

Office of Principal District & Sessions Judge, Kaimur at Bhabhua

CANTEEN TENDER NOTICE

**Notice inviting applications for running the Canteen at Amenity Building,
District Court Complex, Kaimur at Bhabhua**

Sealed tenders are invited from reputed agencies possessing requisite license, having not less than two years experience in catering service for a period of 11 months from the date of award of contract.

The tender documents containing the nature of work and terms and conditions of the contract can be obtained from the office of Nazarat, Civil Court, Kaimur at Bhabhua during the office hours. The same can also be downloaded on the website of District Court, Kaimur.

The duly filled in tender document with relevant supporting documents to be submitted to the office of Administration In-charge, Civil Court, Kaimur at Bhabhua alongwith the tender fee (non refundable) of Rs. 1000/- and EMD amount of Rs. 5000/- by way of demand draft drawn in favour of Nazir, Civil Court, Kaimur on or before 24.06.2025

The application form should be submitted on or before 24.06.2025 till 01:00 P.M. The application received after the scheduled date and time shall not be entertained and considered in any case.

The sealed tenders will be opened on 08.07.2025 at 04:35 P.M. in the conference hall of Civil Court, Kaimur at Bhabhua.



(Judge-in-charge)
Civil Court
Kaimur at Bhabhua

3.6.2025

PERFORMA/APPLICATION FOR CANTEEN TENDER AT DISTRICT COURT
(AMENITY BUILDING) KAIMUR AT BHABHUA

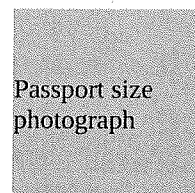
1. Name of the Applicant _____
2. Father's Name _____
3. Date of Birth _____
4. Address _____

5. Permanent Address _____

6. Contact Number and landline number _____ Mobile _____
7. Aadhar Number _____
8. Previous work experiences _____

9. Any criminal proceeding pending in court or if convicted _____

10. Whether tender fee and EMD amount deposited ?
If so, furnish the details.
11. Whether possess license to run canteen ?
If so, enclose copy.
12. Whether have experience of running canteen ?
If yes, furnish the details with necessary documents.
13. Whether the documents required have been submitted ?
If yes, furnish the details.



Declaration

I, hereby declare that, I am ready to abide by the terms and conditions as per tender notification.

Place:

Date:

(Signature)

**Terms and Conditions for allotment of canteen at ground floor,
Amenity Building, District Courts, Kaimur :-**

The proposed terms and constions are as under :-

Submission of tenders

01. Tenders/quotations are invited in sealed envelop consisting of technical bid in a separate cover and price bid/financial bid in a separate cover and both bids will be put in the sealed single envelop containing the title “**tender for running canteen in the Amenity Building at Civil Court, Kaimur at Bhabhua**” addressed to Administration I/c, Civil Court, Kaimur at Bhabhua.

Period of contract-

02. The period of Agreement shall be for 11 month from the date of an agreement. The Principal District & sessions Judge, Kaimur at Bhabhua shall have the discretion to renew the agreement for a further period of 11 month on same terms and conditions, before expiry of the agreement. The contract can be extended further for a period of 03 years with the approval of competent authority, subject to satisfactory performance of the contractor.

Eligibility Criteria-

03. The service provider should have minimum two year's experience of running the canteen in Government/Semi-Government organization or public/private institution/organizations hospitals etc. The relevant paper with regard to experience should be attached along with tender. Copies of following documents should be submitted alongwith the tender application :-
 - (a) FASSAI registration/ license
 - (b) PAN No.
 - (c) Income tax return of last two years
 - (d) GSTIN NO.
 - (e) Document regarding experience of 2 years in providing similar services
 - (f) Aadhar card
04. It shall be responsibility of the Contractor/Licensee to obtain necessary license/ s from the concerned Government Authorities as required by laws for running the Canteen immediately from the date of awarding the Contract and before starting the Canteen. FASSAI certification is mandatory before starting the

canteen. The service provider shall submit a valid registration under Bihar Shop and Establishment Act 1953 within 15 days of starting the canteen to the office of Administration Incharge, Civil Court, Kaimur at Bhabhua.

