

# THE HIGH COURT OF ORISSA: CUTTACK

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

Notice No.- III-A-33/2004(PF-I)/ 17371

Date. 07.11.2024

The High court of Orissa invites tender under a two-bid system from interested bidders for the operation and management of a cafeteria within the High Court premises. This facility aims to provide quality food and beverage services for the staff, counsel, litigants, and visitors. Details of the bidding process are as follows.

Sl. No.	Bidding schedule	Deadline	
		Date	Time
1	Date of issue of Tender Documents	07.11.2024	3:30 PM
2	Bid due date and time	29.11.2024	4:00 PM
3	Opening of Technical bids	30.11.2024	11:30 AM
4	Opening of Financial bids	30.11.2024	3:00 PM

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "TENDER FOR RUNNING CAFETERIA INSIDE THE CAMPUS OF HIGH COURT OF ORISSA, CUTTACK" must reach the address of **“Registrar (Judicial), High Court of Orissa, Cuttack”** on or before 4 P.M. of 29.11.2024 by speed post/registered post / courier & can also be directly submitted at the Admin Diary Section of the High Court of Orissa, Cuttack.

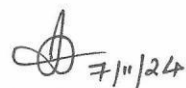
The bid documents containing eligibility criteria, scope of work, term and conditions of the tender and draft agreement can be downloaded from the official website of The High Court of Orissa, Cuttack <https://www.orissahighcourt.nic.in/tender-notice/>.

### DOCUMENTS TO BE SUBMITTED IN THE SEALED TENDER

1. Duly filled Form of Tender as per ANNEXURE-1.
2. Demand Draft of ₹5,000/- (Refundable) towards Earnest Money Deposit.
3. Self-attested copy of Certificate issued by FSSAI (Food Safety and Security Authority of India).
4. Self-attested copy of License for Food preparing/ Catering service.
5. Self-attested copy of License to employ Contract Labour, EPF, ESIC Registration etc.
6. Price Quotation of food items as per Menu at ANNEXURE-2.
7. Certificate showing previous experience in Catering Service.
8. Certificate showing Annual Turnover of the bidder for the Financial Year of 2022-23 and 2023-24.
9. Self-attested Copy of PAN Card.
10. Self-attested Copy of GST Registration Certificate.
11. Undertaking as at ANNEXURE-3.

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

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



**Assistant Registrar (Admin.)**



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

### **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/Fix 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. All documents produced by the bidder must be self-attested.
3. Bidders must ensure that the validity period of each applicable document is clearly highlighted at the time of bid submission.
4. Bidders must prepare a comprehensive checklist of all requisite supporting documents as specified in the Tender Notice. Additionally, a proper index as at ANNEXURE-5 must be included in front of the bid documents submitted by the bidder. The index should clearly indicate the page numbers of each submitted document, ensuring ease of reference during the evaluation process.
5. The electricity charges shall be paid by the successful bidder.
6. The food items should be of good quality and supplied at the rates and quantity approved by the High Court.
7. If the services of the successful Bidder are not satisfactory, the contract can be cancelled any time.
8. There shall be no increase in the rates on food items on account of any variation in the market prices during the contract period.
9. Good quality raw materials and vegetables shall be used for cooking.
10. The food shall be cooked, stored and served under hygienic conditions.
11. The authorities of High Court shall be at liberty to conduct surprise inspections of the cafeteria and the food preparation at any time.
12. The cafeteria premises shall not be sublet or used for any other businesses.
13. The successful bidder shall arrange furniture, utensils, cutlery and crockery and other equipment/ items required to run the cafeteria.
14. The successful bidder shall employ his own staff and provide them clean uniform.
15. The cafeteria shall remain open on all working days from 9:30 AM to 5:30 PM.
16. The price list of food items shall be displayed in a conspicuous place in the cafeteria.
17. 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.

18. 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.
19. The proprietor(s) or their authorized representative must be present during the opening of Technical bids and Financial bids (those who have qualified in the technical round). Failure to attend will result in disqualification of the bid.
20. Any bidder claiming exemption from the Earnest Money Deposit (EMD) must provide adequate documentation to substantiate the request for such exemption.

