretion to renew the agreement for a further period of 11 months and 29 days on same terms and conditions, before expiry of the agreement.

Use of Infrastructure Facilities, their Maintenance, Sub-Letting, etc.:

9. The Contractor will be provided with the canteen premises with the available furniture/fixture in it. The Contractor shall not remove from the canteen, any of the articles or fixtures provided by District Court, Vadodara. The maintenance and upkeep of premises, furniture/fixtures will be the sole responsibility of the contractor.
10. The Contractor/Licensee shall not put up any permanent structure or make any alterations or additions in the Canteen premises, without prior approval of the concerned Canteen Committee/Principal District Judge, Vadodara.
11. The Contractor/Licensee shall neither sublet nor part with possession of the premises of Canteen or any portion thereof, in favour of anyone else and the premises shall not be used for any other purpose.
12. It shall be liability of the Contractor to regularly pay Electricity Consumption charges of the Canteen premises. The photocopies of the receipt of such payments shall be regularly submitted to Nazir Branch, District Court, Vadodara.
13. The Contractor/Licensee shall keep the entire canteen premises absolutely neat and clean at his/her/its own expenses. He/she shall dispose garbage before and after the court hours daily.

Special Conditions of service:

14. The Contractor shall procure and use all fresh and standard/good quality food material, eatables, etc. necessary for running the canteen at his own costs.
15. The Contractor shall provide all the food items and eatables as well as tea, coffee, beverages, etc. of good quality at rates and quantity as may be approved by the Canteen Committee. The list of food items and their rates should be displayed prominently in canteen.
16. The Contractor shall provide utensils and crockery of good quality at his/her/its own costs and shall keep the same in clean and hygienic condition.
17. The contractor shall only use pure groundnut oil (of *Gulab/Ankur/Dhara* brand) and pure ghee (of Amul brand) for preparing food items. Additionally, the contractor shall procure whole spices of good quality, grind them, and use them in the canteen for preparing food. Alternatively, ready-made spices of *Everest/MDH/Ramdev/Vichare/Spyran* brand may be used in the canteen.
18. The Contractor must ensure that the food is prepared and served in the most hygienic conditions. His/her staff must wear serving gloves and head masks while serving food. No stale/leftover foods from previous day should be used/sold in the canteen.
19. The contractor shall make the arrangements to keep all eatables/food items covered at all times, free from flies and insects. Adequate number of dustbins shall be provided by the contractor to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The contractor will also ensure that no used utensils viz Cups, plates are lying in the open area and these should be removed immediately and frequently.
20. The Contractor shall take utmost care for disposal of leftover food. No leftover food should be disposed of in the drains which will block the drain and will produce foul smell. Any sort of deficiency or carelessness in this regard will not

be tolerated and penalty will be imposed by the Canteen Committee/District Court, Vadodara. The Contractor should make his/her own arrangement for the disposal of the leftover food at his/her own cost on daily basis.

21. The Contractor shall not keep, store, sell, deal with or allow the sale of any item which is prohibited by law and which is injurious to health viz. Bidi, cigarettes, Gutkha etc.
22. The Contractor shall not store any explosive or hazardous or dangerous items [except cooking gas (LPG) cylinders] in the canteen premises.
23. No person, who is suffering from contagious disease and/or who has criminal antecedent, shall be employed by the Contractor in the Canteen. The staff of the Canteen and any other persons shall not be permitted to use the Canteen premises as rest room or lodging house.
24. The conduct and behaviour of the Contractor as well as his/her/its staff members must be courteous and cooperative towards court employees, Advocates, and litigating public visiting the canteen.
25. The Contractor shall provide ID Cards and uniform to its staff members at his/her/its own cost.
26. The Contractor shall provide the canteen services on all working days of the court during the week. However, neither the contractor nor his/her employees will be permitted to stay in the canteen premises after the court's closing hours. The canteen shall remain closed on all Sundays, closed Saturdays and Public Holidays. The Principal District Judge, Vadodara reserves the right to decide/modify the timings of the Canteen, depending upon circumstances.
27. The District Court, Vadodara shall not be liable for any damage caused to or loss incurred by the Contractor either by any act of God or natural calamity or for any other reasons or due to fault/negligence on his/her/its part or on part of his/her/its employees.

Compliance of relevant Statutes/laws/Rules:

28. The Contractor shall also ensure compliance of relevant statutes/laws, including Municipal Rules and Regulations, Government Resolutions, Notifications and Circulars relating to the canteen in force from time to time, during the subsistence of the Contract and for any breach of the same, the Contractor/Licensee shall be personally liable.
29. The remuneration of the employees of the Canteen shall be as per prevailing laws. The Contractor shall not engage child labourers in the Canteen and shall follow all the rules and regulations of the Government and the Labour Laws scrupulously.
30. The Contractor shall install Fire Safety System/Fire Extinguishers inside the canteen, as per prevailing norms at his/her own cost.

