OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, BANKA

CANTEEN AUCTION CONTAINS: -

1)AUCTION NOTICE[1 sheet]

2)PARTICULARS TO BE FURNISHED BY THE APPLICANT[1 sheet]

3)TERMS AND CONDITION FOR ALLOTMENT OF CANTEEN.[7 sheets]

IMPORTANT-

[AUCTION NOTICE IS TO BE NOTIFIED ON 04.05.2026]

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, BANKA

CANTEEN AUCTION NOTICE

[Notice Inviting Applications for Running the Canteen at Civil Court, Banka]

Dated 04.05.2026

Sealed tenders are invited from reputed agencies / individuals possessing requisite licence and having not less than two years' experience in catering service for running the Canteen situated at the separately constructed structure within the premises of the Civil Court, Banka, for a period of 11 (eleven) months from the date of execution of agreement.

The tender document containing the nature of work and detailed terms and conditions may be obtained from the Office of Nazarat, Civil Court, Banka during office hours on working days. The same may also be downloaded from the official website of District Court, Banka.

The duly filled-in tender form along with all relevant supporting documents shall be submitted in sealed cover in the office of Administration In-charge, Civil Court, Banka along with:

- Non-refundable Tender Fee: Rs. 1,000/-
- Earnest Money Deposit (EMD): Rs. 5,000/-

Both amounts shall be deposited by Demand Draft drawn in favour of "District and Sessions Judge,Banka".

The application form shall be submitted on or before **20.05.2026 up to 4.30 PM.**

Applications received after the aforesaid date and time shall not be entertained under any circumstances.

The sealed tenders shall be opened on 2**1.05.2026 at 5.00 PM** in Chamber of chairman, canteen committee, Banka before the Canteen Committee where stake holders shall also be present.

By Order of PDJ,BANKA

04.05.2026

Office Superintendent
-Cum-
Administration-Incharge
Civil Court, Banka

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, BANKA

Particulars to be Furnished by the Applicant

Photograph passport size coloured

1. Name of Applicant
2. Father's / Husband's Name
3. Date of Birth
4. Present Address
5. Permanent Address
6. Contact Number / Mobile Number
7. Aadhaar Number
8. Details of previous experience in running canteen / catering service
9. Whether any criminal case is pending or whether convicted in any criminal case
10. Details of Tender Fee and EMD deposited
11. Whether the applicant possesses licence to run canteen; if yes, attach copy
12. Whether the applicant has previous experience of running canteen; if yes, furnish details with documents
13. Whether all required documents have been enclosed

Declaration

I hereby declare that all the statements made above are true to the best of my knowledge and belief. I further declare that I have read and understood all the terms and conditions of the tender notice and undertake to abide by the same.

Place: _____ **Date:** _____

Name & Signature of Applicant: _____ _____

PDJ,BANKA

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, BANKA

TERMS AND CONDITIONS FOR ALLOTMENT OF CANTEEN AT CIVIL COURT, BANKA

1. Submission of Tender

The tender shall be submitted in a sealed envelope containing:

- Technical Bid in a separate sealed cover[Application form duly filled with enclosed documents].
- Financial / Price Bid in a separate sealed cover.[List of eatables & Beverages with bidder price]

Both covers shall be placed inside one sealed envelope superscribed:

"Tender for Running Canteen in the , Civil Court, Banka"

and addressed to:

Administration In-charge, Civil Court, Banka.

2. Period of Contract

The agreement shall remain valid for a period of 11 (eleven) months from the date of execution of agreement. The Principal District & Sessions Judge, Banka may renew the agreement for a further period of 11 months on the same terms and conditions depending upon satisfactory performance.

The contract may further be extended up to 03 years with approval of the competent authority.

3. Eligibility Criteria

The applicant must have at least two years' experience of running canteen / catering service in any Government, Semi-Government, Public or Private Institution, Hospital, Educational Institution or similar establishment.

The following self-attested documents must be enclosed:

(a) FSSAI Registration / Licence

(b) PAN Card

(c) Income Tax Return of the last two years

(d) GST Registration Number

(e) Documentary proof of minimum two years' experience

(f) Aadhaar Card

4. Licences

The successful bidder shall obtain all necessary licences / permissions required under law before commencement of the canteen. FSSAI certification shall be mandatory.

5. Licence Fee

The Licensee shall pay monthly licence fee at such rate as may be fixed by the Rent Controlling Authority, subject to revision in case of renewal. Rent controller has fixed a monthly rent of Rs 3900/--[Three thousand and nine hundred only] which is not inclusive of water/electricity/municipal charges and taxes if applicable.

The monthly licence fee shall be payable in advance on or before the 7th day of every month.

Before commencement of the canteen, the successful bidder shall deposit advance licence fee for two months.

The licence fee shall remain payable even during court vacations and holidays.

6. Tender Fee

A non-refundable tender fee of Rs. 1,000/- shall accompany the tender by Demand Draft in favour of "District and Sessions Judge,Banka".

7. Earnest Money Deposit

The tender shall also be accompanied by EMD of Rs. 5,000/- through Demand Draft in favour of "District and Sessions Judge,Banka".

The EMD of unsuccessful bidders shall be refunded without interest.

The EMD of the successful bidder shall be adjusted towards security deposit.

8. Security Deposit

The successful bidder shall deposit Security Money of Rs. 50,000/- within 7 days from the date of award of contract.

The Security Deposit shall be refundable without interest after expiry of contract and settlement of all dues.

