

Calcutta High Court
In the Circuit Bench at Jalpaiguri

TENDER NOTICE

[PPC/CB/JPG/02/N/N.I.Q/05.02.2022]

This has been issued in the Circuit Bench of Calcutta High Court Notice Boards inviting quotations from competent and experienced contractors for canteen service at the place as provided by the authority for the period of 1(One) year , renewable at end of each completed year of satisfactory service. The said contract period shall commence from the date of acceptance of contract from the selected quotations submitted for the purpose.

All willing participants are advised to read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotations by willing and otherwise eligible participant(s) will be construed as its/their acceptance and agreed all the said 'Terms & Conditions'.

The Last Date for submission of quotation, is 09.03.2022.

Sd/-

Date 05.02.2022

**Deputy Registrar,
High Court at Calcutta
Circuit Bench, Jalpaiguri**

TERMS & CONDITIONS

A. SUBMISSION OF QUOTATION:

1. **QUOTATION must be submitted** along with copy of PAN and GST registration. Tenders must be **addressed to 'Deputy Registrar, High Court at Calcutta, Circuit Bench, Jalpaiguri** and superscribed **'PPC/CB/JPG/02/N/N.I.Q/05.02.2022'** before **14-00 hours of 09.03.2022**. No quotation even 'if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 09.03.2022.

B. OPENING OF QUOTATION:

- C. Quotations, will be opened jointly by Deputy Registrar, and the Drawing & Disbursing Officer under the supervision of the Ld. Registrar of Circuit Bench at Jalpaiguri and if the same is valid and complete in all respect, the same will be considered on **10.03.2022**.

D. CONDITIONS :

1. **TENURE :-** The tenure of the contract will be negotiable with a minimum period for 1 (One) year to start the terms and conditions.
2. **LICENCE AND OTHER CHARGES :-** The selected service provider shall obtain a Trade Licence as well as Food Licence from the competent authority for the purpose of running of the canteen.
3. Accommodation as mentioned above will be provided only for the canteen purpose. The service provider will pay the following charges by the way of demand draft to the payable to the Registrar, Circuit Bench at Jalpaiguri.
 - a. Electricity charges shall be paid directly as per sub-meter/meter reading as would be installed by the service provider for the purpose.

- b. Security Deposit-Rs-10,000/- (Rupees Ten Thousand Only) which is refundable at the end of the tenure of contract.

The service provider shall be responsible for the payment of GST on eatable items, if applicable, to the GST department. He should provide a duplicate copy of the GST receipt to the authority.

4. Service :-

- a. The service provider shall render service in the canteen premises and no additional charges shall be claimed for such service.
- b. Food items mentioned in “**Annexure – I**” attached herewith with a request to put the rate of those items should be of good quality and before expiry date. In case of violation strict legal action will be taken.
- c. The service provider will take all necessary precaution against fire hazards and fire NOC licence to be preferable.
- d. The rate list, band menu should be displayed clearly on regular basis.

5 Hygiene and cleanliness:-

- a. The service provider will have to make arrangement for cleanness of canteen and its surroundings including sewerage to the satisfaction of the authority. The service provider shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
- b. The service provider shall arrange the items i.e crockery ,utensils, boilers, juice machine cooking gas cylinders cooking stove etc at his own cost and maintain the said items with proper and hygienic conditions.

6. Canteen Employees:-

- a. The service provider shall be subject to the regulation of labour law of Govt. of West Bengal.
- b. Proper Police verification of person engaged by service provider is required for the purpose.
- c. All rules & Regulation of Labour Laws are the legal requirement for employment of labours and obtaining licence for running of canteen in the Circuit Bench premises is the responsibility of service provider.

7. Expect from the Service Provider:-

1. Supply drinking water in the canteen.
2. Installation of the Rate Chart shall be required in the canteen ,
3. Undertaking is required for waste management measures to maintain hygiene and in and around food court complex which includes the maintenance of the washrooms within the canteen premises.

E. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court reserves the right to reject any QUOTATION of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and/or which has been negligent in performing its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
3. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

Foods provided in Canteen Services

Sl. No.	Items	Rate in INR (Inclusive of all taxes)
01	Tea (125 ml)	
02	Coffee (125 ml)	
03	Lassi (450 ml)	
04	Biscuit/Coockies (2 Pcs.)	
05	Samosa (70 grams)	
06	Pastry	
07	Fruit Juice/Soft drinks	
08	Puri with Sabje (2 Pcs.)	
09	Bread Slice big size with Butter (2 Pcs.)	
10	Bread Omelette (Two Slices)	
11	Kochori (70 grams)	
12	Dhosa with Sambhar (Dal)	
13	Fried Rice (200 grams)	
14	One Roti (Tawa)	
15	One Roti (Tandoori)	
16	Roti with Sabje (2 Pcs.)	
17	Rice (One Plate)	
18	Vegetables (One Plate)	
19	Lunch Thali (Rice, Dal, Seasonal veg., Salad)	
20	Fish Thali (Fish 100 garms)	
21	Chicken Thali (Chicken 200 grams)	
22	Mutton Thali (Mutton 200 grams)	
23	One Plate Mixed Vegetable (200 grams)	
24	Fried Potato (100 grams)	
25	Egg Curry (Two Egg Pcs.)	
26	Chicken Curry (200 grams)	
27	Egg Roll (One Piece)	
28	Veg. Momos (8 Pcs.)	
29	Chicken Momos (8 Pcs.)	
30	Veg. Pakoda (8 Pcs.)	
31	Chicken Pakoda (6 Pcs.)	
32	Egg Omelette (One Piece)	
33	Veg. Cutlet (70 grams)	
34	Veg. Patties (One Piece)	
35	Maggi/ Noodles (One Plate)	
36	Soup (200 ml)	
37	One Piece Gulab Jamun	
38	One Piece Rasgulla	
39	One Piece Barfi	
40	One Piece Ladoo	
41	Ice Cream(Standard Brand and Weight)	
42	Any other special items	