TENDER NOTICE

Office of the District & Sessions Judge, Khagaria

Tender Notice No.:-
Date :

Subject : Invitation of Tender for Running Refreshment Canteen in Civil Court Premises, Khagaria

Sealed tenders are invited from eligible and experienced Vendor for running a Refreshment Canteen in the premises of Civil Court, Khagaria, subject to the terms and conditions mentioned below.

1. Scope of Work

The selected bidder shall :

- Run and maintain a refreshment canteen in the Civil court premises.
- Provide tea, coffee, snacks, lunch, drinking water, and other light refreshments.
- Ensure cleanliness, hygiene, and quality of food items.
- Quality and quantity must be maintained as per standards.
- The Canteen should open on all working day of Civil Court Khagaria.

2. Space Details

- Space measuring approximately 25X20sq.ft. (or as available) will be provided within the Civil Court premises.
- Location - Near the Excise Court Building.

3. Eligibility Criteria

- Bidder having prior experience in running canteen/food services (preferred).
- Need to Submit Food License Certificate.
- Bidder need to submit an affidavit for no blacklisted by any Government/Semi Government institution.
- Submit Adhar Card
- PAN Card
- Need to Submit rate chart of the refreshment items in separate Sheet enclosed.

4. Tender Security Deposit

- Security Deposit (Refundable) :- Bidder must have to submit a Demand draft of rupees 25,000/- in favour of Principal District & Sessions Judge Khagaria.

5. License Fee/Rent

- The successful bidder shall pay a monthly rent as decided by the authority.
- Electricity charges shall be borne by the bidder.
- That the rent will be enhance every alternate year by 10% at the flat rate.

6. Terms & Conditions

- The contract shall be valid for a period of 11 months extendable based on performance and no complain against the licensee.
- The canteen must function during court working hours on all working days.
- Quality and hygiene must be strictly maintained.
- Rates once approved shall not be increased without prior permission.
- No intoxicants, tobacco, or prohibited items shall be sold.
- Prices of food items should be reasonable and approved by the authority.
- The premises must be kept clean and hygienic at all times.
- The authority reserves the right to inspect the canteen at any time.
- Any violation of terms may lead to cancellation of contract.
- The authority reserves the right to accept or reject any or all tenders without assigning any reason one month prior notice.

7. Required Documents

- Application Form
- Food License under FSSI Act.
- Identity Proof (Adhar/PAN)
- Address Proof
- Experience Certificate (if any)
- Affidavit regarding non-blacklisting
- Financial details (Income Tax Return if available.)

8. Submission of Tender

- The tender must be submitted in a sealed envelope superscribed as:
- "Tender for Canteen in Civil court Khagaria"
- Last date for submission: 04\05\2026
- Place of submission: Nazarat Civil Court, Khagaria

The allotment of Canteen and finalization of rate, Terms & Conditions of License Shall be the Sole discretion of the Administration of Civil Court Khagaria.
The Court administration also reserves the right to cancel this expressin of interest in part or full with one month of Prior Notice.

N C Barnwal
Principal District & Sessions Judge
Khagaria. 24.4.2026

APPLICATION FORM FOR ALLOTMENT OF CANTEEN (ON TENDER BASIS)

1. Name of theApplicant/Firm:

2. Father's/Proprietor's Name:

3. Full Address (with Contact Details):
Address:
Mobile No.:
Email ID:

4. Type of Organization:
- Individual
- Proprietorship Firm
- Partnership Firm

5. Food License Details (if any):
Registration No.:_____
Issuing Authority:_____

6. PAN Number (Compulsary)

7. Experience in Running Canteen / Catering Services:
(Attach proof)

8. Details of Present Address/Temporary.

9. Details of Demand Draft (EMD):
Amount:_____
DD/Receipt No.:_____
Date:_____

10. Proposed Menu & Rate List: **YES/NO**
(Attach separate sheet)

11. Any Other Relevant Informantion:

DECLARATION
I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I/We agree to abide by all the terms and conditions mentioned in the tender document. It case any information is found incorrect, my/our application may be rejected.

Signature of Applicant

Name:
Date:

MENU RATE CHART

For Refreshment Canteen, Civil Court Khagaria

Name of Bidder/Agency:
Address:
Contact No.:

A. Beverages (पेय पदार्थ)

Sl. No.	Item Name	Quantity/Unit Rate (Rs.)
1.	Tea	Per Cup
2.	Coffee	Per Cup
3.	Milk	Per Glass
4.	Mineral Water	1 Litre
5.	Lemon Tea	Per Cup

B. Snacks (नाश्ता)

Sl. No.	Item Name	Quantity/Unit Rate (Rs.)
1.	Samosa	Per Piece
2.	Kachori	Per Piece
3.	Bread Pakora	Per Piece
4.	Biscuit Packet	Per Piece
5.	Namkeen	Per Piece
6.	Packed Food	as per MRP

C. Miscellaneous (अन्य)

Sl. No.	Item Name	Quantity/Unit Rate (Rs.)
1.	Seasonal Juice	Per Glass
2.	Cold Drinks	Per Bottle
3.	Egg Boiled	Per Piece
4.	Omelette	Per Piece

Declaration

I/We hereby certify that the above rates are reasonable and inclusive of all taxe, and I/We agree to abide by the terms and conditions of the tender.

Date :_____

Signature of Bidder:_____
Name:_____