

## 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.

#### A. Scope of the work:

##### **1. Catering Work**

Catering work in the Canteen of Tripura Judicial Academy.

Agency has to prepare the menu as per the Menu Chart.

#### Menu Chart

	<b>Bed Tea (5.00 A.M)</b>	<b>Breakfast (8.00 A.M to 9.30 A.M)</b>	<b>Tea Break (11.30 A.M to 11.45 A.M)</b>	<b>Lunch (1.00 P.M to 2.00 P.M)</b>	<b>Tea Break (3.30 P.M to 3.45 P.M)</b>	<b>Evening Snacks (5.15 P.M to 5.45 P.M)</b>	<b>Dinner (8.00 P.M to 9.30 P.M)</b>
<b>Monday</b>	Tea/ Black Tea/ Lemon Tea	Bread, Bun, Butter, Jam, Corn Flakes, Milk, Fruits, Boiled Egg/Omel ette, Tea	Tea & Biscuit	Roti, Steamed Basmati Rice, Dal, One Green Vegetable, Bhujia, Paneer, Palak Chicken/Chicken Curry, Curd, Papad, Salad, Achar, Sweets	Tea & Cookies	Tea/ Coffee with Chowmin and Paneer Chilly	Rice, Roti, Dal, Seasonal Green Vegetable, Bhujia, Salad, Papad, Achar, Sweets (Kheer/ Seway/ Custard)
<b>Tuesday</b>	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 & Cookies	Tea/ Coffee with samosa(2 Pcs)	Rice, dal, stuffed paratha, raita, seasonal green vegetable, bhujia, salad, papad, achar, Sweets (Kheer/ Seway/ Custard)

<b>Wednesday</b>	Tea/ Black Tea/ Lemon Tea	Idli, Bada sambhar, chatni, boiled egg/omel ette, fruits, tea	Tea & Biscuit	Rice, roti, dal, mutton, green vegetable, bhujia, mushroom, papad, salad, achar, sweets	Tea & Cookies	Tea/ Coffee with dhokla (2 Pcs)	Rice, tandoori roti, dal makhni, seasonal green vegetable, bhujia, salad, papad, achar, dahi
<b>Thursday</b>	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 & Cookies	Tea/ Coffee with mix besan veg pakoda(1 50 grams)	Rice, tandoori paratha, dal, palak corn, bhujia, salad, papad, achar, ice- cream
<b>Friday</b>	Tea/ Black Tea/ Lemon Tea	Masala Dosa, Sambhar, chatni, Corn Flakes, Milk, Fruits, Boiled Egg/Omel ette, Tea	Tea & Biscuit	Rice, roti, dal, fish, paneer tikka butter masala, green vegetable, bhujia, papad, salad, achar, sweets	Tea & Cookies	Tea/ Coffee with Fried rice and manchuri an	Rice, tandoori roti, tadka, seasonal green vegetable, raita, salad, papad, achar, Sweets (Kheer/ Seway/ Custard)
<b>Saturday</b>	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 & 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)
<b>Sunday</b>	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 & 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 has Tata Gold

Milk- Amul / Sudha

Paneer- Amul / Sudha

Sweets- Rosogolla, Gulab Jamun, Rasmalai

Butter- Amul

### **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 Section 'F' 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. The Tenderers are required to submit one Technical Bid as per prescribed proforma in Section 'G' and one Financial Bid. The Financial Bid should be submitted 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.

3. All rates quoted should be **inclusive of GST and all taxes**.
4. The Tenderers are advised to visit the Tripura Judicial Academy premises before submitting their Tender bid for physical inspection.
5. 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: 19.10.2023.
  - (b) Last date and time for submission of Tender Document: 28.11.2023; 03.00 PM.
  - (c) Date and time for opening of Tender Document:
    - (i) Technical Bid: 29.11.2023 at 03:00 PM.
    - (ii) Financial Bid: 29.11.2023 at 04:00 PM.
  - (d) Place of submission of tender: Tripura Judicial Academy, Narsingarh, Agartala.
  - (e) Place of opening the tender: Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala.
6. The Tenderers are to categorically mention the number of employees they will deploy for carrying out the catering works in the Tripura Judicial Academy.
7. 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 eleven 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**

**E. Undertaking:**

I/We hereby undertake and declare that the agency ..... is not blacklisted by any Government Organization and nor has it ever been.

Date: .....

Place: (Signature of the authorized person)

Full name .....

Agency's seal:

**F. Undertaking:**

I/We do hereby undertake to pay my/our employees wages along with variable dearness allowances not less than the minimum wages notified and revised by the Government from time to time. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided by me/us.

Date: .....  
Place: (Signature of the authorized person)  
Full name .....  
Agency's seal:

**G. 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 sanitation, sweeping and cleaning 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:



## **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.
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 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.

### Menu Chart

	<b>Bed Tea (5.00 A.M)</b>	<b>Breakfast (8.00 A.M to 9.30 A.M)</b>	<b>Tea Break (11.30 A.M to 11.45 A.M)</b>	<b>Lunch (1.00 P.M to 2.00 P.M)</b>	<b>Tea Break (3.30 P.M to 3.45 P.M)</b>	<b>Evening Snacks (5.15 P.M to 5.45 P.M)</b>	<b>Dinner (8.00 P.M to 9.30 P.M)</b>
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<b>Offered Rate</b>							