OFFICE OF THE
DISTRICT & SESSIONS JUDGE::: BAKSA:::MUSHALPUR
Email: baksa.session@gmail.com

Memo No. DJ/BAK/2026/ 239 Dated Baksa, the 16.01.26

NOTICE INVITING TENDER

Dated 16.01.2026
(For Providing and Managing Office Canteen Services)

Sealed tenders affixing Court Fee Stamp of Rs. 8.25 (Non-Refundable) are invited from the intending, experienced and eligible vendors for providing and managing Office Canteen Services at the Court Complex, Baksa, Mushalpur.

The selected vendor shall be responsible for preparation, supply and sale of hygienic food and beverages to employees and authorized visitors. The vendor shall maintain cleanliness of the kitchen, serving and dining areas and comply with all food safety and statutory requirements, similar to other institutional service contracts of this establishment.

GENERAL TERMS AND CONDITIONS

1. Scope of Work- The vendor shall prepare and supply quality food items and beverages as per the approved menu and rates. Hygiene and cleanliness shall be strictly maintained at all times.

2. Contract Period- The contract shall be valid for a period of one (1) year from the date of commencement and may be extended further, subject to satisfactory performance. The successful tenderer shall deposit a security amount of Rs. 10,000/- (Rupees Ten Thousand only) with the Baksa District Judiciary before taking over the canteen contract.

3. Other Terms and Conditions

I. The canteen shall operate on all working days. Quality food shall be provided, and there shall be a separate rate for the staff of the office.

II. The vendor shall procure and use fresh and standard/good quality raw materials, eatables, fuel, etc., necessary for running the canteen at his own cost. The quality of food shall be maintained in consultation with the management, and the decision of the management in respect of quantity and quality of food shall be final.

III. The vendor shall strictly observe office timings and comply with all rules framed by the Authority, as amended or provided from time to time. Subletting of the contract is strictly prohibited.

IV. The vendor shall be provided with space for the canteen premises only. All furniture for the canteen shall be arranged by the vendor. Maintenance and upkeep of the premises, furniture, and fixtures shall be the sole responsibility of the vendor.

V. The highest bidder for the monthly rent shall be selected for the tender, subject to the condition that the **minimum bid amount shall be ₹2,500/- (Rupees Two Thousand Five Hundred only) per month**. The electricity charges incurred in the canteen shall also be borne by the vendor

VI. The vendor shall arrange manpower, raw materials, fuel, and consumables at his own cost. Except for the space to run the canteen, no other infrastructure shall be provided by the Office. The oil/ghee used shall be of ISI-marked quality.

VII. The vendor shall be responsible for maintaining cleanliness inside and around the canteen premises, including adherence to proper hygiene standards at all times. The sale of tobacco products is strictly prohibited on the Court complex/office canteen.

VIII. All books of accounts, registers, and any other documents used in connection with running of the canteen shall be maintained by the vendor at his own cost and shall be produced for inspection on demand by the Authorities/Municipal Authorities or any other official authorized by the Competent Authority.

IX. The vendor shall settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

X. The Office reserves the right to inspect the canteen at any time. In case of unsatisfactory service, the contract may be terminated by giving 30 (thirty) days' notice.

XI. In case of violation of any of the terms and conditions, appropriate action, including termination of the contract, may be taken.

XII. The undersigned is not bound to accept the lowest tender. The undersigned reserves the right to accept or reject any or all tenders, wholly or partially, without assigning any reason whatsoever.

XIII. The decision of the Hon'ble District & Sessions Judge, Baksa, Mushalpur shall be final and binding in all respects.

XIV. The selected vendor shall provide basic refreshment items is to be provided as and when required by the office during meetings and other official occasion.

The sealed tenders complete in all respects along with duly filled-in Annexure–I (for rent bid amount) Annexure–II (Item-wise Rate List) and Annexure–II (Declaration) as enclosed should be submitted to the Office of the District & Sessions Judge, Baksa, Mushalpur during office hours on or before 28th January 2026 (Wednesday). No tender received after the stipulated date and time shall be entertained, whether submitted in person or received by post, speed post, courier or any other means.

The envelope containing the tender shall be clearly superscribed as: ***"Tender for providing and Managing Office Canteen Services in the District Judiciary, Baksa".***

For further details, interested vendors may contact this office during office hours.

16.01.2026

District & Sessions Judge
Baksa Mushalpur
16/01/26

Memo no DJ/BAK/2026/240-241 Date 16.01.26

Copy to for information:

1. The System Asst, Baksa, He is directed to upload the same along with the list of articles in the official website.
2. All the Notice board
3. Office File

16.01.2026

District & Sessions Judge,
Baksa, Mushalpur
16/01/26

Annexure–I

Bid Amount (Monthly Rent Offered):

- **In Figures:** ₹ _____ per month
- **In Words:** Rupees _____ only

Annexure–II

Sl. No.	Items	Unit	Rates (MRP)
MENU FOR THE CANTEEN OF BAKSA DISTRICT COURT JUDICIARY(minimum items)			
1	Tea/Coffee	Per Cup	
2	Snacks/sweets (kalakan/Barfi/Gulab jamun etc.)	Per Piece	
3	Lunch Veg	Per Thali	
4	Lunch non veg Fish /chicken/mutton etc.	Per Thali	
5	Noodles/Maggi	Per Plate	
6	Samosa/ Patties/Veg. Sandwich etc.	Per Piece	
7	Branded Packed Items (Biscuits/Namkeens/Chips etc.)	Per Piece	
8	Cold drinks/Beverages	Per Piece	
9	Water bottle	Per Piece	
10	Chowmin/Fired rice/momo etc	Per Plate	

Annexure–III

Declaration:

I/ we do hereby declare that the information furnished above is true and correct. I/we agree to abide by all the terms and conditions mentioned in this contract.

Signature of the Tenderer with seal