**Selection Procedure:**

1. **Lowest Bidder Evaluation:** The bidder with the lowest average price for all items listed in the Menu as at Annexure-2 will be selected as L1.
2. **Tie-Breaking Criteria:** In the event that multiple bidders have an equal average price, the L1 bidder will be determined based on who has quoted the lowest price for the highest number of individual items.
3. **Negotiation Process:** If multiple bidders have an identical number of lowest quoted items, negotiations will be conducted with the bidders or their authorized representatives to finalize the selection.
4. **Experience Consideration:** If more than one bidder agrees to the same negotiated price, the selection will then consider work experience. The bidder with the most extensive experience in catering services in Govt./ Semi Govt./PSU sector will be chosen as the successful bidder.

- \* 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.

  
7/11/24  
Assistant Registrar (Admin.)

Memo No. 17372(1) Date. 07.11.2024

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

  
7/11/24  
Assistant Registrar (Admin.)



## THE HIGH COURT OF ORISSA: CUTTACK

T E N D E R F O R M

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: -

Registered Name of the Agency/ Company/Firm etc.					
Address of the registered Agency/ Company/Firm etc.					
Telephone-	Mobile No.-	Official E-Mail ID-			
Name of the Bidder					
Status of the Bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proprietorship	Partnership	Limited Company	Other (specify)	
<b>Details of Documents</b>					
1	PAN No. (self-attested copy to be enclosed)				
2	GST registration certificate (self-attested copy to be enclosed)				
3	Certificate issued by FSSAI (self-attested copy to be enclosed)				
4	License for food preparing/ catering service (self-attested copy to be enclosed)				
5	License to employ contract labour, EPF, ESIC regd. etc. (self-attested copy to be enclosed)				
6	Certificate showing Annual Financial Turnover (self-attested copy to be enclosed)		FY 2023-24	FY 2022-23	
7	Details of EMD (Demand Draft details)		DD No. :		
			Date :		
			Amount :		
			Drawn on Bank :		
8	Whether Self-declaration of the bidder as to not blacklisted by any Government Dept./ PSU submitted? (Yes/ No)				
9	Whether claiming for exemption from the Earnest Money Deposit (EMD) (Yes/ No) If 'Yes' enclose a self-attested copy of the supportive document				
Work Experience (self-attested copies to be enclosed)	Sl. No.	Previous/ Present contract(s) in hand	Time period	Govt./Semi Govt./Private Organization	
	1				
	2				
	3				

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

- (a) 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.
- (b) 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

PRICE QUOTATION OF FOOD ITEMS AS PER MENU

Sl. No.	Item	Quantity	Price
<b>Appetizer</b>			
1	Bara	02 pcs.	
2	Samosa	02 pcs.	
3	Alu Chop	02 pcs.	
4	Vegetable Chop	02 pcs.	
5	Kachuri	02 pcs.	
6	Idli	02 pcs.	
7	Puri	02 pcs.	
8	Upma	Per plate	
9	Dosa	01 pc.	
10	Chole Bhature	Per Plate	
11	Dahi Bada	02 pcs.	
12	Uttapam	02 pcs.	
13	Bread Pakoda	02 pcs.	
14	Paneer Pakoda	08 pcs.	
15	Mushroom Pakoda	08 pcs.	
16	Veg Cutlet	02 pcs.	
17	Veg Noodles	Per plate	
18	Roll (Veg)	Per plate	
19	Roll (Paneer)	Per plate	
20	Roll (Mushroom)	Per plate	
21	Pav Bhaji	Per plate	
<b>Sweet Dish</b>			
22	Rasgulla	Per pc.(50 gm)	
23	Gulab Jamun	Per pc.(50 gm)	
24	Rabdi	50 gm.	
25	Cakes & Pastries	Per pc.	
26	Fruit Custard	100 gm.	
27	Chena Poda	50 gm.	
28	Payasam	100 gm.	
<b>Beverages</b>			
29	Tea	Per cup(standard)	
30	Lemon Tea	Per cup(standard)	
31	Coffee	Per cup(standard)	
32	Cold Drinks	As per MRP	
33	Mineral Water	Per Bottle	
34	Lassi	As per MRP	
35	Butter Milk	As per MRP	
<b>Lunch</b>			
36	Rice	Per plate	
37	Dalma	Per plate	
38	Roti/ Chapati/Paratha	Per pc.	
39	Mix Veg-Curry/ Alu Kasa	Half/ Full	
40	Chips	Half/ Full	
41	Paneer (Curry/ Chilly/ Butter Masala/ Hyderabad, etc.)	Half/ Full	
42	Mushroom (Curry/ Chilly/ Butter Masala/ Besara, etc.)	Half/ Full	