Tender Fee, EMD and Security Deposit -

05. The Licensee shall pay to the licensor such monthly amount of Rs.-14,609/- as fixed by Rent Controlling Authority (subject to change in amount, if license is further renewed in future) which have to be paid in advanced for each month on or before the 7th day of each month. This amount shall be deposited by the service provider/Licensee as an amount of license fee and the license fee of two months is required to be paid in advance before starting the canteen. The amount shall be payable also for the period during which the courts remain closed.
06. A non-refundable tender fee of Rs 1000/- is required to be paid through demand draft of nationalized bank drawn in favour of Nazir, Civil Court, Kaimur alongwith the application of tender.
07. The tender should be accompanied by earnest money deposit of Rs. 5000/- through Bank demand draft of nationalized bank drawn in favour of Nazir Civil Court, Kaimur at Bhabhua and the earnest money amount will be returned to the unsuccessful tenderers without interest. EMD amount of the successful contractor shall be adjusted against the security deposit amount. Premature withdrawal of contract by the successful contractor will liable for forfeiture of the amount of EMD.
08. The amount of Security Deposit shall be Rs. 45,000/- (Rupees Forty Five Thousand Only). The Security Deposit amount is to be deposited by the Successful tenderer/Licensee in Nazarat, Civil Court, Kaimur at Bhabhua within 7 days from the award of the contract which shall be refundable, with no any interest, at the time of settlement of all accounts at the end of license agreement.

Canteen working hours -

09. The timings of the canteen shall be from 9:30 a.m. to 6:00 p.m. only during the office working days of Court and during Lok Adalat and other non-working

days with the permission of Principal District Judge, Kaimur. The Canteen shall remain closed on all Sundays, closed Saturdays and Public Holidays. The Principal District Judge, Kaimur reserves the right to decide/modify the timings of the Canteen, depending upon circumstances.

Terms of maintaining hygiene -

10. It shall be sole responsibility of the service provider to ensure very high standard of cleanliness and hygiene inside and around the canteen with kitchen and pantry attached with the canteen. Disposable food grade will be preferred for service in canteen. No unauthorized access should be permitted by the service provider inside the canteen and for that purpose the manager and employees working in the canteen must carry with them an ID-Card for the purpose of access inside the canteen. Strict adherence to food quality and hygiene regulations is essential. Violations of standards may result in the revocation of the tender. The service provider will employ adequate number of staff in order to maintain efficiency. Uniform shall be provided to the employees working in the canteen by the service provider/terderer. A statement showing name and other relevant details of all the engaged employees must be furnished to the canteen committee/court administration. Further, the service provider should deposit police verification document of the persons deployed with in 15 days of deployment in the canteen to the office of Judge-in-Charge.

Other general terms and conditions -

11. The tenderes shall submit the list of food/beverages items with respective rates, which are to be provided in canteen, with tender document. The Contractor/Licensee shall provide all the food items and eatables as well as tea, coffee, beverages, etc. of good quality at reasonable rates as may be approved by the Canteen Committee/ Principal District Judge, Kaimur at Bhabhua and such details shall be displayed on a board at a conspicuous place in the Canteen.
12. 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. 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 Principal District Judge/Canteen Committee.

13. The Licensee shall not remove from the canteen, any of the articles or fixtures provided by the Licensor.
14. It shall be liability of the Contractor/Licensee to regularly pay Electricity Consumption charges and Water charges of the Canteen premises as per actual consumption. The photo copies of the receipt of such payments shall be regularly submitted to Nazarat, District Court, Kaimur. All applicable taxes of canteen premises, levied by the Kaimur Municipality or any other competent authority, shall be borne by the service provider.
15. No person, who is suffering from contagious disease and/or who has criminal antecedent, shall be employed by the Contractor/Licensee in the Canteen. The staff of the Canteen and any other persons shall not be permitted to use the Canteen premises as restroom or lodging house. The conduct and behavior of the Contractor/Licensee as well as his/her/its staff members must be courteous and cooperative towards District Court employees, Advocates, and litigating public visiting the canteen.
16. The Contractor/Licensee shall provide utensils and crockery of good quality at his/her/its own costs and shall keep the same in clean and hygienic condition. The surroundings of the canteen should be kept clean and any grievances with regard to this, will empower the Principal District Judge/Canteen Committee to discontinue/terminate the agreement at any time, without giving any prior notice. In case any food item is found to be adulterated or misbranded, the licensee will be liable for criminal as well as civil action.
17. The Canteen Committee and/or any officer authorized by the Principal District & Sessions Judge shall carry out inspection of Canteen from time to time, to ascertain as to whether the Contractor/Licensee complies with the terms and conditions agreed upon.
18. The District Court, Kaimur shall not be liable for any damage caused to or loss

incurred by the Contractor/Licensee 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.

