

OFFICE OF THE DISTRICT & SESSIONS JUDGE,
KARBI ANGLONG

Memo No.: DJKA _____/2024

dated 13-03-2024

SHORT NOTICE INVITING TENDER (NIT)

Sealed Tenders are invited from eligible and interested bidders for supply of Catering Services to the District and Sessions Judge, Karbi Anglong (as per format in **Annexure I, II & III**). This concerns the protocol visits of Hon'ble Judges and other Official meetings.

The sealed Tenders should reach the office of the undersigned on or before **30th March, 2024 up to 15:00 hours** and Technical Bid will be opened on the same day **at 16:00 hours**. The bids should be complete in all respect as per Instructions/Terms & Conditions mentioned in the Tender Document that can be downloaded from the official website.



District and Sessions Judge,
Karbi Anglong.

Memo No.: DJKA ²³³⁴⁻²³³⁵_____/2024

dated 13-03-2024

Copy to:

1. The System Officer, Karbi Anglong. He is to upload the Tender in the official website.
2. Office Notice Board.
3. Office File.



District and Sessions Judge,
Karbi Anglong.

INSTRUCTION TO BIDDERS/TERMS & CONDITIONS:

Interested bidder should note the following:

1. Timelines/Summary for the Tender:

1	Date and Time of opening of Technical Bid	13-03-2024
2	Date and time of closing of Technical Bid	30-03-2024
3	Time and date of opening of financial proposal	This will be intimated to successful bidders in technical evaluation
4	Place of Submission of Bid	District Judge Establishment, Karbi Anglong
5	Mode of Selection	Cost Based Selection
6	Type of Bid Required	Technical & Financial

2. Criteria for Eligibility:

- a. Bidder should have minimum 3 years' experience in catering and food related services, on the date of submitting the tender.
- b. Bidder should have valid GST No., Trade License and PAN.
- d. Bidder should have its office in Karbi Anglong.

3. Bidder must enclose the following documents along with the Technical Bid sealed and signed by the authorised signatory:

- i. Copy of proof of establishment of organisation such as Firm Registration Certificate/Company Incorporation Certificate/Partnership Deed, etc.;
- ii. Copy of updated Trade Licence;
- iii. Copy of Organisation PAN Card;
- iv. Copy of GST Registration;
- v. Technical Bid as per format in **Annexure-I & III**;
- vi. Financial Bid as per format in **Annexure-II**;
- vii. Copy of Tender document as proof of acceptance of terms and conditions mentioned therein;

4. Period of validity of bid: The bid shall remain valid for 180 days after the date of bid opening. If any bidder withdraws his tender before the said period shall, without prejudice to any other right or remedy, be at liberty to forfeit the EMD.

5. Submission of Bids: The envelope containing bid documents - **Technical & Financial**- shall be super scribed with the name of work and the words "**Catering Services to the District Judge Establishment, Karbi Anglong**" in capital letters. This envelop shall contain two more envelopes containing Technical and Financial Bids. Both these envelopes should be super scribed as "**Technical Bid**" and "**Financial Bid**" respectively.

6. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Establishment may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-Bid clarification on the initiative of the bidder will be entertained.

7. Period of contract: The contract will be assigned initially for a period of 1 (one) year, preferably from the date of awarding with a provision for maximum extension for 2 (two) more years, on yearly basis subject to satisfactory performance with mutual acceptance and approval of the competent authority of the Establishment as per the existing terms and conditions.

8. Termination of contract: The contract can be terminated by the service provider by giving 02 (two) months clear notice. However, the Establishment reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene/cleanliness of any of the catering services is not maintained and has deteriorated to such an extent that it is detrimental to the health and interests of Officers and Staff of the establishment.

9. Acceptance/Rejection: District Judge, Karbi Anglong, Assam reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever.

10. Payment: The payment to the selected firm/company will be made on satisfactory completion of assigned task and on submission of bill on monthly basis.

11. Presentation/Demo: The bidder/agency may be asked to make a brief presentation/demo (around 20 minutes) about their credentials and the proposed methodology/approach, before the competent authority. The date, time & venue of the presentation will be intimated separately.

12. Agreement: The successful agency has to sign an agreement on Rs.100/- non judicial stamp paper (to be borne by the successful bidder).