Periodic Inspection, Penalty & Termination of contract etc.:

31. Operation of canteen will be subject to periodic inspections by the Canteen Committee or by any other officer/person appointed by the Principal District Judge, Vadodara or the Canteen Committee for this purpose to ascertain as to whether the Contractor/licensee complies with the terms agreed.
32. Any violation to / non-compliance of the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the Canteen Committee, District Court, Vadodara and the same shall be acceptable to the contractor. Repeated non-compliance will result into the termination of contract and the security deposit of the contractor will be forfeited and the Contractor shall have to hand over the vacant and peaceful possession of the Canteen premises to the Nazir, District Court, Vadodara.
33. The Contractor shall give One month's notice to the District Court, Vadodara in case he/she/it intends to vacate the canteen premises any time before the expiry of the period of Agreement. He/She/it shall also deposit the license fee

of one month (notice period) in advance and also pay the Electricity Consumption charges on pro rata basis (for the number of days he/she has used the Canteen premises) before the date of the termination of the contract.

34. On expiry of the period of Agreement, the Contractor/Licensee shall hand over vacant and peaceful possession of the Canteen to Nazir, District Court, Vadodara without raising any dispute whatsoever, failing which, the Canteen Committee shall be entitled to take over the possession of the Canteen. The Contractor/Licensee shall remove all the movable articles brought by him/her/it in the Canteen premises, before handing over vacant and peaceful possession of the Canteen premises to Nazir, District Court, Vadodara or any other person/Officer appointed by the Principal District Judge, Vadodara or the Canteen Committee, District Court, Vadodara for this purpose. No rights shall be created in any manner nor shall be claimed by the Contractor/Licensees by virtue of this agreement.
35. In case of loss or damage to any furniture, fixtures, fittings, etc, provided by the Court in the Canteen premises and/or the Court building caused by the Contractor or his/her/its employees due to negligence or otherwise, the cost thereof shall be recovered from the Contractor and/or the same shall be deducted from the amount of Security Deposit.
36. All dues of the Court shall be paid by the Contractor/Licensee before vacating the Canteen premises. The expenses for drafting of Agreement, stamp duty, etc. shall be borne by the Contractor/Licensee.
37. The Principal District Judge, Vadodara/the Canteen Committee shall be at liberty to add/alter/delete/modify any of the conditions in the agreement, as it may deem fit.

**District & Sessions Court,
Vadodara
Date: 06/08/2025**

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**Sd/-
(V. K. Pathak)
Principal District Judge
Vadodara**

Tentative List of Menu/food items to be served/provided in canteen

(to be filled by the contractor/bidder/agency)

Sr. No.	Menu/item	Quantity	Rate (inc. all taxes)
1	Tea		
2	Coffee		
3	Milk-Bournvita		
4	Juice		
5	Batata Pauva		
6	Sandwich (Bread, Butter, Chatni,Alu mutter)		
7	Sandwich (Cheese, Butter and Jam)		
8	Puff		
9	Samosa (Big)		
10	Samosa (Small)		
11	Vada pav		
12	Dabeli		
13	Kachori		
14	Cutlets		
15	Bread pakoda		
16	Mix Bhajiya		
17	Batata vada		
18	Methina Gota		
19	Buf Vada		
20	Dalvada		
21	Khaman		
22	Sev-khamani		
23	Dhokla		
24	Patra		
25	Ganthiya		
26	Fafda		
27	Papdi		
28	Fulvadi		
29	Khakhra		

30	Burger		
31	Hot Dog		
32	Pizza		
33	Sada Dhosa		
34	Masala Dhosa		
35	Uttapam		
36	Idali Sambhar		
37	Vada Sambhar		
38	Masala Idli		
39	Pav-bhaji		
40	Sev-Usal		
41	Bhel		
42	Puri-sabji		
43	Lunch – Gujarati (Limited)		
44	Lunch – Gujarati (Full)		
45	Lunch – Punjabi (Limited)		
46	Lunch – Punjabi (Full)		
47	Dahi/Curd		
48	Chhash		
49	Lassi		
50	Standard Company products/ packed items like Cold drinks, Mineral Water Bottle, Wafers, Biscuits, Chocolates, etc.		As per MRP

Note :-

- 1) The contractor shall fill the quantity and rates of only those items which he/she intends to offer in the canteen.
- 2) The contractor shall make necessary arrangements to serve Tea/Coffee to staff members, advocates & Officers at their seat or cabin/offices.

I/we have read and understood all the terms & conditions of this tender and I/we agree to the same. As an acknowledgement to this, I/we have signed at the bottom of each page of this tender document voluntarily, in my/our complete consciousness and without any pressure.

Date: __/__/____

Signature of the Bidder/Contractor

Place: _____