SIKKIM JUDICIAL ACADEMY

Gangtok, Sikkim

NOTICE INVITING OPEN TENDER

Tender Notice No.: 72/SJA **Dated:** 08/10/2026

TENDER FOR SUPPLY AND SERVING OF FOOD AND REFRESHMENTS AT SIKKIM JUDICIAL ACADEMY

Sealed tenders are hereby invited from experienced and reputed caterers for providing catering services, including supply and serving of food and refreshments during training programmes, conferences, seminars, workshops and other programmes organised by the Sikkim Judicial Academy, Gangtok, for an initial period of one year, extendable annually for a further period of one year, subject to satisfactory performance and fulfilment of the terms and conditions of the contract.

The catering services shall include, inter alia, breakfast, lunch, high tea/evening refreshments, dinner and such other food and refreshment requirements, as may be prescribed by the Academy from time to time. The detailed menu/food requirements are mentioned in **Annexure I**.

1. PARTICULARS OF THE TENDER

Particulars	**Details**
Tender Notice No.	_____
Date of issue of Tender Notice	_____
Last date and time for submission of tender	30 days from the date of issue of this notice
Earnest Money Deposit	₹ 50,000/-
Period of contract	One year (extendable annually for another one year)
Officer to whom tender is to be addressed	The Director, Sikkim Judicial Academy, Linding Road Sokeythang Gangtok
Mode of submission	Sealed tender
Place of submission	Office of the Sikkim Judicial Academy, Linding Road, Sokeythang Gangtok

1. SUBMISSION OF TENDER

The tenderer shall submit the tender in the prescribed format on the letterhead of the firm/service provider and in a sealed cover superscribed: "TENDER FOR SUPPLY AND SERVING OF FOOD AND REFRESHMENTS AT SIKKIM JUDICIAL ACADEMY".

The tender shall be submitted within 30 days from the date of issue of this Notice.

Tenders received after the stipulated date and time shall ordinarily not be considered.

The tender shall contain the documents and information specified in **Annexure-II**.

The tenderer shall be based in Gangtok district and shall quote the rates in Indian currency and the rates shall remain firm for a period of two years from the date of opening of the tender.

The rates quoted shall be inclusive of all applicable taxes, transportation, manpower, service charges and all other incidental expenses necessary for providing the catering services.

The tenderer shall deposit ₹ 50,000/- as Earnest Money Deposit (EMD) by means of Demand Draft in the name of Director, Sikkim Judicial Academy.

Note - Tender submitted without the prescribed EMD will be rejected & in case of refusal by the successful bidder to provide catering services, the Earnest money will be forfeited.

The decision of the Academy shall be final and binding with regard to the bid.

Training Programmes are conducted throughout the year, but number of participants may vary from time to time. The Academy will not guarantee the minimum numbers of participants.

The successful bidder shall provide adequate numbers of all competent and well-trained staff for cooking, cleaning and dining services.

Minimum numbers of staff including the Manager/Officer-in-charge/highly skilled professional/kitchen helper/waiter/dining helper, etc., shall be maintained at any point of time who will manage the requirement of the Academy during the tenure of catering services engaged.

The successful bidder shall have full control on his/her employees and shall give necessary guidelines and instructions to carry out the job assigned to them by the bidder.

The premises of the Academy shall not be used by the successful bidder for any other purpose apart from those related to providing catering services unless permission, in writing, is granted by the officials of the Academy.

The successful bidder shall bring its own cutlery, utensils and all other essential items required for rendering the catering service.

2. ELIGIBILITY OF TENDERER

- Tenderer shall have minimum experience of 3 years in providing catering/food supply services to Government institutions, Judicial Academies, Courts, educational institutions, public sector organisations, hotels or other reputed organisations;
- Tenderer shall possess adequate infrastructure, equipment and manpower required for providing the services; and
- Tenderer should not have been blacklisted/debarred by any Government Department, Government institution or public authority.

3. OPENING AND EVALUATION OF TENDERS

- The tenders shall be opened and scrutinised by the Tender Selection Committee of the Sikkim Judicial Academy.
- The financial bids of the eligible tenderers shall thereafter be considered and the tenderer quoting the lowest evaluated rate (L-1), subject to fulfilment of all eligibility requirements and acceptance by the competent authority, may be selected for award of the contract.
- The Academy shall not be bound to accept a tender merely because it is the lowest, particularly where the tenderer does not satisfy the prescribed eligibility requirements or the quoted rates/conditions are otherwise not acceptable.

