



HIMACHAL PRADESH JUDICIAL ACADEMY

16 Mile, Shimla-Mandi National Highway, District Shimla-171014

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2779960

Telefax: 0177-2779960

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

Ref. No.: HJA-G[6]-91[IV]-2016- 1007

Dated: 15th May, 2021

To

cd.

The Member Secretary,
H.P. State Legal Services Authority,
SDA Complex, Kasumpti, Shimla-9.

Subject: - Regarding Quotation/tender notice for publishing in the Website of the
H.P. State Legal Services Authority.

Sir,

“Jai Hind”

I have the honour to submit that I have been directed to request to kindly
order the quotations/tenders regarding Academy Mess uploaded on the Website of the
H.P. State Legal Services Authority, Shimla, for publicity etc.

Thanking You,

Yours faithfully,

Encl: as above

Virender Sharma
(Virender Sharma)
Director

**HIMACHAL PRADESH JUDICIAL ACADEMY
16 MILE, SHIMLA**

**Quotation Form for Providing of Catering/Mess Services primarily to the inmates
of Hostel & for organizing functions for Himachal Judicial Academy.**

Sr. No. _____

Dated: _____

Name & Address (mailing)

Ph. No./Mobile No./Fax/E-mail ID _____

Place of Work with Address
(Commercial)

Due on 15.06.2021 upto 5:00 PM.
To be opened on 16.06.2021 at 11:30 A.M.

TERMS & CONDITIONS

1. The Academy requires Mess contractor(s) to run the Mess/Catering services at its Campus, on the rates as fixed by the Academy to cater for the needs of the Trainee-Participants, Resource Persons, Academy staff, beneficiaries and visitors attending the Academy.
2. The tender/quotation must be accompanied by earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Bank Draft/Pay Order drawn on any Scheduled Bank in favour of Director, HIMACHAL PRADESH JUDICIAL ACADEMY 16 Mile, Shimla. The amount of earnest money shall not be accepted through cheque or cash. The earnest money of the tenders(s) shall be refunded without interest at the earliest after the expiry of final validity period of the tender.
3. The Earnest Money deposited by the tenderers shall be forfeited in the following events, namely:-
 - (a) A modification or withdrawal of tender after the deadline for submission of tenders and during the validity period;

- (b) Refusal by the tenderer to accept any arithmetical error or otherwise appearing on the face of tender;
 - (c) Failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender document;
 - (d) Failure on the part of the successful tenderer to provide performance security under Rule 107 for the execution of the contract; and
 - (e) Failure on the part of the successful tenderer to execute the contract as per terms and conditions stipulated in the tender documents.
4. Conditional/telegraphic tender/quotation received through fax, e-mail or tenders without earnest money and submitted not on the prescribed form shall not be entertained.
 5. Tender/Quotation(s) should be duly sealed in double cover and superscribed on the outer cover as "Providing of Catering/Mess Services" primarily to the inmates of Hostel & for organizing functions.

The tender/quotation will be in two parts i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The Technical Bid and Financial Bid should be put in separate envelopes and superscribed as "Technical/Financial Bid Providing of Catering/Canteen Services". These envelopes shall be duly sealed and put in another envelope to be submitted on or before the due date. The tenderer submitting Technical bid should give maximum information regarding themselves.

The Financial Bid of only those technically short listed tenderers/quotationers based upon the assessment made of credentials etc. will be opened on suitable date after intimating such short listed tenderers. The decision of short listing of technical bid by Director will be final and binding on all.

6. The tenderer/quotationer must be a registered firm, company or licensed undertaking and must have work experience preferably in an Institution of kind and size & repute where similar services have been provided by the them in last one year.
7. Tender/quotation(s) should only be signed by the authorized signatory along with the seal of the firm, company, undertaking. Tenderer (Contractor) is free to quote rates for any or all units. Corrections/overwriting, if any, should be authenticated under the signature of the tenderer.
8. The Academy would be providing requisite accommodation alongwith requisite furniture on free of cost for running mess only.
9. Electricity charges and water charges of the Mess will be paid by the service provider, as per actual consumption.
10. The agreement with the caterer would be liable to be revoked any time, by serving 15 days notice, in case his services are not found upto the mark.