13. Arbitration: All disputes or differences whatsoever between the service provider and the Office related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 2015 and shall be binding for all purpose.

14. Legal dispute: Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Karbi Anglong only.

15. Canvassing: Any attempt to canvass for the candidature of any bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.

16. Rejection clause: The firm which does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.

17. Modifications: District Judge Establishment, Karbi Anglong reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services, etc.

18. Subletting of contract: Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause will result in immediate termination of the contract.

19. Uniforms: In order to bring uniformity amongst the service boys in the dining area, the service provider shall arrange to provide them with a pair of Shirt/T-shirt, which should be common for his/her entire team. In order to coordinate the activity for smooth discharge, manager(s)/ supervisor(s) may be appointed by the service provider who will keep a check on the food prepared inside the kitchen, servicing in the dining area, and all aspects of hygiene, etc.

Staff posted on duty should always bear a clean appearance, complete in uniform and should carry a photo identity card.

20. Transportation of raw materials: Transportation of all the consumables to Dokmoka Forest IB, PWD IB at Bokolia, Kajir Ronghangpi Memorial IB (Department of Environment and Forest) at Longnit, Bokajan CCI guest House and/or any other places; including filling and refilling of the gas cylinders will be the sole responsibility of the caterer, at his own risk and cost.

21. Penalty: Non-availability or short supply of any declared item of the menu of any meal may entail imposition of penalty decided by the competent authority of this establishment as and when necessary. Non-maintenance of hygiene in the cooking/cleaning/dining area and deficiency in service which includes:

- a. Delay in making of food;
- b. Shortage of food items before scheduled time;
- c. Food item (to be made according to menu) not prepared at all;
- d. Poor service and misbehaviour of staff or any other similar case;
- e. Use of inferior quality consumables will entail imposition of penalty as decided by the competent authority.

22. Safety measures: The service provider shall ensure that all safety precautions are properly taken during the process of cooking by his employees. Any loss to the goods/human life incurred due to mishandling of safety measures shall be made good by the firm/contractor.

23. Good behaviour and prompt service: The service provider shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specification.

24. Recovery of dues: In case of any rightful dues (such as claim, penalty, etc.) the service provider is supposed to deposit the amount in due time, failing which stern action may be initiated including of termination of contract and recovery from the Performance Bank Guarantee.

I/We accept all the general terms and conditions stated above.

Date:

Place:

Signature of the bidder with seal

(To be printed on official letterhead of the bidder)

ANNEXURE-I

**FORMAT FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF
CATERING SERVICES TO THE OFFICE OF THE DISTRICT JUDGE, KARBI
ANGLONG, ASSAM**

1. Name of the Agency

(As registered): -

2. Address of the

Agency.....

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3. Contact Number:

4. Proprietor's/Partner's/Director's name:

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5. Address of Proprietor/Partner's/

Director's:

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6. Proprietor's/ Partner's/Director's contact

no.:

7. Details of the firm: -

(a) Date from which the firm is operating:

(b) Turnover of the firm of last 3 years:

(Please attach copy of IT returns and audited balance sheet)

(c) PAN

(d) GST No.

Note: For any other information attach extra sheet.

Date:

Place:

Signature of the bidder with seal

(To be printed on official letterhead of the bidder)

ANNEXURE II

FORMAT FOR SUBMISSION OF FINANCIAL BID FOR SUPPLY OF CATERING SERVICES TO THE OFFICE OF THE DISTRICT JUDGE, ASSAM

Sealed Quotations affixing court fee stamp of Rs. 8.25/- (Rupees Eight and Twenty-Five Paise) only are hereby invited from experienced catering Firm/Hotel and Restaurant owners for supply of following Refreshment items with the following Terms & Conditions. The quotation will be received by the undersigned up to **3:00 PM on 30/03/2024 and will be opened on the same day at 4:00 PM** in presence of the tender or their authorised representative in the chamber of Hon'ble District & Sessions Judge, Karbi Anglong.

