:: OFFICE OF THE DISTRICT & SESSIONS JUDGE ::
LAKHIMPUR :: NORTH LAKHIMPUR ::

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No. DJL/_____/2025, Dated, N. Lakhimpur the 07 / 07 /2025

NOTICE INVITING QUOTATION FOR CANTEEN SERVICES
Dtd. 07.07.2025

Sealed quotations affixing non-refundable court fee stamp of Rs. 8.25/- only are invited from intending eligible service providers/reputed caterers for operating the canteen in the premises of the District Judiciary, Lakhimpur, North Lakhimpur. The quotations shall be submitted to this office **on or before 30.07.2025** during office hours, and will be opened on 31.07.2025. Quotations received beyond the given date and time will not be accepted under any means.

Terms & Conditions.

1. The service provider must have prior experience in managing canteens.
2. The service provider should have a valid FSSAI license and comply with all statutory requirements.
3. The sealed envelope duly marked as "Quotation for Canteen Services" and the following documents must be annexed with the quotation:
   a) Copy of GST Registration Certificate,
   b) Copy of PAN Card,

   In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.
4. An **Earnest Money Deposit of Rs.2000.00 (refundable)** is required to be submitted by the interested bidder by bank draft/NSC from any post office pledge in favour of the "District and Sessions Judge, Lakhimpur, North Lakhimpur. Bids without EMD will not be considered and shall be rejected.
5. The service provider is required to pay monthly rent for the space provided by District Judiciary, Lakhimpur, North Lakhimpur, for running the canteen. The bidder quoting the highest amount of monthly rent subject to **a minimum of Rs. 5,000/-(Rs Five thousand) only** with electrical charges extra, and meeting all other conditions of the tender will be awarded the contract. If any two parties quote the same rate, then the higher experienced will be given the chance.
6. The successful bidder shall deposit a sum of **Rs. 15,000/-(Rupees Fifteen Thousand) only** as an interest-free performance security deposit which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the service provider.

7. Any conditional bid is liable to rejection of tender.
8. The service provider shall keep the canteen open and render all the necessary services, sale of eatables, tea, items, etc., from 09:00 A.M. to 6:00 P.M. on all normal working days. The service provider will be required to provide services in the canteen premises and also in the various offices, chambers of Officers, and Conference Hall of the District Judiciary, Lakhimpur, N.L., service will be provided free of cost.
9. The service provider must serve items as per the approved menu and price list in Annexure Part I and Part II.
10. Menu revisions require prior written approval from the office administration.
11. The service provider shall run the canteen for the benefit and use of the officers, staff, advocates, litigants, and other stakeholders of the District Judiciary exclusively in the aforesaid premises.
12. The service provider selected for canteen service will be required to maintain the highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
13. The fuel to be used for cooking will only be LPG and shall be arranged by the bidder.
14. The service provider will provide drinking water facilities in the canteen.
15. The service provider will make necessary arrangements for chairs and tables, etc. in the canteen.
16. The service provider will be responsible for maintaining an adequate number of persons engaged in cooking, distribution of food, and disposal of garbage and leftover food. No child labour shall be deployed.
17. All canteen staff must wear neat uniforms, gloves, and head covers while on duty.
18. The service provider shall bear all the expenses for running the canteen, and the District Judiciary, Lakhimpur, NL, shall not in any manner be liable. However, minor repairs will be done by the service provider, and major repairs will be done by the District Judiciary, Lakhimpur, NL.
19. The service provider shall not be entitled to use the accommodation allotted by the District Judiciary, Lakhimpur, NL, for any other purpose or business other than running the canteen.
20. There shall be no compromise on the quality of food supplied by the service provider, and if any such incident or food adulteration is found, action deemed fit, including blacklisting the firm, shall be taken by the Competent Authority, and all the rules of the Prevention of Food Adulteration Act (PFA Act) will apply.
21. The service provider shall be responsible for removal/disposal of garbage generated in the canteen.
22. Service provider must keep the canteen clean and pest-free at all times.

23. The service provider should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificates in this regard should be displayed prominently in the premises.
24. The District and Sessions Judge, Lakhimpur, shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
25. For any dispute regarding quality/service and rates, the decision of the District and Sessions Judge, Lakhimpur, shall be final and binding to the Service provider.
26. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance, and on failure on this aspect by the contract, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on the terms and conditions of the District and Sessions Judge, Lakhimpur, if work and conduct are found satisfactory.
27. Security money will be forfeited in case of breach of any condition stipulated herein.
28. The Successful Bidder shall pay the monthly rent and execute an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the office of the District and Sessions Judge, Lakhimpur, within one week from the date of intimation of his selection.
29. The service provider shall be responsible for maintaining the infrastructure facilities provided by the District Judiciary, Lakhimpur, such as fans, electrical fittings, sanitary fittings, etc.
30. The quotation should be addressed to "The District and Sessions Judge, Lakhimpur, North Lakhimpur".

sd/-
(Smt Poli Kataki)
District & Sessions Judge,
Lakhimpur, North Lakhimpur.

