

TRIPURA JUDICIAL ACADEMY
NARSINGARH, AGARTALA-799015

F.2(39)-TJA/TENDER/2024/173

Dated, Agartala, the 18th January, 2024

NOTICE INVITING TENDER

CONTRACT FOR CATERING WORKS IN THE TRIPURA JUDICIAL ACADEMY, NARSINGARH, AGARTALA

Sealed tenders are invited on behalf of the Tripura Judicial Academy, from registered, reputed, experienced and financially sound agencies for providing catering works in the Tripura Judicial Academy (hereinafter referred to as the Tripura Judicial Academy) premises at Narsingarh, Agartala, for a period of 01(one) year.

1. The date for the schedule of key events of this tender is given as under: -

Sl. No.	Events	Details, Date and Time
<i>1.</i>	<i>Tender No.</i>	<i>F.2(39)-TJA/TENDER/2024/173</i>
<i>2.</i>	<i>Bid Security/Earnest Money Deposit</i>	<i>₹ 25,000/-</i>
<i>3.</i>	<i>Bid Validity</i>	<i>60 days from the opening of Technical Bid</i>
<i>4.</i>	<i>Last Date & Time for submission of Bid</i>	<i>31st Jan'2024 at 05:00 PM</i>
<i>5.</i>	<i>Date & Time of opening of Technical Bid</i>	<i>1st Feb'2024 at 03:00 PM</i>
<i>6.</i>	<i>Date & Time of opening of Financial Bid</i>	<i>5th Feb'2024 at 03:00 PM</i>
<i>7.</i>	<i>Venue of opening of the Technical & Financial Bid</i>	<i>Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala, on different dates as mentioned above.</i>
<i>8.</i>	<i>Commencement of Works as per Schedule</i>	<i>15 days from the date of issuance of Award of Contract</i>

A. Scope of the work:

Catering Work

Catering work in the Tripura Judicial Academy.

Agency has to prepare the menu as per the Menu Chart Given in the **Annexure-I**.

B. Eligibility Criteria:

Only those Agencies who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:

- a. Bidders should have their Registered / Head Office at Agartala (Tripura) and should have been in existence for a period of not less than 5 years and having annual turnover of not less than Rs. 10 Lakhs during the last 3 years.
- b. The bidding agency / firm / company should have been registered under relevant Act and a copy each of the registrations shall be attached with the bid.
- c. It should have PAN, TIN numbers and GST registration (Proof in this regard should be attached with the bid).
- d. It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at **Annexure-V** is to be furnished.
- e. The bidders must have completed at least three contract jobs of providing catering service under the respective contracts for Government organizations / institutions.

C. Instruction to Tenderers:

1. The Tender should be addressed to **the Director, Tripura Judicial Academy, Narsingarh, Agartala, Pin-799015**.
2. Tenderers are required to take the printout of the whole Tender Document and fill up the forms as prescribed and submit the same as instructed.
3. The Tenderers are required to submit one Technical Bid as per prescribed proforma in **Annexure-IV** (in sealed envelope) and one Financial Bid. The Financial Bid should be submitted as per the prescribed proforma in **Annexure-VII** in a separately sealed envelope superscribed "**Financial Bid for Catering Services in the Tripura Judicial Academy**". All the sealed envelopes should be put in a sealed envelope superscribed "**Tender for Catering Services in the Tripura Judicial Academy**". Financial Bid shall be opened of only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial Bid opening.
4. All rates quoted should be **inclusive of GST and all taxes**.

