

THE HIGH COURT OF ORISSA: CUTTACK

NOTICE INVITING TENDER FOR RUNNING CAFETERIA INSIDE THE HIGH COURT OF ORISSA CAMPUS

NOTICE NO. 17998

Date. 14.11.2023

The High court of Orissa invites tender in sealed covers from interested bidders for running a cafeteria inside the High Court Premises for the Staffs, Counsel and Litigants etc.

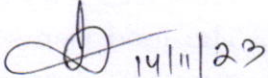
The sealed cover containing the tender shall be super scribed as **"TENDER FOR RUNNING CAFETERIA INSIDE THE HIGH COURT OF ORISSA CAMPUS"**, Tender Notice No. 17998 and Date. **14.11.2023** along with bidder's Name and Address and shall be submitted in the address of **"Registrar (Judicial), High Court of Orissa, Cuttack"** either personally or through their authorized agents which shall reach before **4:00 PM on 05.12.2023**. The tenders will be opened on **06.12.2023** at **3:00 PM** by a **Designated Committee** duly constituted for the purpose in presence of the quotationers or their authorized representatives.

DOCUMENTS TO BE SUBMITTED IN THE SEALED TENDER

1. Duly filled Form of Tender as per ANNEXURE-1.
2. Demand Draft of ₹1,000/- (Non-Refundable) towards Tender Cost.
3. Demand Draft of ₹5,000/- (Refundable) towards Earnest Money Deposit.
4. Certificate issued by FSSAI (Food Safety and Security Authority of India).
5. License for Food preparing/ Catering service.
6. License to employ Contract Labour, EPF, ESIC Registration etc.
7. Price Quotation of food items as per Menu at ANNEXURE-2.
8. Certificate showing previous experience in Catering Service.
9. Certificate showing Turnover of the bidder for the Financial Year of 2022-23.
10. Copy of PAN Card.
11. Copy of GST Registration Certificate.
12. Undertaking as at ANNEXURE-3.

Bid not confirming the aforementioned requirements are liable to be rejected.

The authority reserves the rights to accept or reject any part of or all tenders without assigning any reason.

 14/11/23

Assistant Registrar (Admin.)

**NOTICE INVITING TENDER FOR RUNNING CAFETERIA INSIDE
THE HIGH COURT OF ORISSA CAMPUS**

Tender Cost

1. A Non-refundable Tender Cost of ₹1,000/- (Rupees One Thousand only) in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa Payable at Cuttack must be submitted along with the tender.
2. The Organization's name should be mentioned on the reverse side of the Demand Draft.
3. Bids without Tender Cost or inadequate Tender Cost shall be summarily rejected.

Earnest Money Deposit

A Refundable Earnest Money Deposit (EMD) of ₹5,000/- (Rupees five Thousand only) in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa payable at Cuttack must be submitted along with the tender.

Performance Security

The successful bidder will be required to pay a Security Deposit of ₹2,00,000/- (Rupees Two Lakh only) in shape of Bank Guarantee/Fixed Deposit Receipt (FDR) before confirmation of the tender. The appropriate authority shall retain the right to encash the Bank Guarantee/FDR in case of any deficiency in service by the successful Bidder during the contract period.

Terms and Conditions

1. The accommodation of 2650.48 sqft. as given in ANNEXURE-4 consisting of Cash counter, Dining Hall, Storeroom and Kitchen will be provided for running the Cafeteria at a normal License Fee of ₹5,000/- per month with a condition that if the contract is extended there will be an enhancement of the License Fee from time to time as would be decided by the High court.
2. The electricity charges shall be paid by the successful bidder.
3. The food items should be of good quality and supplied at the rates and quantity approved by the High Court.
4. If the services of the successful Bidder are not satisfactory, the contract can be cancelled any time.
5. There shall be no increase in the rates on food items on account of any variation in the market prices during the contract period.
6. Good quality raw materials and vegetables shall be used for cooking.
7. The food shall be cooked, stored and served under hygienic conditions.

8. The authorities of High Court shall be at liberty to conduct surprise inspections of the cafeteria and the food preparation at any time.
9. The cafeteria premises shall not be sublet or used for any other businesses.
10. The successful bidder shall arrange furniture, utensils, cutlery and crockery and other equipment/ items required to run the cafeteria.
11. The successful bidder shall employ his own staffs and provide them clean uniform.
12. The cafeteria shall remain open on all working days from 9:30 AM to 5:30 PM.
13. The price list of food items shall be displayed in a conspicuous place in the cafeteria.
14. Contract period: The period of contract shall be Eleven (11) months from the date of award of the contract and may be further extended by the High Court from time to time if the services of the successful bidder are found to be satisfactory.
15. Bid documents should be signed by Authorized Signatory of the Organization himself/herself. Interlineations, corrections, erasures and/ or over writing shall be treated as invalid bid.
16. Selection of successful bidder shall not necessarily and solely depend upon the lowest offered prices rather it will depend upon the price to quality ratio which will be decided by the Court.