4. PERIOD OF CONTRACT AND EXTENSION

The contract shall initially be awarded for a period of one year from the date of execution of the agreement.

The contract may thereafter be extended annually for a further period of one year, subject to:

1. satisfactory performance of the caterer;
2. compliance with all terms and conditions of the contract;
3. maintenance of required standards of quality, hygiene and service;
4. absence of any serious complaint regarding the catering services; and
5. approval of the competent authority of the Sikkim Judicial Academy.

Extension of the contract shall not be automatic and shall be at the discretion of the Academy.

Upon completion of the maximum period of two years, a fresh tender shall be invited for continuation of the catering services.

The catering service provider may discontinue the service by giving three months prior notice in writing.

5. EXECUTION OF AGREEMENT

The successful tenderer shall execute a formal agreement with the Sikkim Judicial Academy within 15 days from the date of communication of acceptance of the tender or within such further period as may be specified by the Academy.

All stamp duty and other expenses incidental to execution of the agreement shall be borne by the successful tenderer.

6. EMPLOYEES

The staff engaged shall be trained and experienced people having good health, character, well behaved, obedient and skillful in their tasks.

A list of the staff engaged/deployed at the Academy during the service, along with their qualifications, experience, address, photos, etc., shall be furnished to the Academy by the successful bidder. Police verification certificate of all staff mush be furnished.

Overall cleanliness should be observed and the staff shall be properly dressed in clean uniform with hand gloves, head caps & identity cards, during their hours of service.

Prior permission from authorized officials of the Academy before deploying any staff at the Academy for the purpose of rendering services should be obtained. However, the Academy reserves the right to reject any particular workmen/staff placed/employed without assigning reason.

7. QUALITY, HYGIENE AND FOOD SAFETY

The catering service provider shall ensure the following: -

- all food supplied is fresh, hygienic and fit for human consumption;
- food is prepared in hygienic conditions;
- appropriate standards of cleanliness and sanitation are maintained;
- adequate quantity of food is supplied according to the number of persons specified by the Academy; and
- all applicable provisions relating to food safety and hygiene are complied with.

The Academy shall be entitled to inspect the food preparation facilities and catering arrangements and to require immediate corrective measures wherever necessary.

8. COMPLAINTS AND UNSATISFACTORY SERVICE

In the event of poor quality, shortage in quantity, delay in service, unhygienic conditions or any other deficiency in service, the Academy shall be entitled to take appropriate action in accordance with the terms of the agreement, including deduction from bills, imposition of penalty, recovery of loss or termination of the contract, as the case may be.

9. TERMINATION

The Academy reserves its right to terminate the catering services awarded to the successful tenderer after giving notice of one month in writing without assigning any reason and arising out of any of the following: -

- repeated failure to maintain the prescribed standard of food or service;
- breach of any material term or condition of the agreement;
- supply of unhygienic, adulterated or substandard food;
- failure to provide services within the stipulated time;
- submission of false or misleading information/documents; or
- any other act or omission prejudicial to the interest of the Academy.

If the tenderer withdraws from his tender before the expiry of his period fixed, the earnest money deposit will be forfeited.

10. NO ENHANCEMENT OF RATES

The successful tenderer shall not ordinarily be entitled to claim enhancement of the accepted rates during the period of the contract.

11. DISPUTE RESOLUTION AND JURISDICTION

Any dispute arising out of or in connection with the contract shall be settled amicably between the parties

In case of any unsettled dispute, the same shall be referred to the Arbitrator appointed by both the parties. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

12. IMPORTANT NOTE

The tenderer shall quote rates in accordance with the Price Bid format at Annexure-III.

Sd/-
Director
Sikkim Judicial Academy
Gangtok, Sikkim

Annexure – I

I. Breakfast

Breakfast must contain 7 items per plate, with at least one item from every list of items as mentioned in Sl. Nos 1-6 in the table below.

