

**OFFICE OF THE CIVIL JUDGE(JR. DIVN.), BISHNUPUR, NAZARATH DEPARTMENT
BISHNUPUR, BANKURA**

No. 02 Dated :- 09.05.2024

As per memo no 1581/IV-5 dated 02.05.2024 of Ld. District Judge Bankura, sealed rate quotations are invited from reputed, experienced and financially sound Agencies/Suppliers/Farms/SHG&SE Groups for providing the Canteen services in the existing office Canteen at Sub-Divisional New Court Building, Bishnupur, Bankura for a period of **three (03) years** initially which can be extended for further period on satisfactory service and mutual acceptance of terms and condition. The agency selected as a result of the bid process shall sign a contract with Civil Judge (Jr. Divn), Bishnupur cum Judge in Charge Nazareth carry out the operation of Canteen and Catering Services.

The interested Agency/Suppliers/Farms/SHG&SE Group shall quote the monthly rent along with following documents-

1. Name of the Contractor/ Caterer :
2. Address proof documents (Voter ID/Aadhar card)
3. PAN card.
4. Valid Food Safety License.
5. Trade License issued by local authority and applicable to this office.
6. Experience Certificate in related category (Minimum 2 year's credentials of operating canteen/Restaurants/cooked food supply business).
7. Rate of rent quoted per quarter.

Quotations and bid documents must be dropped in the drop box kept at Nazareth Section in the office of the undersigned. The tenderer may contact the undersigned office for any queries regarding tender on any office day.

SCHEDULE OF EVENT AND IMPORTANT DATES

Nature of the Work	Selection of Agency to run the Canteen and Catering Services at Bishnupur New Court Building, Bankura
Details of Contact for clarifications/queries	Civil Judge (Jr. Divn) Court's Office, Bishnupur, Bankura
Cost of Quotation Document	Rs. 500/- (Five hundred) only
Contract Period	03 (Three) years
Earnest Money Deposit (EMD)	Rs. 12,000/- (Twelve thousand) only
Basic/Minimum Quarterly (3 Months) Rent	Rs. 3000/- (Three thousand) only
Bid submission start Date &Time	03/06/2024
Bid submission Last date & time	24/06/2024
Date & Time of opening of Bid in the Office of the under signed, Bishnupur	24/06/2024 evening at 5 pm
Date of Service start of Canteen (Provisionally)	01/08/2024

***** Willing candidates need to apply on A4 size xerox paper as per aforesaid format with their complete details expressing their agreement with all the terms and conditions given in this advertisement. They shall also enclose the participation fee deposit challan as well as their necessary documents as clearly mentioned.**

If any quotation is received without Trade License and Food Safety License, such applicant will be liable to be disqualified.

The bidder may be present at the time of opening the tender.

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TERMS AND CONDITIONS

- 1) Person having experience in running canteen will get highly preference. Experience certificate, if any, should be submitted along with the application.
- 2) The willing bidders are to furnish the quarterly rate above the basic rate on their letter head in written during submission of the application.
- 3) The quarterly rate for carry on the Canteen is to be quoted in their application.
- 4) The voter card, Aadhaar Card, Trade License, PAN card should be attached with the application.
- 5) All the applicants have to deposit earnest money (refundable) and application fees (Non-refundable) with their applications. The earnest money for un-successful bidder are to be returned back on their demand in written application. The earnest money is required to be kept in the Treasury till the termination of the agreement. After the termination of the agreement, the earnest money will be returned on his demand in written.
The participation fees will be deposited through court challan to the Government fund as Miscellaneous Deposits in the Non-Refundable Head of Account 2014-00-911-001-70 and the refundable earnest money will be deposited through court challan to the Government fund as Civil Deposit (Receipt) in the Refundable Head of Account 8443-00-104-001-07.
- 6) The earnest money will be forfeited if:
 - i) Any damage of the Canteen Premises is happened by agency themselves.
 - ii) Permanent closure of the Canteen without any intimation is done by the Agency.
 - iii) Bad behavior with the office staff is noticed.
 - iv) Bad quality service is provided.
 - v) Any others which is be defamatory to the image of the Court.
- 7) The agreement bond will be forfeited if :
 - i) Any damage of the Canteen premises is happened by the Agency themselves.
 - ii) Permanent closure of the Canteen without any intimation is done by the Agency.
 - iii) Bad behavior with the office staff is noticed.
 - iv) Bad quality service is provided.
 - v) Any others which is defamatory to the image of the office.
- 8) The contract for Canteen services shall remain valid initially for a period of one year. However, in order to evaluate the performance and services of the Canteen, the contract will have probationary period of two months. The contract for the remaining 10 months will be confirmed only if the services and quality of items served by the Canteen are found satisfactory during the probationary period and it will be extended up to 3 years, on yearly basis subject to satisfactory performance.
- 9) Before issuing work order an agreement bond will have to be furnished by the Catering Agency and the bond will be for one (1) year and will be extended up to 3 years, if the service is found satisfactory.
- 10) Quarterly rent for the Canteen Premises will have to be paid by the Agency in advance.
- 11) One month' notice is to given by the Agency if, they want to stop the Canteen.
- 12) In case of deviation of any terms and conditions as fixed by the authority notice will be issued for rectification to the Agency. If the desired rectification has not been done by the Agency, his agreement and work order will be canceled without any further reference.
- 13) Facility of drinking water and electricity connection will be provided from the office. Electricity bill for the canteen premises should be borne by the Agency concern by installing a sub-meter.
- 14) Canteen would be functional in working days before the arrival of the official of this office to till their departure and if required, on holidays also under prior intimation of the office.
- 15) Cooking arrangement and arrangement of gas burner should be done by the Agency. Only Gas Burner/ Micro Oven/ Induction can be used.