11. The successful contractor would be required to deposit a performance security of Rs. 20,000/- (Rupees Twenty thousand) only by an FDR pledged to the Director, H.P. Judicial Academy, Shimla. The security so deposited by the contractor will be refunded after completion of the contract.
12. The validity of tender/quotation shall be for 90 days from the date of receipt or as may be decided by competent authority. Finally approved and determined rates will remain in force initially for one year from the date of award of contract with a provision to extend by further period of one year on year to year basis (total contract period three years) on year to year basis on the same rates or as may be negotiated mutually and approved by the Academy subject to the satisfactory performance and compliance of terms and conditions of contract. No request for the increase of rates will be entertained during the currency of contract.
13. The Service Tax, applicable, should be indicated clearly in the tender form as "Service Tax Extra" alongwith the percentage of Service Tax as applicable failing which it will be treated that the rates quoted by the tenderer are inclusive of service tax. After this no representation/request regarding payment of service tax shall be entertained. Service Tax will be paid to the tenderer provided the service tax registration No Service Tax Code and Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of forms, if any, are fulfilled by the tenderer. Similarly, the Academy will also not entertain any request for the increase of rates on account of natural calamity, other levies or any other reasons, whatsoever, during the period of contract.
14. The contractor will deploy one Supervisor for better co-ordination and best quality services.
15. The tenderer/Quotationer will provide two sets of proper uniform to his employees at his cost. The uniform shall be prescribed by the Academy so as to have harmony with other staff of the unit. The Contractor will engage his labour to execute the work, satisfactorily as allotted. Such persons engaged by the Contractor shall be his employees for all intents and purpose.
16. The Contractor must have valid EPF Code No. /ESI Code No./Service Tax Code No., if applicable, throughout the period of contract. He will be responsible to deposit EPF, ESI, Service Tax, etc. with the respective departments in respect of the persons employed by him. The Academy will not be responsible for any liability on this account, whatsoever. The Contractor shall ensure regular health checkup of his persons.
17. The contractor will make his own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipments. The contractor shall take adequate fire pre-cautions.

18. All the equipments will be handed over to the contractor in good and working conditions at the stage of the contract. The contractor will be fully responsible for the safeguard of the equipments etc. during the contract period. The contractor will hand over the equipments etc. to the Institute in good and working conditions (except normal wear and tear) at the end of the contract period, or if the contract is terminated prior thereto, on such termination, failing which the Institute will be at liberty to recover the cost for all the damage caused to the equipments etc. from the contractor's bills or the security deposit or in any other manner.
19. The contractor will get the repair/rectification of any deficiency in the equipments, supplies, through the designated Himachal Judicial Academy official.
20. The contractor who shall be allotted the work of Mess Catering for the Himachal Judicial Academy shall provide the services in professional and efficient manner, so as to ensure smooth functioning of the Himachal Judicial Academy mess. Further, for providing inferior quality of services continuously, Academy reserves the right to cancel the contract. In this eventuality, the security deposit will be forfeited and the tenderer is liable to be blacklisted upto five years
21. The demand for supply of tea (Morning/evening), breakfast, lunch, & dinner, as per requirement, will be intimated latest by 12.00 Noon on the previous working day(s).
22. The services shall pertain to catering from the Institute's Kitchens and the services timing will be as notified by the Himachal Judicial Academy from time to time.
23. Selling of unwholesome products like drugs, alcohol, cigarettes, beedis etc. is not permissible.
24. The responsibility of maintaining the cleanliness and hygienic condition of the Mess and surrounding areas of the Mess will be of the contractor, at his own cost and proper disposal of waste. In case of violation of this condition, Mess Management Committee (MMC) may have the right to impose fine and the contract may be cancelled by giving a month's notice to vacate the premises. If Tender gets cancelled then vendors have to continue service till arrangement of new tender.
25. The aforementioned terms & conditions shall be binding and operative between the tenderer (Quotationer) and the Academy.

26. The Director, reserves the rights to accept or reject any or all the tenders without assigning any reason whatsoever.
27. The successful tenderer/Quotationer will be required to enter into an Agreement / Contract.
28. Any dispute is subject to the jurisdiction of Himachal Pradesh only.

I/We undertake to provide providing of Catering/Mess Services primarily to the inmates of Hostel & for organizing trainings/conferences for Judicial Academy strictly as per the specifications and schedule of frequency mentioned in the tender. I/We will execute the contract truly and faithfully as set forth in the terms and conditions of contract letter. I/We shall be responsible for all the complaints as regards the quality of services, etc.

**SIGNATURE OF TENDERER
WITH SEAL & DATE**

Encl.: List of items for which rates are quoted.

**TECHNICAL BID FOR PROVIDING OF CATERING/MESS SERVICES PRIMARILY TO
THE INMATES OF HOSTEL & FOR ORGANIZING FUNCTIONS
(PART-'A')**

1. Name of Agency _____

2. (a) Status of Agency _____
(Partnership Firm/Pvt.Ltd. Co.)

