



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]

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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.