A. Breakfast:

Breakfast (Special)*		Rate of each item in Rupees (inclusive of all taxes)
1. Veg Menu	(i) Paratha sabji/Puri sabji/Dosa (ii) Bread with butter/without butter (iii) Veg Sandwich (iv) Banana or other fruits (v) Kalakand/Kaju Barfi and Dry Fruits	
		Total Amount =
2. Non-Veg Menu	(i) Paratha sabji (ii) Bread with butter/without butter (iii) Sandwich (iv) Omelette (iv) Banana or other fruits (v) Kalakand/Kaju Barfi and Dry Fruits	
3. Beverage	Mineral Water, Milk Tea/Red Tea/Green Tea	
		Total Amount =
Breakfast (Regular)		
Menu	(i) Paratha sabji/Puri sabji (ii) Boiled Egg	
Beverage	Mineral Water, Milk/Red Tea	
Breakfast (Simple)		
Menu	Biscuits & Fruit cake	
Beverage	Red Tea	
		Total Amount =

B. Lunch/Dinner:

Lunch (Special)*		Rate of each item in Rupees (inclusive of all taxes)
1. Veg Menu	(i) Plain Rice/Jeera Rice/Roti (ii) Pulao/Veg Biryani (iii) Mattar Paneer (iv) Mixed Sabji (v) Salad, Papad and Brinjal fry (vi) Meetha chutney and Curd (vii)Kheer/Rasmalai/Rasogolla/GulabJ amun	
2. Non-Veg Menu	(i) Plain Rice/Jeera Rice/Roti (ii) Pulao/Veg Biryani (iii) Mixed Sabji (iv) Chicken/Mutton/ Fish curry or dry fry (v) Salad, Papad and Brinjal fry (vi) Meetha chutney and Curd (vii)Kheer/Rasmalai/Rasogolla/GulabJ amun	
3. Beverage	Mineral Water	
		Total Amount =
Lunch (Regular)		
Menu	(i) Plain Rice/Roti (ii) Mattar Paneer (iii) Mixed Sabji (iv) Salad, Papad and Brinjal fry (v) Chicken/Fish curry (vi)Kheer/Rasmalai/Rasogolla/GulabJ amun	
Beverage	Mineral Water	
		Total Amount =
Lunch (Simple)		
Menu	(i) Plain Rice (ii) Chicken/Fish curry (iii) Mixed Sabji (iv) Salad, Papad and Brinjal fry	
Beverage	Mineral Water	
		Total Amount =

C. High Tea:

High Tea (Special)*		Rate of each item in Rupees (inclusive of all taxes)
1. Veg Menu	(i) Veg/Paneer Sandwich or Veg/Paneer Roll or Veg Patties (ii) Veg/Paneer Pakora (iii) Butter Cake/Cupcake/Pastry (iv) Dry fruits	
2. Non-Veg Menu	(i) Egg/Chicken Sandwich or Egg/Chicken Roll or Chicken Patties (ii) Chicken Pakora (iii) Butter Cake/Cupcake/Pastry (iv) Dry fruits	
3. Beverage	Mineral Water/Milk Tea/Red Tea/Green Tea	
		Total Amount =
High Tea (Regular)		
Menu	Veg/Chicken Patties & Fruit cake	
Beverage	Mineral Water/Milk Tea/Red Tea	
		Total Amount =
High Tea (Simple)		
Menu	Biscuits	
Beverage	Red Tea	
		Total Amount =

* For Hon'ble dignitaries and their immediate family members

Note: All rates mentioned above must be exclusive of GST. Bidder may submit his own menu in line with the given sample menu.

Date:

Place:

Signature of the bidder with seal

(To be printed on official letterhead of the bidder)

ANNEXURE-III

Checklist of Documents (attested with seal and signature of authorized signatory) enclosed with Technical Bid

Sl. No	Documents	Submitted (Yes/No)
1	Copy of proof of establishment of organisation such as Firm Registration Certificate/ Company Incorporation Certificate/ Partnership, etc.	
2	Copy of updated Trade License	
3	Copy of Organisation PAN Card	
4	Copy of GST Registration	
5	Copy of FSSAI License	
6	Copy of IT returns of last 3 (three) Financial Years	
7	Copy of Tender document as proof of acceptance of terms and conditions mentioned therein	
8	Technical Bid as per format in Annexure-I	
9	Financial Bid as per format in Annexure-II	
10	An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises since its incorporation	
11	Covering letter declaring the offer to be unconditional, confirming its validity for 180 days and a list of all the documents submitting along with the Bid	
12	Copy of work order/contract for catering services for at least 20 persons to State govt. department/ Public Sector banks	

Date:

Place:

Signature of the bidder with seal