9. Working Hours of Canteen

The canteen shall remain open from 9:30 A.M. to 6:00 P.M. on all working days of the Court subject to change of timing as decided by Principal District and Sessions Judge,Banka

The canteen may also remain open during Lok Adalat and other non-working days with prior permission of the Principal District Judge, Banka.

The canteen shall remain closed on Sundays, closed Saturdays and notified holidays.

10. Hygiene and Cleanliness

The Licensee shall maintain high standards of hygiene, sanitation and cleanliness inside and around the canteen, kitchen and pantry.

Disposable food-grade serving materials shall be preferred.

All employees shall wear proper uniform and identity card.

The Licensee shall submit a list of all employees engaged in the canteen along with their police verification report within 15 days of engagement.

11. Food Items and Rates

The bidder shall submit along with the tender a list of food items, beverages and their proposed rates.

The rates shall be subject to approval by the Canteen Committee / Principal District & Sessions Judge, Banka.

The approved rate list shall be displayed prominently in the canteen.

12. No Subletting

The Licensee shall not sublet or transfer possession of the canteen premises or any portion thereof to any other person.

13. Court Property

The Licensee shall not remove any furniture, fittings or fixtures supplied by the Court.

14. Electricity and Water Charges

The Licensee shall pay electricity and water charges as per actual consumption.

Copies of receipts shall be submitted regularly in Nazarat Section.

15. Conduct of Staff

No person having criminal antecedent or suffering from contagious disease shall be employed.

The behaviour of the Licensee and staff shall be courteous and cooperative towards Judges, employees, advocates and litigants.

16. Quality of Food

The Licensee shall provide quality food and beverages.

If any food item is found adulterated, stale or unsafe, the contract may be terminated and legal action may be taken.

17. Inspection

The Canteen Committee or any officer authorized by the Principal District & Sessions Judge, Banka may inspect the canteen at any time.

18. Liability

The District Court, Banka shall not be liable for any loss or damage to property of the Licensee.

19. Prohibited Articles

No tobacco, cigarette, gutkha, intoxicant or any prohibited item shall be sold in the canteen.

20. Hazardous Material

No explosive, inflammable or hazardous substance shall be stored in the canteen.

21. Fire Safety

The Licensee shall install adequate fire extinguishers and fire safety equipment at his / her own cost.

22. Vacation of Premises

If the Licensee wishes to discontinue before expiry of the agreement, one month's prior notice shall be given.

23. Expiry of Contract

On expiry of the contract period, the Licensee shall vacate the premises peacefully and hand over possession to the Court.

No right, tenancy or permanent claim shall accrue in favour of the Licensee.

24. Damage to Court Property

Any damage caused to the Court property shall be recovered from the Licensee or adjusted against the Security Deposit.

25. Termination

In case of breach of any condition, non-payment of dues, insolvency or unsatisfactory performance, the agreement may be terminated forthwith.

26. Payment of Dues

Before vacating the premises, the Licensee shall clear all dues including electricity, water and other charges.

27. Compliance with Law

The Licensee shall comply with all applicable laws, labour laws, government notifications and circulars.

No child labour shall be employed.

28. Modification of Conditions

The Principal District & Sessions Judge, Banka reserves the right to modify, alter or add any condition if necessary.

In terms of Rule 29 of the Khas Mahal Manual, partial temporary construction, to the extent deemed suitable for the licence holder, may be permitted, subject to the prior approval of the Principal District and Sessions Judge, Banka, and in strict conformity with the provisions of the Khas Mahal Manual.The License holder may use coolers/ tower AC, in the canteen suvject to approval of Principal District and Sessiosn Judge,Banka

29. Right to Cancel Tender

The Principal District & Sessions Judge, Banka reserves the right to cancel the tender process without assigning any reason.

30. Jurisdiction

Any dispute arising out of the contract shall be subject to jurisdiction of competent court at Banka.

31. Signature on Documents

All pages of the tender document shall be serially numbered and signed by the tenderer.

32. Carpet Area of Canteen

The total carpet area of the canteen is 195 sq. ft., consisting of:One well equipped Kitchen and one room for sitting of visitors.

Interested bidders may inspect the premises with permission of Court Administration.

33. List of Eatables and Beverages

The bidder shall submit a separate list of food items and beverages with proposed rates.

The following format may be used:

Sl. No.	Category	Item Name	Proposed Rate (Rs.)
1	Beverage	Tea (per cup)	_____
2	Beverage	Coffee (per cup)	_____
3	Beverage	Bottled Water (1 litre)	_____
4	Snack	Samosa	_____
5	Snack	Kachori	_____
6	Snack	Sandwich	_____
7	Lunch	Veg Thali *[roti/rice, dal,one sabzi Aloo bhunjia,dahi,one Desert and salad]*	_____
8	Lunch	Non-Veg Thali *[Chawal/chicken or Chawal /mutton or Fish / chawal with Roti]*	_____
9	Sweet	Gulab Jamun (2 pcs)	_____
10	Sweet	Rasgulla (2 pcs)	_____

The bidder may add additional items separately.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, BANKA

34. Final Condition

Tender without prescribed Tender Fee, EMD or required documents shall not be considered.

The successful bidder shall execute an affidavit accepting all the terms and conditions of the tender.

Place: Banka

Date: 04.05.2026

By the order of
Principal District & Sessions Judge, Banka

04.05.2026

Office Superintendent
-Cum-
Administration Incharge
Civil Court, Banka