OFFICE OF THE DISTRICT & SESSIONS JUDGE, KARBI ANGLONG

Memo No.: DJKA /3782 /2026 **Dated, 13-05-2026**

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 **29th May, 2026 up** to **15:00 hours** and Technical Bid will be opened on **04-06-2026 at 15:00 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.

14/5/26

District and Sessions Judge,
Karbi Anglong.

Memo No.: DJKA/3783 /2026 **Dated, 13-05-2026**

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.

14/5/26

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	13-05-2026
2	Date and time of closing of Technical Bid	29-05-2026
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 satisfactorily 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.....
   .....
   .....
   .....

3. Contact Number: .....

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

5. Address of Proprietor/Partner's/
Director's: .....
.....
.....

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 29/05/2026 and will be opened on 04/06/2026 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)*			**Unit**	**Rate of each item in Rupees (inclusive of all taxes)**
1. Veg Menu	i.	Paratha sabji/Puri sabji	Per Plate	
	ii.	Bread with butter	Per Plate	
	iii.	Bread without butter	Per Plate	
	iv.	Veg Sandwich	Per No	
	v.	Banana	Per Piece	
	vi.	Kalakand	Per No	
	vii.	Kaju Barfi	Per No	
	viii.	Fresh Fruits	KG	
	ix.	Rasgulla	Per No	
	x.	Dry Fruits (Mixed)	100 Gm	
	xi.	ORSL	PKT.	
	xii.	Lassi	PKT.	
				Total Amount =
2. Non-Veg Menu	xiii.	Paratha Sabji	Per Plate	
	xiv.	Puri Sabji	Per Plate	
	xv.	Chicken Sandwich	Per No	
	xvi.	Omelette	Per No	
	xvii.	Boil Egg	Per No	
				Total Amount =
3. Beverage	i.	Mineral Water	500 ML	
	ii.	Milk Tea	Per Cup	
	iii.	Red Tea	Per Cup	
	iv.	Green Tea	Per Cup	
	v.	Coffee	Per Cup	
	vi.	Mineral Water (500 ML)	Cartoon	
				Total Amount =
Breakfast (Regular)				
Menu	vii.	Paratha sabji	Per Plate	
	viii.	Puri sabji	Per Plate	
	ix.	Boiled Egg	Per No	
	x.	Banana	Per No	

	xi. Sweet	Per No	
	xii. Singara	Per No	
Beverage	xiii. Mineral Water	750 ML	
	xiv. Milk Tea	Per Cup	
	xv. Red Tea	Per Cup	
			Total Amount =
Breakfast (Simple) (For security personnel)			
Menu	**xvi. Biscuits**	**Per Pkt.**	
	xvii. Fruit cake	**Per Pkt.**	
Beverage	xviii. Red Tea	Per Cup	
			Total Amount =

B. Lunch/Dinner:

Lunch (Special)*			**Rate of each item in Rupees (inclusive of all taxes)**
1. Veg Menu	i. Plain Rice	Per Plate	
	ii. Jeera Rice	Per Plate	
	iii. Roti	Per Plate	
	iv. Veg Pulao	Per Plate	
	v. Veg Biryani	Per Plate	
	vi. Mattar Paneer	Per Plate	
	vii. Mixed Sabji	Per Plate	
	viii. Salad	Per Plate	
	ix. Papad	Per Plate	
	x. Brinjal fry Meetha chutney	Per Plate	
	xi. Curd	100 Gram	
	xii. Kheer	Per Plate	
	xiii. Rasmalai	Per No	
	xiv. Rasogolla	Per No	
	xv. Gulab Jamun	Per No	
			Total Amount =
2. Non-Veg Menu	xvi. Plain Rice	Per Plate	
	xvii. Jeera Rice	Per Plate	
	xviii. Roti Pulao	Per Plate	
	xix. Chicken Biryani	Per Plate	
	xx. Mixed Sabji	Per Plate	
	xxi. Chicken Curry	Per Plate	
	xxii. Mutton Curry	Per Plate	
	xxiii. Fish curry	Per Plate	
	xxiv. Fish fry	Per Plate	
	xxv. Papad	Per Plate	
	xxvi. Brinjal fry Meetha chutney	Per Plate	
	xxvii. Rasmalai xxviii. Rasogolla xxix. Curd	Per No Per No Per No	
3. Beverage	xxx. Mineral Water	500 ML	

				Total Amount =
Lunch (Regular)				
Menu	i.	Plain Rice	Per Plate	
	ii.	Roti	Per Plate	
	iii.	Mattar Paneer	Per Plate	
	iv.	Mixed Sabji	Per Plate	
	v.	Salad	Per Plate	
	vi.	Papad	Per Plate	
	vii.	Brinjal fry	Per Plate	
	viii.	Chicken curry	Per Plate	
	ix.	Fish curry	Per Plate	
	x.	Kheer (100 ML)	Container	
	xi.	Rasmalai	Per No	
	xii.	Rasogolla	Per No	
	xiii.	Gulab Jamun	Per No	
Beverage	i.	Mineral Water	500 ML	
				Total Amount =
Lunch (Simple)				
Menu	i.	Plain Rice	Per Plate	
	ii.	Chicken Curry	Per Plate	
	iii.	Fish curry	Per Plate	
	iv.	Mixed Sabji	Per Plate	
	v.	Salad	Per Plate	
	vi.	Papad	Per Plate	
	vii.	Brinjal fry	Per Plate	
Beverage	i.	Mineral Water	750 ML	
				Total Amount =

C. High Tea:

High Tea (Special)*				**Rate of each item in Rupees (inclusive of all taxes)**
1. Veg Menu	i.	Veg Sandwich	Per No	
	ii.	Paneer Sandwich	Per No	
	iii.	Veg Roll	Per No	
	iv.	Paneer Roll	Per No	
	v.	Veg Patties	Per No	
	vi.	Veg Pokara	Per No	
	vii.	Paneer Pakora	Per No	
	viii.	Butter Cake	Per No	
	ix.	Cup cake	Per No	
	x.	Pastry	Per No	
	xi.	Dry fruits	Per Pkt.	
	xii.	Halwa	Per Plate	
	xiii.	Dry sweets	Per No	
				Total Amount =
2. Non-Veg Menu	i.	Boil Egg	Per No	
	ii.	Chicken Sandwich	Per No	
	iii.	Egg Roll	Per No	

	iv.	Chicken Roll	Per No	
	v.	Chicken Patties	Per No	
	vi.	Chicken Pakora	Per No	
	vii.	Butter Cake	Per No	
3. Beverage	i.	Mineral Water	500 ML	
	ii.	Milk Tea	Per Cup	
	iii.	Red Tea	Per Cup	
	iv.	Green Tea	Per Cup	
				Total Amount =
High Tea (Regular)				
Menu	i.	Veg Patties		
	ii.	Chicken Patties		
	iii.	Fruit cake		
Beverage	i.	Mineral Water		
	ii.	Milk Tea		
	iii.	Red Tea		
				Total Amount =
High Tea (Simple)				
Menu	i.	Biscuits		
	ii.	Samosa		
Beverage	i.	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 IT returns of last 3 (three) Financial Years	
6	Copy of Tender document as proof of acceptance of terms and conditions mentioned therein	
7	Technical Bid as per format in **Annexure-I**	
8	Financial Bid as per format in **Annexure-II**	
9	An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises since its incorporation	
10	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	
11	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