5. The Tenderers are advised to visit the Tripura Judicial Academy premises before submitting their Tender bid for physical inspection and clarifications.
6. The various crucial dates relating to **“Tender for Catering Services in the Tripura Judicial Academy”** are cited as under:
 - a. Date of issue of Tender Document: **18.01.2024.**
 - b. Last date and time for submission of Tender Document: **31.01.2024; 05:00 PM.**
 - c. Date and time for opening of Tender Document:
 - (i) Technical Bid: **01.02.2024 at 03:00 PM.**
 - (ii) Financial Bid: **05.02.2024 at 03:00 PM.**
 - d. Place of submission of Tender: **Tripura Judicial Academy, Narsingarh, Agartala.**
 - e. Place of opening the Tender and Technical Bid: **Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala.**
 - f. Place of opening of Financial Bid
(for only the technically qualified Tenderers): **Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala.**
7. The Tenderers are to categorically mention the number of employees they will deploy for carrying out the catering works in the Tripura Judicial Academy.
8. Willing tenderers may remain present at the place of opening of tender documents on the date and at the time mentioned above.

D. Terms and Conditions:

1. The menu as enclosed herewith should be strictly adhered to. Change in the menu can be made only by the Academy and not by the service provider.
2. The quality of food and timing as mentioned in the menu chart should also be strictly adhered to.
3. Cleanliness and hygiene shall be maintained by the service provider both in the kitchen as well as in the dining place.
4. The above contract to run the mess is only for a period of twelve months. The period shall be extended on your satisfactorily delivering of services, maintaining the quality of foods as prescribed as well as maintaining cleanliness and hygiene. The extension of the contract period shall not be subject to any further enhancement of price for a period of at least two years.

5. Under no circumstances, the contract can be terminated by the end of service provider without giving a prior notice of two months. However, Academy reserves the right to terminate the contract on notice of 15 days.
6. Breach of the terms and conditions may lead to immediate cancellation of the contract and service provider can be held liable for penalty to be determined by the Academy.
7. Payment shall be made within 15 days from the date of submission of the bills in triplicate.
8. On the request of Academy, service provider shall ensure supply of quality food even to a single guest/trainee residing in Hostels of the Academy.
9. Quality of raw food items and cooked food shall be periodically inspected by any person authorized by Academy and any lapses on part of service provider shall be viewed strictly.
10. Service provider shall use the kitchen of Academy only for supplying food items to trainee/guests of Academy.

(Hrishikesh Chakrabarti)
Director
Tripura Judicial Academy

MENU CHART

Week Days	Bed Tea (5:00 AM)	Breakfast (8:00 AM to 9:30 AM)	Tea Break (11:30 AM to 11:45 AM)	Lunch (1:00 PM to 2:00 PM)	Tea Break (3:00 PM to 3:45 PM)	Evening Snacks (5:15 PM to 5:45 PM)	Dinner (8:00 PM to 9:30 PM)
Monday	Tea/ Black Tea/ Lemon Tea	Bread, Bun, Butter, Jam, Corn Flakes, Milk, Fruits, Boiled Egg/Omelette, Tea	Tea & Biscuit	Roti, Steamed Basmati Rice, Dal, One Green Vegetable, Bhujia, Paneer, Palak Chicken/Chicken Curry, Curd, Papad, Salad, Achar, Sweets	Tea and Cookies	Tea/ Coffee with Chowmin and Paneer Chilly	Rice, Roti, Dal, Seasonal Green Vegetable, Bhujia, Salad, Papad, Achar, Sweets (Kheer/ Seway/Custard)
Tuesday	Tea/ Black Tea/ Lemon Tea	Purri, aloo dam, jalebi, curd, fruits, tea	Tea & Biscuit	Rice, roti, kahdibadi, green vegetable, bhujia, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with samosa (2 Pcs)	Rice, dal, stuffed paratha, raita, seasonal green vegetable, bhujia, salad, papad, achar, Sweets (Kheer/ Seway/Custard)
Wednesday	Tea/ Black Tea/ Lemon Tea	Idli, Bada sambhar, chatni, boiled egg/omelette, fruits, tea	Tea & Biscuit	Rice, roti, dal, mutton, green vegetable, bhujia, mushroom, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with dhokla (2 Pcs)	Rice, tandoori roti, dal makhni, seasonal green vegetable, bhujia, salad, papad, achar, dahi
Thursday	Tea/ Black Tea/ Lemon Tea	Bread, Bun, Butter, Jam, Corn Flakes, Milk, Fruits, poha, tea	Tea & Biscuit	Rice, roti, rajma, malai kofta, green vegetable, bhujia, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with mix besan veg pakoda(150 grams)	Rice, tandoori paratha, dal, palak corn, bhujia, salad, papad, achar, ice-cream