This Notice inviting tender shall form a part of the contract document.

Bidders are advised to visit the existing Cafeteria to view the location and functioning with prior permission of the appropriate authority before submitting their bid documents.

Incomplete or conditional offers shall not be entertained.

Dispute, if any, will be subject to jurisdiction of Courts at Cuttack or the High Court of Orissa, Cuttack.


Assistant Registrar (Admin.)

Memo No. 17999

Date.14.11.2023

Copy forwarded to the Superintendent, IT Cell to upload the same in the official website of the Court for information of the public.


Assistant Registrar (Admin.)

**NOTICE INVITING TENDER FOR RUNNING CAFETERIA INSIDE THE
HIGH COURT OF ORISSA CAMPUS**

THE HIGH COURT OF ORISSA: CUTTACK

FORM OF TENDER

To,

**The Registrar (Judicial)
High Court of Orissa, Cuttack**

Sub: Tender for running cafeteria inside the High Court of Orissa Campus, Cuttack.

Sir,

I am submitting the tender for providing Cafeteria Service in the High Court of Orissa, Cuttack on Contract basis as per the details given below: -

1	Name and Address of the Bidder (in block letters)	
2	Status of the Bidder (Proprietorship, Partnership, Limited Company)	
3	Registration/ License Number (Attested Photocopy)	
4	PAN Card Number (Attested Photocopy enclosed)	
5	GST Registration Number (Attested Photocopy enclosed)	

Details of Experience in the same Field: -

(Please give details of experience in separate sheet, along with documentary proof thereof)

Sr. No.	Present Contract in Hand	Period	Govt./Semi Govt./Private Organization
1.			
2.			

I/We have carefully read understood the terms and conditions are contained in Tender Documents issued by the High Court of Orissa including the following: -

- In case the Documents submitted by my/our firm along with the Tender are found inadequate/false/incorrect, the Tender of my/our firm will be liable to be rejected/cancelled without giving any reasons.
- The High Court of Orissa will have the right to reject conditional offers without assigning any reason thereto.

Signature of the Bidder

Name:

Address:

Tel No.:

**NOTICE INVITING TENDER FOR RUNNING CAFETERIA INSIDE THE HIGH COURT OF ORISSA
CAMPUS**

PRICE QUOTATION OF FOOD ITEMS AS PER MENU

SL.NO.	ITEM	QUANTITY	RATE PER QUANTITY
1	ALU CHOP	2 PCS.	
2	BARA	2 PCS.	
3	IDLI	2 PCS.	
4	SINGARA	2 PCS.	
5	VEG CUTLET	2 PCS.	
6	PANEER PAKODA	8 PCS.	
7	MUSHROOM PAKODA	8 PCS.	
8	SAMBAR VADA	2 PCS.	
9	DAHI VADA	2 PCS.	
10	MASALA UPMA	1 PLATE	
11	PLAIN DOSA	1 PC.	
12	MASALA DOSA	1 PC.	
13	ONION MASALA DOSA	1 PC.	
14	RAVA DOSA	1 PC.	
15	ONION DOSA	1 PLATE	
16	ONION UTTAPPAM	1 PC.	
17	TOMATO UTTAPPAM	1 PLATE	
18	PURI WITH CURRY/ GHUGUNI	4 PCS.	
19	VEG CHOWMIN	½ PLATE	
20	HALWA	1 PLATE	
21	RAJ BHOG	1 PC.	
22	FRUIT CUSTARD	1 CUP	
23	TEA	1 CUP	
24	SPECIAL TEA	1 CUP	
25	COFFEE	1 CUP	
LUNCH			
26	TAWA ROTI	1 PC.	
27	DALMA	1 PLATE	
THALI			
28	PLAIN THALI	RICE	1 PLATE
		DALMA	
		BHAJA	
		KHATA	
29	SPECIAL THALI	VEG FRIED RICE	1 PLATE
		ALU TARKARI	
		SALAD	
		MIX VEG	
		PURI (2 PCS.)	
30	DELUXE THALI	RICE	1 PLATE
		DALMA	
		BHAJA	
		PANEER/ MUSHROOM/ ALU BESAN CURRY	
		KHATA	

Signature

Name of the Tender: *Tender for running Cafeteria inside the High Court of Orissa (For Staffs, Counsel, Litigants, Etc)*

UNDERTAKING

(To be typed on the Letter Head of Bidder)