Memo No. DJL/ 5750-53 /2025, Dated, North Lakhimpur the 07 / 07 /2025.
Copy to:

1. The Systems Officer, Lakhimpur District Judiciary with a direction to upload the quotation on the official website of Lakhimpur District Judiciary, NL.
2. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
3. Notice Board, O/o the Chief Judicial Magistrate, Lakhimpur, N. Lakhimpur.
4. Office file.

District & Sessions Judge,
Lakhimpur, North Lakhimpur.

District & Sessions Judge
Lakhimpur, North Lakhimpur

PART. I – A
APPLICATION FORM

1. Name of the Firm : _____
2. Address : _____
   _____
   _____
3. Phone No. (Mobile/ Landline) : _____
4. Experience (in years) of Catering/in Food/ Canteen Services:
   (Certificate to be enclosed) _____
5. Registration / License No._____
   (If a co-operative society) _____
6. DD/Pay Order No., Date & Drawee Bank _____
   _____
7. PAN/TAN _____
8. GST Registration _____
9. Trade License _____
10. Others (if any) _____

PART. I- B

Quotation for Monthly Rent

Amount of monthly rent	
In figures	Rs.....
In words	Rupees.....

I do hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the terms and conditions laid down by the office of the District & Sessions Judge, Lakhimpur, North Lakhimpur for running the office canteen, if selected.

Date:

Signature of the Bidder

Place:

Full Name:

PART – II

SCHEDULE OF ITEMS AND PRICES

The service provider should serve the following items at the proposed rates mentioned against them.

MENU				
Items Code	Menu/Name of the items	Composition/ Description/ Quantity	Unit	Rates (in Rs.)
1	Black Tea	Disposable Cup (100 ml)	Per Cup	7
2	Milk Tea	Disposable Cup (100 ml)	Per Cup	10
3	Tea(Lemon/Green)	Disposable Cup (100 ml)	Per cup	15
4	Coffee(Black/Milk)	Disposable Cup (100 ml)	Per Cup	10/15
5	Cold Coffee	250 ml	One glass	40
6	Samosa	100 gm + Sauce/Chautni	Per piece	10
7	Bread Pakora	100 gm + Sauce/Chautni	Per piece	15
8	Onion Pakora	100 gm + Sauce/Chautni	Per piece	15
9	Paneer Pakora	100 gm + Sauce/Chautni	Per piece	20
10	Bread/Butter/Toast Butter	2 slices of bread + 10 gm butter + Sauce/ Chautni	Per piece	30
11	Sandwich bread/ Veg. Burger	With slices of cucumber, onion and tomato + Sauce	Per piece	30
12	Kachori	100 gm + Sauce/Chautni	Per piece	10
13	Fresh Fruit & Fruit Juice	Standard Varieties	Per piece	As per market rate (lowest)
14	Juice (Tetra Pack) all brands	Standard Varieties	Per piece	As per MRP
15	Soft Drinks	Standard Varieties	Per piece	As per MRP
16	Chips	Various size & varieties	Per piece	As per MRP
17	Biscuit Packets	Standard Varieties	Per piece	As per MRP
18	Chocolates	All brands & flavors	Per piece	As per MRP
19	Muffins & Cakes	All varieties	Per piece	As per MRP
20	Patties	Veg/Egg/Chicken	Per piece	10/20/30
21	PAV Bhaji	2 Buns + Sabji	One Plate	30
22	Veg. Cutlet	Standard size	Per piece	25
23	Sweets Like laddu, Burfi, Gulab Jamun etc.	Standard Varieties	Per piece	As per market rate (lowest)
24	Aloo Chop	100 gm + Sauce	Per piece	10
25	Ice Branded cream	Branded	Per piece	As per MRP
26	Flavored Milk (bottle)	Standard Varieties	Per piece	As per MRP
27	Water Bottle	Standard	Per piece	As per MRP
28	Maggi	Veg/ Egg	Per plate	30/40
29	Momo (Veg.)	Chatni/Sauce	Per plate	30
30	Momo (Non Veg.)	Chicken/ Chatni/Sauce	Per Plate	50

31	Roti/ Puri/ Paratha	Sabji , Chautni/ Sauce	Per plate	30
32	Fried Rice	Veg/Egg/ Chicken	Per plate	40/50/70
33	Chowmein	Veg/Egg/Chicken	Per plate	40/50/70
34	Veg Thali	Sabji/Dal/Salad/Papad/Rice	Per plate	70
35	Non-Veg Thali	Veg items +Fish/ Chicken	Per plate	110/130