

HIGH COURT OF CHHATTISGARH, BILASPUR
(TELEPHONE NO. 07752-241232, FAX NOS. 241031,241040)

Tender Notice


No. 2563 /
PRO-2023

Bilaspur, Dated 28/02/2023

Chhattisgarh State Judicial Academy under the aegis of High Court of Chhattisgarh, Bilaspur invites tender for providing catering services at Chhattisgarh State Judicial Academy during the training period and workshops.

Interested Parties may view detailed terms and conditions from the website viz. highcourt.cg.gov.in and submit Physical documents in the receipt section of High Court of Chhattisgarh accordingly.

- 1)- Documents Download start date - 01/03/2023
- 2)- Last date of submission of Physical documents - 31/03/2023


(ARVIND KUMAR VERMA)
REGISTRAR GENERAL
28.02.2023

Invitation for Bids for providing Catering Services At
Chhattisgarh State Judicial Academy

1. **Chhattisgarh State Judicial Academy under the aegis** of High Court of Chhattisgarh invites tender for providing catering services at Chhattisgarh State Judicial Academy during the training period and workshops.
2. Tenderers are requested to submit their bids in a sealed envelope at the office of **High court of Chhattisgarh** , Bilaspur as per detailed specifications and requirements mentioned in this document. Last **date of submission of tender 31/03/2023 (31st March) at 05:00 PM , Place –Office of Registrar General (Receipt Section), High Court of Chhattisgarh.**
3. Tenders will be **opened 04/04/2023 at 03:30 PM at the office of Registrar General, High court of Chhattisgarh** , Bilaspur , in presence of entrusted bidders who choose to be present, in any eventuality, on the date and time as decided by the **High court of Chhattisgarh** , Bilaspur . No separate intimation will be given in this regard. The bid should not contain any condition whatsoever and in such condition bid received shall be rejected.
4. **High court of Chhattisgarh** , Bilaspur does not bind itself to accept the lower bid. The tenderers shall have to furnish rate analysis for scrutiny of rates by the **High court of Chhattisgarh** , Bilaspur , if required.
5. The decision of the **High court of Chhattisgarh** , Bilaspur shall be

final and binding with regard to the bid. All pages of Tender Notice will have to be submitted duly signed and sealed (Muhar) by Bidder with BID as the token to accept to the Terms and Conditions specified in the tender.

6. The **High court of Chhattisgarh**, Bilaspur reserves right to accept or reject any/all tenders in part or whole of any bidder without assigning the reasons whatsoever.
7. The **High court of Chhattisgarh**, Bilaspur shall reserve the right to change/modify/amend any/all provisions of the tender documents.
8. The rate are to be quoted for Breakfast,tea – Biscuit,Lunch, Evening Tea-snack and Dinner with detailed description of items to be provided in each Meal.
9. The rates to be quoted shall be without taxes. The applicable tax on catering services will be paid by Chhattisgarh State judicial academy to the bidder in addition to the rates quoted.
10. The Bidder shall be based at Bilaspur or have a representative establishment Professional Contractor (Proprietor , Firm, Company)
11. The Bidder shall deposit Rs. 50,000/- as Earnest Money Deposit (EMD) by means of **Demand Draft** in the name of **Registrar General, High court of Chhattisgarh**
Note – Tender submitted without the prescribed EMD will be rejected & in case of refusal by the catering service provider earnest money will be forfeited.
12. Initially, the period for the catering services issued by this bid will be for 3 years with an increase of 10% every year on the quoted

rate. The tenure may thereafter be extended with mutual consent, subject to satisfactory performance based on the feedback of participants and report of officials of Chhattisgarh State Judicial Academy.

Terms of Payment

13. Successful bidders shall be paid for catering charges on the Training Program based after successfully delivering all the services and submission of proper invoice. No advance shall be paid for catering services.
14. The catering charges shall be calculated based on actual services provided by the bidder. The charges for providing catering services for participants/guests shall be paid on per head per meal basis.

Eligibility Criteria

15. Only those bidders who have minimum experience of 5 years in providing **In-house Catering Services** to the Government Institutions are to apply for the tenders.
16. The Bidder should also have experience to provide Catering Services to a Training Institute before. They are to submit document in this regard.

(Submission of quotation)

- .i. Sealed envelope with the following documents:-
 - Profile of the bidder as per **Annexure-2**.

- Copy of Pan Card of the bidder.
- Copy of GST certificate.
- Document regarding Catering Services to a Training Institution before.