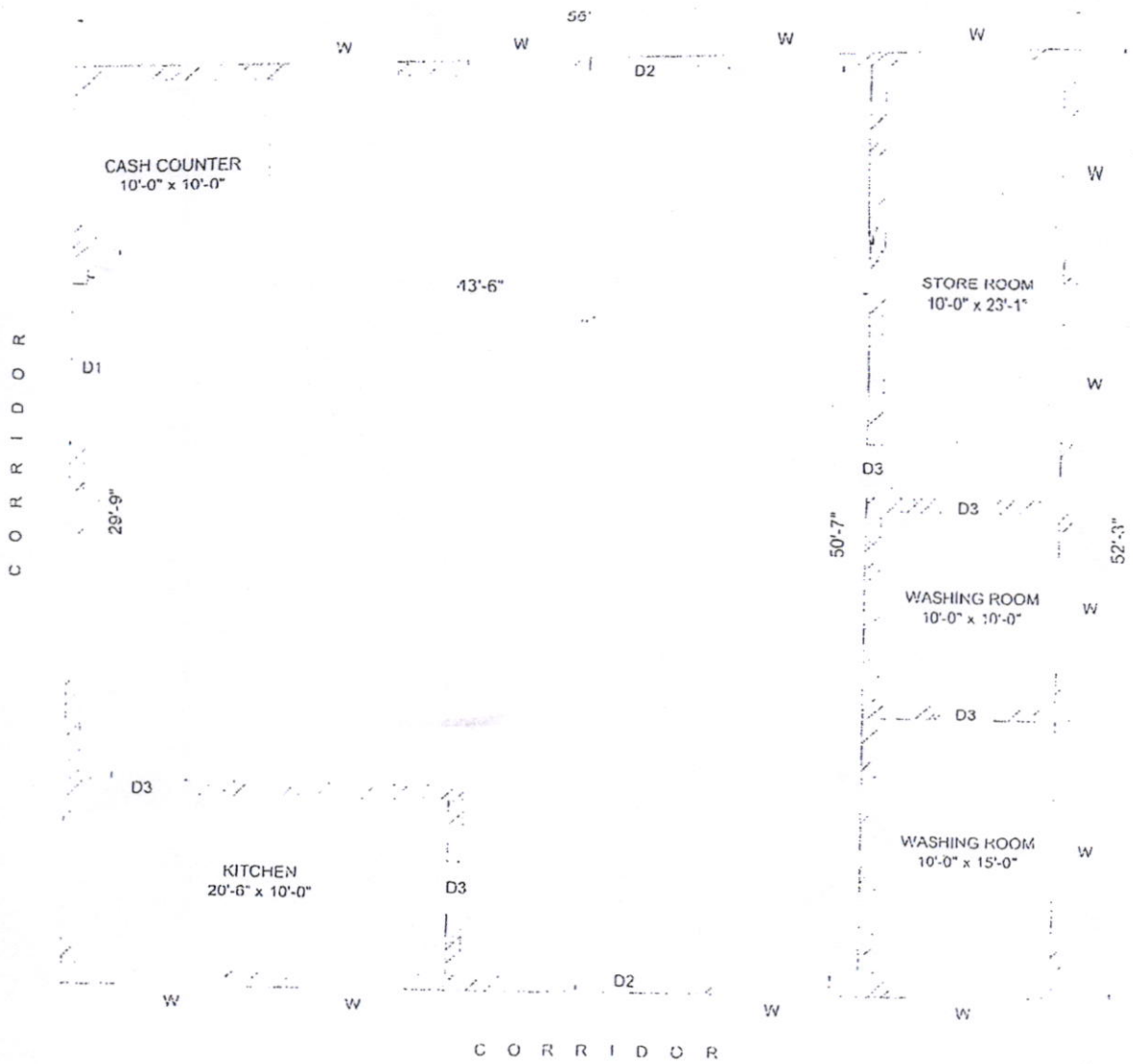
I _____ S/o, D/o _____
_____ resident of _____
_____ do solemnly pledge and affirm
that,

1. I am the sole Proprietor/ Partner/ Director/ Authorized signatory of M/s. _____
2. No police case and/ or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company. No case of arbitration under any previous/ continuing contract is pending against us as on date. (Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company has never been blacklisted by any Govt. Authority/ Organization.
4. I/We have adequate facility and manpower to run a canteen successfully and declare that we will abide by the rules framed/ directives issued by the High Court of Orissa as per terms of this tender.

**Signature
(Name)**

CAFETERIA

ANNEXURE-4



- W = 6'-0" x 6'-0"
- D1 = 9'-0" x 8'-0"
- D2 = 6'-0" x 8'-0"
- D3 = 3'-0" x 7'-0"