

OFFICE OF THE DISTRICT & SESSIONS JUDGE

HOJAI:: ASSAM

Memo No. DJHj/I/2022/...2664-66..

Dated Hojai the 11th November, 2022

TENDER NOTICE

B. General

The District & Sessions Judge Establishment, Hojai, invites reputed registered firms/Enterprise for quotation affixing Court fees of Rs. 8.25 (Rupees Eight and Twenty Five paisa) only non-refundable for annual supply of Refreshment (food and snack) items as per requirement listed in the Annexure mentioned hereunder.

Annexure-A

List of food and snack items :

Sl.No.	Name of food and snack items (Breakfast)	Rate/s of Items (Without GST)	Remarks
1.	Tea (Green Tea, Red Tea, Black Tea)		
2.	Milk Tea		
3.	Coffee (Black)		
4.	Coffee (with milk)		
5.	Bread Toast with Jam		
6.	Juice (Apple, Mango, Guava, etc)		
7.	Eggs to order		
8.	Chole Bhatore		
9.	Puri Sabji		
10.	Sandwich		
11.	Cornflakes with milk		
12.	Paratha (as per order)		
13.	Fresh Fruits		


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SNACKS			
14.	Veg Snack item as per order		
15.	Non Veg Snack item as per order		
16.	Chicken Pakoda/ Lollipop/ Dry fry		
17.	Non Veg Roll		
18.	Veg Roll		
19.	Veg Chowmein		
20.	Non Veg Chowmein		
21.	Veg Fried Rice		
22.	Non Veg Fried Rice		
23.	Non Veg Chinese Gravy items (Manchurian/ chilly etc)		
24.	Veg Chinese Gravy items (Manchurian/ chilly etc)		
25.	Papad (fried/ roasted)		
26.	Dry fruits Platter		
27.	Non Veg Soup		
28.	Veg Soup		
29.	Soft Drinks		
MAIN COURSE			
30.	Steamed Rice		
31.	Veg Pulao		
32.	Nan/ Tandoori Roti/ Tawa Roti		
33.	Plain Dal		
34.	Dal Makhani/ Dal Fry		
35.	Local Chicken Curry/ Dry Fry/ Masala		
36.	Broiler Chicken Curry/ Dry Fry/ Masala		
37.	Mutton Curry/ Dry Fry/ Masala		
38.	Fish Curry/ Fry/ Masala		
39.	Local Fish Curry/ Fry/ Masala		


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40.	Green Salad		
41.	Rasgulla/ Hot Gulab Jamun		
42.	Ice Cream/ Fruit Slad/ Halwa		
43.	Curd Plain/ Sweet		

B. Submission of Quotation:

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or hand delivered.
2. Interested Registered firms/Enterprise must submit their quotation in sealed covers as per the format enclosed as Annexure 'A'. The sealed cover of the bid should be superscripted as **"Quotation for annual supply of Food and Snack items"**.
3. The quotation in sealed cover containing the financial bids must reach the designated office on or before **01.12.2022**, within 3 PM. Bids received after the due date/time shall not be entertained.
4. The received bids shall be opened in this office on 01.12.2022 at 4 PM in the presence of bidders or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
5. Incomplete quotation or bids not accompanied with the requisite supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. This office shall reserve the right to reject any bid if there appears to be reasonable and probable cause for same.
7. The rates quoted shall be valid for 1 (one) year from the date of awarding the work of food and snacks items by the office of the District & Sessions Judge, Hojai.
8. TDS will be deducted at the applicable rate from the contract amount.
9. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.


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C. Terms and Condition:

The firm/ enterprise shall abide by the following terms and conditions.

The bidder must be a registered local firm/ Enterprise, preferably from Hojai and must submit the necessary documents as follows:

1.
 - i) Proof of the Current Bank Account of nationalized Bank in the name of the firm.
 - ii) Trade license issued by appropriate authority.
 - iii) PAN Card in the name of the firm.
 - iv) GST registration certificate.
 - v) Any other documents which are required for supplying of tendered items to the Govt. office.
2. The rates should be submitted with GST and without GST separately.
3. The rate quoted for each item will be final and no hike in price shall be considered in the contract period. Further rate quoted in the price bid should be on door delivery to this establishment.
4. The service contract shall be for 1 (one) year and shall stands terminated automatically on completion of the year unless expressly extended. In case the service contract is temporarily extended the rates fixed for the preceding year shall be binding till the expiry of the service contract. Increase and decrease of prices, Taxes and duties will not affect the price during this period. The supplier will be responsible for any increase in prices, Taxes and duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.
5. Preference shall be given to Firm which has experience in dealing with supply of above mentioned items to the Govt. Offices/Departments.
6. The bidder shall have to supply the ordered items as per the date and time mentioned in the supply order. The articles to be supplied should be of fresh and of best quality and adhere to all safety norms.
7. The bidder shall have to supply any other food or snack items that are not listed in the above mentioned 'Annexure' as per Market price rate in urgent cases upon written order if required.


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8. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The bills to be submitted within 7 days of such execution.
9. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder. Selection will be based not only upon the price but also taking into account the ability of the supplier to tender his services.
10. The supplier may also be asked to make necessary arrangements as to the supply of other ancillary items or organizing the functions like service and crockery and pandal and the supplier shall organize the same as per the market rates.
11. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
12. The decision of the undersigned in all respect shall be final and binding.



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Hojai, Assam
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Dated Hojai the: 11th November, 2022

Copy for information to :

1. The Sub-Divisional Information and Public Relation Officer, Hojai, Assam;
2. System Officer, O/o the District & Sessions Judge, Hojai, Assam for uploading the Notice in the official Website of the District Judiciary, Hojai, along with the Annexure enclosed;
3. Notice Board of this establishment,
4. Office File.


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