- 16) Availability of purified drinking water should be ensured by the Agency in the Canteen.
- 17) Suitable sitting arrangements in the dining hall (chair, table with cover etc.) of the Canteen will have to be done by the Agency.
- 18) Overall cleanliness inside and outside the Canteen will have to be maintained strictly. Any deviation in this regard will be viewed seriously. The canteen which holds the license for the operation of the facility, shall fulfill the following responsibility regarding cleanliness and sanitation.
 - (a) Hygiene and sanitation standards should be strictly complied with FSSAI regulations and / or prevalent norms. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract.
 - (b) Cleaning and washing and washing of plates, cutleries and utensils.
 - (c) cleaning and maintenance of kitchen equipment.
 - (d) Keeping the premises and surroundings neat, clean and hygienic. Periodic fumigation as per laid down norms.
- 19) Proper display of the chart for available food stuff should be shown daily in the Canteen. The prices of the items given in the Canteen shall not be more than the local market rate and shall be approved by authority every year. The service provider shall display the approved rate list at a prominent location within the allotted premises.

They should be complete adherence to the approved menu, price and quality. In case the service provider is to supply extra items on demand they may do so provided the request is placed by the customer for a bulk order. The service provider shall promptly inform the competent authority.
- 20) Quality of food stuff must be maintained. This must be hygienic.
- 21) Use of plastic is strictly prohibited.
- 22) The inflammable Substances Act, 1952, the W.B. Fire Services Act, 1950 and other Acts and order in connection with the carriage, storing and uses of fuel and all inflammable articles should be strictly followed by the Agency.
- 23) The Agency must comply the rate of menu chart. Any deviation to the rate of the menu chart is noticed, the agreement will be terminated without any further intimation.
- 24) A polite and humble behavior should be shown to all the officials of the office and the outsiders.
- 25) No terms & condition from the Agency will be entertained at all.
- 26) Menu Chart of the food items is shown strictly be followed.
- 27) The delicious Food items beyond the menu chart if available by the Agency is highly appreciated and the rate for those items are to be finalized after discussion with the office.
- 28) All types of kitchen apparatus should be kept at the Canteen for early delivery of food.
- 29) The service provider shall not construct or make any structural / electrical alteration or install additional fitting inside the premises of the Canteen without prior approval from the authority. The canteen shall not assign, sublet under any circumstances.
- 30) Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.
- 31) The Canteen shall maintain a register with name, age and address of all the employees working at Canteen and submit the same to the authority after obtaining contract. The Canteen must report any changes in these lists of employees.
- 32) The service provider shall be responsible for the proper conduct and behavior of the employees engaged by them.

- 33) All expenses related to the employees engaged by the service provider shall be by the service provider/ licensee. In case of any accident or mishap of any employee in the canteen the authority shall not be responsible/ liable in any manner whatsoever.
- 34) The service provider shall carry out periodic cleaning of fixtures (light, fan etc.). The maintenance of the equipment and fixture shall take care by the service provider.
- 35) The cooking details shall be as per the prevalent standards.
- 36) If, any information furnished by the service provider is found incorrect at any time, the contract is liable to be terminated without any notice and the security money deposited is liable to be forfeited.
- 37) The service provider is required to provide Identity Card and Dress.
- 38) All the items are required to be made available during the working hours.
- 39) The authority shall have free access to inspect the facility used and items/ services provided by the Canteen at any time during the working hours of the facility and beyond, if needed. If any substandard or un-authorized items/ services are found to be provided the Canteen shall be penalized by the authority shall have to abide by the corresponding ruling.
- 40) A "Suggestion/Complaint Book" must be kept at the billing counter, visible to all the customers, so that the customer may record comments about any items. A copy of the complaint/ suggestion should be given to the customer after obtaining signature of the Canteen-In-Charge. The authority shall have the right to check the Complaint Book at any time.
- 41) The staff of the Canteen will not be permitted to use the Canteen Premises as rest room or lodging house.
- 42) The licensee himself/ herself shall purchase necessary kitchen utensils, crockery, cutlery and glassware of good quality along with befitting chair and table at his/ her own cost for running the Canteen.
- 43) The licensee shall not keep, store, sell, deal with for allow the sale of nor shall deal with any item which is prohibited by law and which is injurious to health viz. Bidi, Cigarette, Gutkha etc.
- 44) Big dustbin of good plastic will be kept for Canteen. Carriers will be kept for disposal of wastage as per rules.
- 45) Small stationary items may also be kept in the Canteen with permission of the authority concern.
- 46) The contractor shall also have to furnish an affidavit duly attested from the Executive Magistrate/Notary Public regarding acceptance of above terms and conditions.
- 47) The authority concern reserves the right to accept or to reject any or all the tenders without assigning any reason thereof or to cancel the notice any time.
- 48) The authority concern also reserves the right to extend the date of receiving/ opening of tender as well as to extend the validity of the tender.

Sd/-

Civil Judge (Jr. Divn.), Bishnupur District:- Bankura

Copy forwarded for information and wide publication to :

1. The Ld. District Judge, Bankura.
2. To display Notice Board of Local Bar Association, Bishnupur.
3. The S. D. O., Bishnupur.
4. The B. D. O., Bishnupur.
5. The CMOH Bishnupur.
6. The S.D.L.&L.R.O Bishnupur.
7. The I.C., Bishnupur Police Station.
8. To display on Office Notice Board.
9. System Officer Bankura, for publication on official web site of this district.

Srichiti Parasrampani
Civil Judge (Jr. Divn.), Bishnupur District:- Bankura

Civil Judge (Jr. Divn.)
Bishnupur, Bankura