17. Tender document should be duly filled and signed by the bidder on each page with seal.
18. Tender received late on account of any reason whatsoever shall not be entertained.
19. The **High court of Chhattisgarh** , Bilaspur will have option to terminate the bidder after giving a notice of one month in writing without assigning any reason. If the bidder commits breach any of the condition contained in the tender or fails to render services to the satisfaction of the **Chhattisgarh State Judicial Academy**.
20. The bidder may terminate the bid by giving two months prior notice in writing.
21. Catering services for the participants and guests shall be provided on days during the Training period. Participant means those attending the Training Program at Academy and Guest means the Resource Persons or any other guest authorized to visit the Academy during Training.
22. Breakfast, Tea -Biscuit, Lunch, High Tea and Dinner and special breakfast as light refreshment and **bottle of mineral waters** are to be provided as per the Work-Order to the bidder.
23. Training Program are conducted throughout the year, but numbers of

participants may vary from time to time. The **Chhattisgarh State Judicial Academy** does not guarantee for minimum numbers of participants. There might be occasions when no training is conducted during the particular period of the month.

24. The bidder shall provide adequate numbers of all competent and well trained staff for cooking, cleaning and dinning services.
25. Minimum numbers of staff including the Manager/Officer in-charge/highly skilled professional/kitchen helper/waiter/dinning helper etc. shall be maintained at any point of time who would manage the requirement of Chhattisgarh State Judicial Academy during training sessions.
26. The bidder shall have full control on his/her/their employees and shall give necessary guidelines and instructions to carry out the job assigned to them by the bidder.
27. The residential accommodation shall not be provided by the Chhattisgarh State Judicial Academy to the workmen of the bidder.
28. The bidder or his/her/their staff shall not use the premises/property etc. of the Chhattisgarh State Judicial Academy for any purpose unless permission is granted by Officials of Chhattisgarh State Judicial Academy.
29. It shall be open to officials of Chhattisgarh State Judicial Academy to inspect the kitchen and dinning area at any time.
30. The bidder shall bring its own cutlery, utensils etc

(Employees)

31. The employees engaged by the bidder shall be trained and experienced people having good health, character; well behaved, obedient and skillful in their tasks.
32. The successful bidder shall be asked to furnish list of his/her/their employees to be deployed at Chhattisgarh State Judicial Academy along with their qualifications, experience, address, photos, etc.
33. The bidder shall ensure that they observe cleanliness and are properly dressed in clean uniform with hand gloves, head caps & identity cards, during their hours of service.
34. The Bidder shall take prior permission from authorized official of Chhattisgarh State Judicial Academy. before deploying any employee at the Chhattisgarh State Judicial Academy. However, Chhattisgarh State Judicial Academy. reserves the right to reject any particular workmen/staff placed employed by the bidder under the bid with Chhattisgarh State Judicial Academy ,without assigning any reason .
35. The workmen/employees engaged by the bidder shall not have any right/claim over the facilities enjoyed by Chhattisgarh State Judicial Academy staff, participants, etc. It is clearly understood that the bidder's employees shall not have any employee-employer or master-servant relationship with Chhattisgarh State Judicial Academy .

(Disputes Resolution)

36. All disputes arising under this **agreement** shall be settled amicably through discussions between the parties.

37. In case any unsettled disputes, the same shall be referred to the Arbitrator appointed by **High court of Chhattisgarh**, Bilaspur. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings and the decision of the Arbitrator shall be final and binding on both the parties.

(Service Timings)

38. The timings for serving the Participants/Staff/Guests shall be as under:

Services	
Breakfast-	08:00 AM - 09:30 AM
Classroom Tea-	12:00 PM – 12:15 PM
Lunch-	01:30 PM – 02:30 PM
Evening Tea/Snack-	05:00 PM – 06:00 PM
Dinner-	08:00 PM – 09:30 PM

39. The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the bidder shall oblige.

40. The bidder shall supply and serve wholesome and hygienic meals and snack in accordance with the menu as proposed by officials of

Chhattisgarh State Judicial Academy.

41. Normally the service is a buffet service. The service of all food items should be **‘UNLIMITED’** as per the requirement of the participants/guests from the spread available.

(Preparation of the Menu)

42. Menu for each day’s breakfast, lunch, evening snacks and dinner shall be drawn up by the officials of the **Chhattisgarh State Judicial Academy**. The proposed list of items to be kept in the menu as per which the rate is to be quoted by the bidder is attached as **Annexure-III**.

I/We have read the above terms and conditions and are acceptable to me/us

Signature of the authorized person:.....

Name of the signatory:

(In block capital letters):

Status of the signatory i.e. Proprietor/Partner/Company:.....