(b) Registration No. _____
(Please attach copy of
Registration Certificate)

(c) Established in (Year) _____

3. Permanent Address _____

4. Telephone/Mobile No. _____

5. PF REGN. NO. _____
(Please attach copy)

6. ESI REGN. NO. _____
(Please attach copy)

7. Service Tax REGN. NO. _____
(Please attach copy)

8. PAN of Agency _____
(Please attach proof)

9. TAN of Agency _____

10. Number of Employees at present
working with tenderer _____

11. Turn over of Last Year _____

12. Performance Reports from Clients _____
(to be attached preferably from any
Star Catering Hotels)

13. Detail of EMD No. No. _____ Date _____
Amount Rs. 10,000/-

**SIGNATURE OF TENDERER
WITH SEAL & DATE**

Financial Bid (Part-B)
LIST OF ITEMS
MESS (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

A. Tea /Coffee/Snacks etc.

Sr. No.	Food & Beverage	Quantity	Rate	Sr. No.	Food & Beverage	Quantity	Rate
1	Simple Tea	Per cup		19	Bread Omelette	Per Pcs	
2	Green Tea	Per cup		20	Pastry Veg	Per Pcs	
3	Coffee	Per cup		21	Maggi	Per plate	
4	Tea+ Biscuits			22	Jalebi	Per Kgs	
5	Milk	200 ml		23	Gulab Jamun	Per Kgs	
6	Bournvita Milk	200 ml		24	Stuff Prantha	Per plate	
7	Cornflakes Milk	200 ml		25	Green Salad	Per plate	
8	Juice, cold drink etc			26	Curd/Raita	Per plate	
9	Veg. Sandwich	Per Pcs		27	Dall	Per plate	
10	Cheese Sandwich	Per Pcs		28	Vegetable (Mix)	Per plate	
11	Samosa	Per Pcs		29	Paneer (Matter/ Shahi)	Per plate	
12	Cutlet	1 K.g		30	Kheer	Per plate	
13	Veg Pakora	Per Kgs		31	Rice	Per plate	
14	Paneer Pakora	Per Kgs		32	Roti (Chapati)	Per pcs.	
15	Soup (Veg.)	Per cup		33	Soup (Non-Veg.)	Per cup	
16	Idli Sambhar	Per plate		34	Fruits (i.e. Banna +	Per plate	
17	Sambhar Vada	Per plate			orange + Papaya +		
18	Utupam Sambhar	Per plate			Apple)		

B. BREAKFAST (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Stuffed Paranthas +Curd+Butter (10 gm)+Pickle	
2.	Egg Boiled or Omelette+Sandwich+Toast Butter+Jam	
3.	Puri Bhaji (Channa) +Sandwich+Curd	
4.	Porridge or Corn Flakes or Poha + Milk+ Fruits (Medium Plate) (i.e.Banna+orange+Papaya+Apple)	

C. LUNCH & DINNER (VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Green Salad+Rice+Chapati+Dal+Seasonal Vegetable+ Sweet Dish (i.e. custard, halwa, kheer etc.)	

D. LUNCH & DINNER (VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Green Salad+Rice (1060 or equivalent variety)+Chapati+Dal+Paneer Item+Seasonal Vegetable+Curd or Raita+ Sweet Dish (i.e. Gulab Jamun or Ice Cream or Moong Dal Ka Halwa or Kheer with dry fruits)	

E. LUNCH & DINNER (NON-VEG) (MENTION SEPARATELY, IF SERVICE TAX EXTRA)

Sr. No.	Food Items	Rates Per Pax.
1.	Non-Veg. Soup and Veg. Soup + Green Salad + Rice (1060 or equivalent variety) +Chapati+Non-Veg (i.e. Mutton or Chicken or Fish) +Dal +Madra Item + Raita or Curd+ Paneer Item+ Mix Veg + Sweet Dish (i.e. Gulab Jamun or Ice Cream or Moong Dal Ka Halwa or kheer)	

F. SPECIAL MENU FOR DHAM (i.e MANDAYALI/KANGRI/BILASPURI) (MENTION SEPARATELY, IF SERVICE TAX EXTRA).

Sr. No.	Foods Items	Rates Per Pax.
1.	Mandiyali Dham	
2.	Kangri Dham	
3.	Bilaspuri Dham	

**SIGNATURE OF TENDERER
WITH SEAL & DATE**