Week Days	Bed Tea (5:00 AM)	Breakfast (8:00 AM to 9:30 AM)	Tea Break (11:30 AM to 11:45 AM)	Lunch (1:00 PM to 2:00 PM)	Tea Break (3:00 PM to 3:45 PM)	Evening Snacks (5:15 PM to 5:45 PM)	Dinner (8:00 PM to 9:30 PM)
Friday	Tea/ Black Tea/ Lemon Tea	Masala Dosa, Sambhar, chatni, Corn Flakes, Milk, Fruits, Boiled Egg/Omelette, Tea	Tea & Biscuit	Rice, roti, dal, fish, paneer tikka butter masala, green vegetable, bhujia, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with Fried rice and manchurian	Rice, tandoori roti, tadka, seasonal green vegetable, raita, salad, papad, achar, Sweets (Kheer/Seway/Custard)
Saturday	Tea/ Black Tea/ Lemon Tea	Chola Bathura, jalebi, fruits, tea	Tea & Biscuit	Rice, roti, dal, veg jaipuri, paneer kofta, bhujia, papad, salad, achar, ice-cream	Tea and Cookies	Tea/ Coffee with veg cutlet (3 Pcs)	Rice, roti, mix dal, mix vegetable, bhujia, raita, salad, papad, achar, egg curry, halwa (moong dal/carrot)
Sunday	Tea/ Black Tea/ Lemon Tea	Upma, sambhar, chatni, Bread, Bun, Butter, Jam, Corn Flakes, Milk, Fruits, tea	Tea & Biscuit	Rice, roti, dal, chicken tikka butter masala, paneer butter masala, crispy bhujia, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with Paneer pakora (3 Pcs),	Rice, tandoori roti, rajma, raita, crispy bhujia, salad, papad, achar, Sweets (Kheer/Seway/Custard)

Grocery Items to be used:

- Rice : Rice should be Basmati Rice
- Vegetable Oil : Saffola / Fortune
- Mustard Oil : Fortune / Saffola
- Tea : Red Label / Tata Gold
- Milk : Amul / Gomati
- Paneer : Amul / Gomati
- Sweets : Rosogolla, Gulab Jamun, Rasmalai
- Butter : Amul

ANNEXURE-II

BIDDERS PROFILE & FORMS								
SL No	Particulars	Details to be Furnished						
Details of the Bidders (Firm/Company/Organization)								
1	Name							
2	Address							
		PIN: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						
3	Contact details	<div style="display: flex; justify-content: space-between;"> Phone: Fax: </div> <div>Email ID (if any):</div> <div>Website (if any):</div>						
Details of Authorized Person								
4	Name:							
5	Address							
6	Telephone:							
Information about the company								
7	Status of company (<i>Public Ltd/Pvt. Ltd., Provide Ref e.g. Roc Ref#</i>)	<div>Date:</div> <div>Ref:</div>						
8	Number of Professionals							
9	Location and Address of Offices (<i>in Tripura, if any</i>)							
11	Income Tax Registration Number (PAN)							

ANNEXURE – III

Technical Bid Letter

**To,
The Director,
Tripura Judicial Academy,
Agartala-799015.**

Ref: NIT No: _____ dated ____/____/_____.

Sir,

1. I/We, am/are an established vendor/supplier in the area of Catering Services and offer to provide the services in line with NIT No. _____ dated _____ at the prices and rates mentioned in the Financial Bid.
2. I/We enclose herewith the complete Technical Bid as required by you. This includes:
 - a. Bidder's Profile (Annexure-II)
 - b. Pre-qualification documents in support of eligibility criteria.
3. I/We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bids.
4. It is certified that our firm/company/organization is having mandatory registrations such as GST/TIN/TAN/PAN etc.
5. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender document and that we shall perform all the incidental services.
6. I/We do hereby undertake that, until a formal contract is prepared and executed, this bid, together with your award of contract and my/our acceptance shall constitute a binding Contract between us.