Sl. No.	Particulars	Remarks
1.	a) Bread Toast with Jam, Butter and eggs b) Sandwich c) Corn or wheat Flakes with milk	Any one item per meal as per the choice of the Academy
2.	Seasonal Fruits	At least two fruits
3.	a) Plain chapati/ Poori with sabji/Roti b) Paratha with Curry or Curd	Any one item per meal as per the choice of the Academy
4.	a) Pan Cakes (wheat/millet/barley/buckwheat) b) Masala Dosa c) Poha d) Idli e) Dhokla f) All of the above with Chutney and Sambhar	Any one item per meal as per the choice of the Academy along with chutney and sambar
5.	a) Tea b) Coffee c) Lassi/Buttermilk d) Fresh fruit Juice e) Coconut water	Any two items as per the choice of the Academy and to be brewed fresh

II. Lunch

Lunch must contain 9 items per plate, with at least one item from every list of items as mentioned in Sl. Nos 1-8 in the table below. The list of complimentary items should be also be provided.

Sl. No.	Particulars	Remarks
1.	a) Chapati b) Naan c) Paratha d) Bhature	Any one item per meal as per the choice of the Academy
2.	a) Plain Rice b) Pulao/ Jeera Rice c) Fried Rice d) Biryani	Any one item per meal as per the choice of the Academy

3.	a) Dal Fry/Dal makhani/ Rajma/Local Dal/Chola b) Dahi Kadhi c) Sisnu	Any one item per meal as per the choice of the Academy
4.	a) Seasonal vegetable b) Potato item	Any seasonal vegetable and one potato item.
5	a) Paneer/Tofu (with or without curry)	One paneer/tofu item per meal as per the choice of the Academy
6.	Non-Veg a) Chicken (with or without curry) b) Mutton (with or without curry) c) Fish (with or without curry) d) Pork (with or without curry) e) Egg Curry	Any one item per meal as per the choice of the Academy
7.	Sides a) Momo (Veg/Cheese/Chicken) b) Chowmein (Veg/Chicken) c) Pasta d) Ting Momo e) Wonton Soup f) Dahi Wada	Any one item per meal as per the choice of the Academy
8.	Sweet Dish	Any sweet dish per meal

Complimentary (to be provided)		
1.	a) Salad b) Papad	Both
2.	a) Curd b) Raita	Any one item per meal as per the choice of the Academy
3.	Pickle/Aachar and Mouth Freshner	

III. Classroom Tea

Classroom tea must contain 4 items in total from Sl. No. 1 to 3 and may be served inside the training hall.

Sl. No.	Particulars	Remarks
1.	a) Tea or Coffee b) Coconut water c) Juice d)Butter milk	Any one item per meal as per the choice of the Academy
2.	Biscuits/Cookies	Any one item per meal as per the choice of the Academy
3.	Snacks a) Potato Chips/French fries b) Cutlet (Veg/Chicken) c) Mini Samosa (Veg/Chicken) d) Sandwich e) Aloo chop/Veg pakora/Cheese balls	Any two items per meal as per the choice of the Academy

IV. Evening Tea with Snacks

Evening tea must contain 7 items per plate, with at least two items from Sl. No 1 and at least five items from Sl. No 2 in the table below.

Sl. No.	Particulars	Remarks
1.	a) Tea b) Coffee c) Lassi/Butter milk d) Fresh fruit juice e) Coconut water	Any two item per meal as per the choice of the Academy

2.	a) Onion/Aloo pakora b) Aloo bonda c) Cutlet (Veg/non-veg) d) Dhokla e) Spring roll (Veg/non-veg) f) Samosa g) Fish finger h) Muffin i) Cakes or any other bakes items	At least five items per meal. Along with sauces (if required)

CONDITIONS

I. Food articles:

1. The Caterer shall use food articles of good quality and maintain proper hygiene.
2. Vegetables and fruits shall be fresh and free from rot or over-ripeness. Milk and milk products shall be of good quality and must be prepared and served fresh.
3. Non-vegetarian dishes shall be prepared using fresh and good quality eggs, chicken and fish, which shall be purchased from standard authorised shops. Premium varieties of fish, excluding canned fish, shall be used for preparation of fish dishes.
4. The Caterer shall also ensure that all packaged food items shall carry the mandatory certifications from the concerned authority.
5. The cooking oil used shall be FSSAI certified coconut oil/ mustard oil/rice bran oil only.
6. The selection of food articles shall be made in consultation with the Sikkim Judicial Academy and to its satisfaction.

II. Quantity:

1. The Caterer shall ensure that all food items are supplied in sufficient quantities to meet the requirements of the Academy.
2. The Caterer shall take into account that the number of persons to be served may vary from 2 to 100.