19. The Licensee 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.
20. The Licensee shall not store any explosive or hazardous or dangerous items in the canteen premises.
21. The Licensee shall install Fire Safety System / Fire Extinguishers inside the canteen, as per prevailing norms at his/her own cost.
22. The Licensee shall give One month's notice to the Licensor in case he/she/it intends to vacate the canteen premises any time before the expiry of the period of agreement.
23. On expiry of the period of agreement, the Contractor/Licensee shall vacate the canteen peacefully 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 the District Court. No rights shall be created in any manner nor shall be claimed by the Contractor/Licensees by virtue of this agreement.
24. In case of loss or damage to any furniture, fixtures, fittings, etc, provided by the Court in the Canteen and/or to the Court building caused by the Contractor/Licensee or his/her/its employees due to negligence or otherwise, the cost thereof shall be recovered from the Contractor/Licensee and/or the same shall be deducted from the amount of Security Deposit.
25. In case of breach of any of the aforesaid terms and conditions or insolvency or non-payment of electricity charges and other charges/taxes, this agreement shall stand terminated forthwith and the Contractor/Licensee shall vacate the

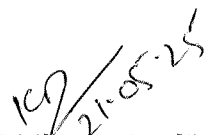
Canteen premises peacefully to the District Court, without raising any disputes whatsoever.

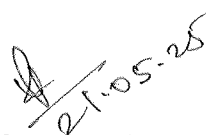
26. All dues of the Court shall be paid by the Contractor/Licensee before vacating the Canteen premises. The expenses for drafting of agreement, stamp duty, etc., if any shall be borne by the Contractor/Licensee,
27. The Contractor/Licensee shall follow all the prevailing laws, Government Resolutions, Notifications and Circulars applicable from time to time and for any breach of the same, the Contractor/Licensee shall be personally liable.
28. The Principal District Judge, Kaimur and/or the Canteen Committee shall be at liberty to add/ alter/ delete/ modify any of the conditions in the agreement, as it may deem fit.
29. The Principal District and Sessions Judge, Kaimur retains right to cancel the tender notification and also to call for a fresh tender for justifiable reasons.
30. Any dispute shall be subject to jurisdiction of Kaimur at Bhabhua.
31. All the pages of tendered document should be serially numbered and duly stamped and signed by the tenderer.
32. Total carpet area of canteen is 973.93 sft. (canteen-805 sqft., kitchen-119.97 sqft. and pantry-48.96 sqft.). The tenderers may have access to visit the canteen with the permission of court administration before the finalization of the bid. The remuneration of the employees of the Canteen shall be as per prevailing laws. The Contractor/Licensee shall not engage child laborers in the Canteen and shall follow all the rules and regulations of the Government and the Labour Laws scrupulously.
33. A separate list of eatables which is to be furnished by the tenderer after filing with specific details with the tender application is attached with the document of term and conditions. List of eatables with their respective price, experience of the tenderer to run a canteen, accessibility and feasibility of the firm to provide canteen facility in Kaimur shall be taken in to account apart from other

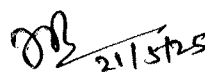
factors while shortlisting the tender applications. The offer of tenderer who will be in a position to give best services in terms of food items of good quality at reasonable price will be accepted. The decision of court administration/ canteen committee shall be final. The shortlisted tenderers may be invited for negotiations, if required, and notice of such negotiations shall be given in advance to the shortlisted tenderers. The date of opening of sealed tenders may be deferred due to any unforeseen circumstances.

34. Tenders received without requisites fee shall not be accepted/considered. The Principal District & Sessions Judge, Kaimur at Bhabhua reserves the right of rejecting or discontinuing the contract without assigning any reason for breach of any of the provisions of the contract.

The successful bidder will have to execute an affidavit with regard to the acceptance and compliance of all the terms and conditions of the license as mentioned above.


(Kritika Dwivedi)
I/c Member


(Vishnu Priya)
Member
21-05-2025


(Harshbardhan)
Chairman

List of Menu/food items observed/provided in canteen
Menu will feature vegetable dishes only -
(to be filled by the contractor/bidder/agency)

Sl. No.	Menu/item	Quantity	Rate (Inc. All taxes)
Morning Break-fast			
1	Puri + Seasonal Vegetable		
2	Chhola-Bhatura		
3	Aaloo-Paratha/ Stuffed Paratha		
4	Idly + Shambhar + Chutney		
5	Masala Dosa		
6	Kachori		
Afternoon Lunch			
7	Vegetable Thaali (specify the ingredients)		
8	Litti Chokha		
9	Tawa Roti		
10	Seasonal vegetable		
Evening Snacks			
11	Samosa		
12	Cutlet		
13	Sandwich		
14	Paneer Pakoda		
15	Veg Pakoda		
16	Paneer Chilli		
17	Chowmin		
18	Butter Toast		
Sweets and Beverages			
19	GulabJamun		
20	Rasogullah		
21	Tea		
22	Coffee		
23	Salted Butter Milk (Chachh)		

24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37	Standard Company products/packed items like Cold-drinks, Mineral Water Bottle, Wafers, Biscuits, Chocolates, Maggie etc.		As per MRP.

Five more items may be added within the given list as per the choice of the contractor/tenderer with specific details.

I/we have read and understood all the terms & conditions of this tender and I/we agree to the same. As an acknowledgment 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:-
Place:-

Signature of the Bidder/Contractor