Dated this day of _____

Yours faithfully,

(Full signature of the Bidder)

Name & designation:

Company/Firm Seal:

ANNEXURE – IV

Proforma For Technical Bid

1. Name of Agency :

2. Name of Proprietor/ Director of the Agency :

3. Full Address of Reg. Office :

- a) Telephone No. :
- b) E-mail address :

4. Registrar No. of the Agency :

5. PAN / TIN No. of the Agency :
(Attach copy of Reg. Certificate)

6. GST / Service Tax Registration No. :
(Attach copy of Reg. Certificate)

7. EPF Registration No. :
(Attach copy of Reg. Certificate)

8. ESI Registration No. :
(Attach copy of Reg. Certificate)

9. Financial Turnover of the Agency for the last 3 Years
(Copy of the turnover statement of last three years to be attached):

Financial Year	Amount (In Rs.)	Remarks, if any
2020-2021		
2021-2022		
2022-2023		

10. Details of major contract with Central Government/State Governments /PSUs handled by the tendering Agency for providing catering service during the last five years in the following format (attested copies of the last five years work award may be enclosed):

Sl. No.	Details of client along with address, telephone and FAX Numbers	Amount of Contract (In Rs.)	Duration of Contract		Nature of Contract	
			From	To	Type of Service provided	No. of persons deployed
1						
2						
3						
4						
5						

(If the space provided is insufficient, a separate sheet may be attached)

11. Number of employees I offer to deploy for the work:
12. I,Son/Daughter/Wife of Shri.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.
13. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
14. I abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that

furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place: (Signature of the Authorized Person)

Full name

Agency's seal:

ANNEXURE-V

SELF-DECLARATION

**To
The Director,
Tripura Judicial Academy,
Narsingarh, Agartala,
West Tripura (W) – 799015.**

Ref: NIT No.: _____ Date: ____/____/____

Dear Sir

We, the undersigned, hereby declare that, we are not involved in any litigation with any client which will impact execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the Government or Public Sector Units in India. We further declare and certify that the materials used in the project are not procured from any agency(s) blacklisted by any State Government/Central Government/High Court/PSU.

Name of the Bidder: -

Signature: -

Seal of the organization of the bidder: -

ANNEXURE-VI

Financial Bid Letter

**To
The Director,
Tripura Judicial Academy,
Narsingarh, Agartala,
West Tripura (W) – 799015.**

Ref: NIT No: _____ dated _____.

Sir,

1. Having examined the NIT for Catering Services, I/we, the undersigned, offer to provide the same in conformity with the NIT No. _____ dated _____ for the sum of (Total bid amount in words and figures).
2. I/We enclose herewith the Financial Bid in the prescribed form.
3. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide Catering Services as per these terms and conditions.
4. I/ We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bid.
5. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
6. If my/our bid is accepted, I/we will provide Security Deposit for the sum of ₹ 25,000.00 for the due performance of the Contract as prescribed in the NIT.
7. I/We do hereby undertake, that, this bid, together with your award of contract and our acceptance shall constitute a binding Contract between us.

Dated this day of _____

Yours faithfully,

(Full signature of the Bidder)

Name & designation:

Company/Firm Seal:

ANNEXURE – VII

Proforma For Financial Bid

1. The quoted rates must be inclusive of the following:
 - a. Items reflected in Menu.
 - b. Any taxes which are mandatory and applicable from time to time.
 - c. Cost of Consumables (lump sum).
 - d. Other associated cost (including the cost of utensils, oven, gas cylinders, refrigerator etc. & associated articles).
2. Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
3. Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions, etc., that are likely to be encountered during the execution of catering services and he shall have deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall be deemed to be all inclusive for execution of catering services.
4. No separate discount to be indicated and any discount offered should be included in the below quoted rate.
5. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth or offered by bidder shall be summarily rejected.
6. All the items of the price Bid should be quoted in Indian Rupees.