III. Serving Time:

1. The food shall be served within two hours of cooking and shall remain hot at the time of serving.
2. It shall be arranged in the Academy's dining hall at least 15 minutes before the scheduled serving time and shall continue to be served until the end of the scheduled time.

IV. Protocol:

1. The Caterer shall strictly adhere to the Green Protocol. Only porcelain, ceramic or glass plates and cups shall be used for serving food and tea/coffee. Glass bowls shall be used for serving desserts and ice-cream.
2. The use of plastic plates and cups is strictly prohibited.

ANNEXURE-II

I. DETAILS OF THE TENDERER AND DOCUMENTS TO BE SUBMITTED

1. Name of Firm/Agency/Caterer	
2. Constitution of Firm	Proprietorship/Partnership/Company/Other:
3. Registered Year/Correspondence	
4. Name of proprietor of a firm	
5. Whether License for providing catering is available (Yes/No) (Copy to be	
6. Whether the firm has been in business of in-house catering service for at least for 3 years (yes/no) (copy to be enclosed)	
7. Telephone/Mobile No.	
8. E-mail	
9. PAN	
10. GST Registration No.	
11. FSSAI Registration/Licence No.	
12. Bank Details	Name of Bank: _____ Branch: _____ Account No.: _____ IFSC: _____

II. DETAILS OF PREVIOUS CATERING EXPERIENCE

Sl. No.	Name of Organization	Nature of Catering Work	Period of Contract	Contact Details
1.				
2.				
3.				
4.				

III. DOCUMENTS TO BE ENCLOSED

1. Copy of registration certificate of the firm/entity.
2. PAN card.
3. GST registration certificate, wherever applicable.
4. Experience certificates/work orders, wherever applicable.
5. Details/proof of kitchen/catering facilities.
6. Proof of EMD.
7. Bank details/cancelled cheque.
8. Authorisation in favour of the person signing the tender, wherever applicable.
9. Annexure-III – Financial/Price Bid.
10. Annexure-IV – Declaration/Undertaking.

Signature of Tenderer: _____

Name: _____

Date: _____

Seal: _____

ANNEXURE-III

DECLARATION-CUM-UNDERTAKING

I/We,_____, proprietor/partner/authorised representative of _____, having its office at _____, do hereby solemnly declare and undertake that:

1. I/We have carefully read and understood all the terms and conditions contained in the Tender Notice for catering services at the Sikkim Judicial Academy.

2. I/We agree to abide by all the terms and conditions of the tender and the agreement to be executed with the Academy.

3. The information and documents furnished by me/us are true and correct to the best of my/our knowledge and belief.

4. I/We possess the requisite registration/licence and statutory permissions required for carrying out the catering services.

5. I/We shall comply with all applicable laws and requirements relating to food safety, hygiene, labour and other statutory requirements.

6. I/We have not been blacklisted or debarred by any Government Department, Court, Government institution or public authority.

7. I/We shall ensure that all food supplied by us is hygienic, fresh, of good quality and fit for human consumption.

8. I/We understand that furnishing false information or documents may result in rejection of the tender and forfeiture of the EMD/security deposit, besides such other action as may be permissible under law.

9. I/We agree that the decision of the competent authority of the Sikkim Judicial Academy regarding acceptance of the tender shall be final, subject to applicable rules.

Signature: _____

Name: _____

Designation: _____

Name of Firm: _____

Place: _____

Date: _____

Seal: _____

ANNEXURE-IV

FINANCIAL / PRICE BID

Tender for Supply and Serving of Food and Refreshments at Sikkim Judicial Academy

I/We hereby quote the following rates for providing catering services in accordance with the requirements of the Academy:

Sl. No.	**Category of Food/Refreshment**	**Rate per person (₹)**	**GST/Taxes, if applicable (₹)**	**Total Rate per person (₹)**
1	Breakfast			
2	Lunch			
3	Classroom Tea			
5	Evening Tea with snacks			

Note: The above rates shall be applicable to the menu/food requirements prescribed by the Sikkim Judicial Academy from time to time.

Total quoted rate per person: ₹_____

In words: Rupees _____ only.

I/We certify that the above rates are inclusive of all costs, including transportation, manpower, preparation, serving, utensils/equipment and all other incidental expenses, as applicable under the tender conditions.

Signature of Tenderer: _____

Name: _____

Name of Firm: _____

Date: _____

Seal: _____