Date.....

ANNEXURE-I

Forwarding Letter

(To be submitted on bidder's letterhead)

Place.....

Date.....

The Registrar General ,

High court of Chhattisgarh , Bilaspur (C.G.).

Sub: Tender for providing Catering Services at CSJA

Dear Sir,

1. This has reference to your tender notice for catering services at Chhattisgarh State Judicial Academy. We have examined the tender document and thoroughly understood its nature/scope of work and terms and conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/we confirm that the tender submitted by me/us is confirming to all the terms and condition mentioned in the tender document.
3. I/we are enclosing application along with required documents in the prescribed proforma as mentioned in the tender document.

4. I/we, do hereby declares that there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/we have neither been suspended/delisted/blacklisted by any organization for any reason nor any such proceedings are pending or contemplated. I/we also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

5. I/we certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to the **High court of Chhattisgarh** , Bilaspur verifying any or all the information furnished in this document with the concerned authorities, if any.

(Signature and Name of the authorized persons of the firm/bidder with office seal)

Name.....

ANNEXURE-II

Profile of the Bidder

(Part-I)- Basic Information

S.No.	Particulars	To be filled by the Bidder
1	Name of the bidder/firm/organization/company	
2	Type of firm/organization (Proprietorship/Partnership/Private ltd. Etc. (Furnish copies of partnership/memorandum of Articles of association etc.)	
3	Name of the Proprietor/partners/directors of the firm	
4	Year of Incorporation/registration	
5	Registered address of the firm	
6	Name, designation, telephone nos., email of the contact person/authorized signatory	
7	Whether License for providing catering is available . Obtained (Yes/No) (Copy to be enclosed)	
8	Whether the firm has been in business of in-house catering service for at least 5 years (Yes/No) (Copy to be enclosed)	
9	Annual turnover of the firm for last 3 years (in Rs. Lakh) (Furnish copies of audited balance-sheets and profit and loss account statements)	a) FY 2018-19 b) FY 2019-20 c) FY 2020-21

10	Details of Registration (Firm, Company etc) a) Registering Authority b) Date c) Number	
11	Registration Nos. under various statutory Act viz, EPF, ESIC, if applicable (copy of registration certificate to be enclosed)	
	Goods and Service Tax. Employee's provident fund organization Employee State Insurance Scheme Permanent Account Number (Copies of Income-tax returns for last 3 years to be enclosed)	

Note: Copies of all the documents relevant to above details to be enclosed.

(Signature and Name of the authorized persons of the firm/bidder with office seal)
 Name.....

Annexure -III

Breakfast

S.No.	Item	Remarks
➤	Bread Toast with Jam, Butter	
➤	Corn or Wheat Flakes with Milk	
➤	Bananas or any Seasonal Fruit	
➤	(a) Poori with aloo curry (b) Paratha with Curry or Curd	Any one item
➤	➤ Masala Dosa ➤ Idli ➤ Upma ➤ Uttapam ➤ Vada All the above with Chutney and Sambhar ➤ Poha ➤ Sandwich	Any one item
➤	Tea / Coffee	To be brewed fresh

Lunch & Dinner

S.No.	Item	Remarks
43.	Chapati	
44.	Plain Rice / Pulao / Fried Rice / Lemon Rice / Tomato Rice	Any one Item
45.	Dal Fry / Dahi Kadhi	Any one Item
46.	Mixed Veg or any one vegetable – Bhindi , Aloo , Beans, Gobhi, Capsicum, Baigan, Baigan Bharta etc (Without Curry) or (any other available vegetable as per season)	
47.	Gobhi Curry / Paneer Butter Masala / Palak Paneer / Mutter Paneer / Veg Malai Koftha / Chhola Curry / Rajma / Chana Masala or (any other vegetable with curry)	
48.	Green Salad (Tomato, Onion, Lemon, Cucumber, and Carrot)	
49.	Curd / Raita	Any one Item
50.	Pickle – Mango / Lemon / Mixed	
51.	d) Sewaiyan e) Gulab Jamun f) Halwa g) Kheer / Payasam or any other Sweet dish	Any one Item

Classroom Tea

Sr. No.	Particulars	Remark
1.	Tea / Coffee with Biscuits (12:00 - 12:15 PM)	

Evening Tea with Snacks

Sr. No.	Particulars	Remark
1.	Tea / Coffee with anyone of below items with sauce: (a) Onion / Aloo / Palak Pakoda (b) Aloo Bonda (c) Veg Cutlet (d) Dhokla (f) Bread + Butter (g) Poha	