PROFORMA FOR FINANCIAL BID

Week Days	Bed Tea (5:00 AM)	Breakfast (8:00 AM to 9:30 AM)	Tea Break (11:30 AM to 11:45 AM)	Lunch (1:00 PM to 2:00 PM)	Tea Break (3:00 PM to 3:45 PM)	Evening Snacks (5:15 PM to 5:45 PM)	Dinner (8:00 PM to 9:30 PM)
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Wednesday	Tea/ Black Tea/ Lemon Tea	Idli, Bada sambhar, chatni, boiled egg/omelette, fruits, tea	Tea & Biscuit	Rice, roti, dal, mutton, green vegetable, bhujia, mushroom, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with dhokla (2 Pcs)	Rice, tandoori roti, dal makhni, seasonal green vegetable, bhujia, salad, papad, achar, dahi
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Week Days	Bed Tea (5:00 AM)	Breakfast (8:00 AM to 9:30 AM)	Tea Break (11:30 AM to 11:45 AM)	Lunch (1:00 PM to 2:00 PM)	Tea Break (3:00 PM to 3:45 PM)	Evening Snacks (5:15 PM to 5:45 PM)	Dinner (8:00 PM to 9:30 PM)
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Sunday	Tea/ Black Tea/ Lemon Tea	Upma, sambhar, chatni, Bread, Bun, Butter, Jam, Corn Flakes, Milk, Fruits, tea	Tea & Biscuit	Rice, roti, dal, chicken tikka butter masala, paneer butter masala, crispy bhujia, papad, salad, achar, sweets	Tea and Cookies	Tea/ Coffee with Paneer pakora(3 Pcs),	Rice, tandoori roti, rajma, raita, crispy bhujia, salad, papad, achar, Sweets (Kheer/ Seway/ Custard)
Offer Rate							
GST							
Charges of Consumable							
Amount of Consumable							
Other Associated Charges							
Total							

Total Amount in Rupees: ₹ _____ (In figures)

(In Words): Rupees _____
_____ only.

Dated this day of _____

Yours faithfully,

Authorised Signatory
(Full signature of the Bidder)
Name & designation:
Company/Firm Seal:

ANNEXURE – VIII

**Proforma of Agreement/Contract
(On Stamp Paper)**

AGREEMENT MADE this _____ day of _____ Two Thousand Twenty-Four, between _____ (hereinafter called "Tenderer") of the one part and the Tripura Judicial Academy, Narsingarh, Tripura (hereinafter called "Purchaser") of the other part.

WHEREAS the Tenderer has Tendered to enter into a rate contract with the Purchaser to provide Catering Services as specified in the Tender Document at the respective rates mentioned in the column provided for the purpose and whereas such Tender has been accepted and the Tenderer has furnished Security Deposit with the Purchaser in the sum of Rs. _____/- (amount of Security Deposit in Words and Figures) as a security for the fulfilment of this Agreement. NOW IT IS HEREBY AGREED between the parties hereto as follows:

The Tenderer has accepted the Contract on the terms and conditions set out in the NIT No. _____ and Award of Contract No. _____, Dated, _____ which will hold good during the period of this Agreement.

The Purchaser has placed Award of Contract No. _____ , Dated, _____ with M/s _____ (Tenderer) for providing Catering Services for Tripura Judicial Academy for the period from ____/____/____ to ____/____/____. The Contract is awarded for the Total Amount of ₹. _____ (*amount in words*) only for providing the services and scope as mentioned in the Tender Document.

Upon breach by the Tenderer of any of the conditions of the Terms and Conditions of the Tender Document, the consequences will follow as per those Terms and Conditions in the Tender Document.

Place: Agartala, Tripura.

Tenderer

On behalf of the _____

Witness:

1)

Purchaser

2)

On behalf of the Tripura Judicial Academy