<b>Thali</b>			
43	Mini Meal	Rice	-----
		Dalma	
		Alu Bhaja	
		Curry	
		Pickle	
44	Special Thali	Rice	-----
		Chapati (2 pcs.)	
		Dalma	
		Panner/ Mushroom Curry	
		Chips	
		Dahi Baigan	
45	Chinese	Rasgulla/ Gulab Jamun	-----
		Veg Mix Fried Rice	
		Veg Manchurian	
		Raita	
46	Veg Biryani with Raita		Per plate

**Signature  
(Name)**

**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,

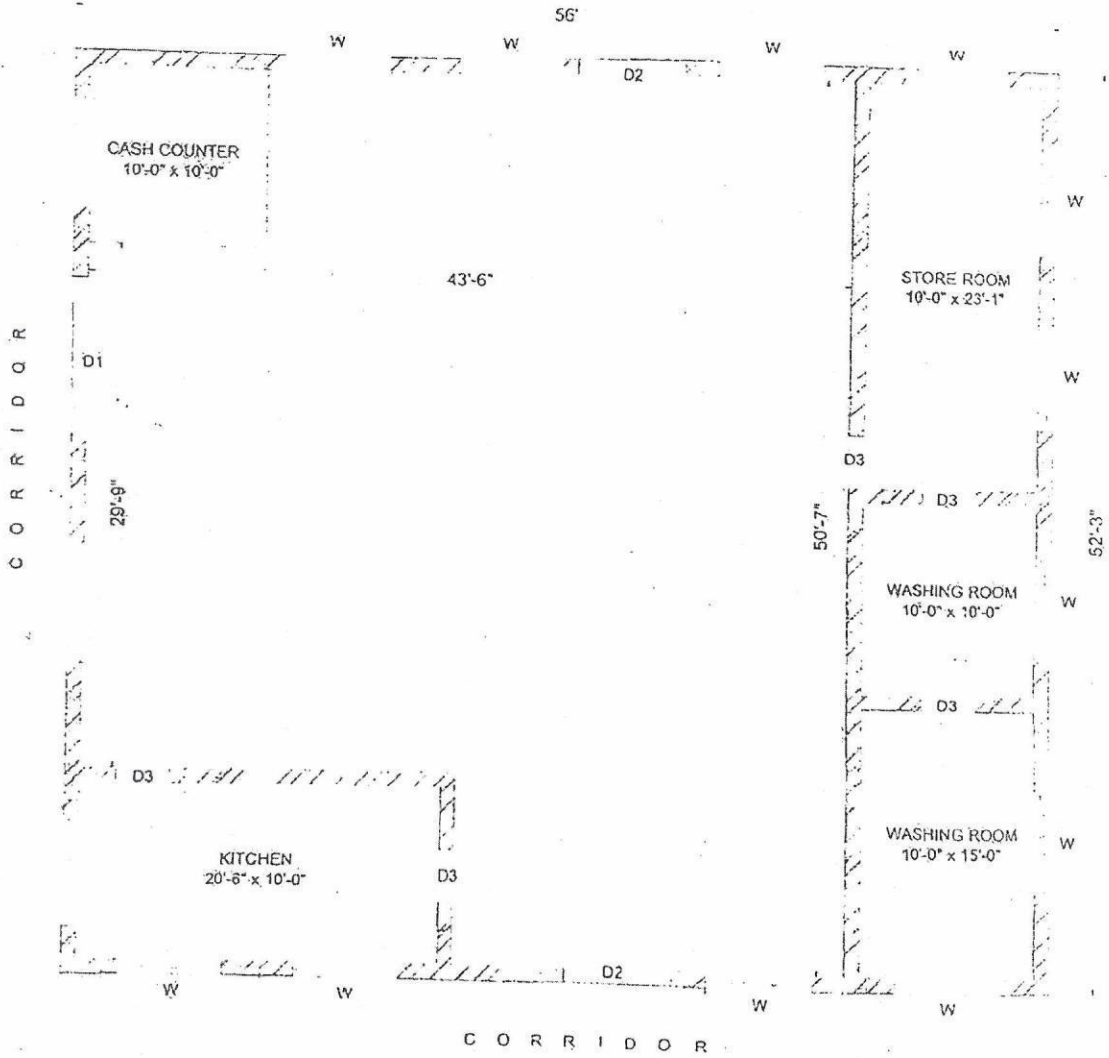
1. I am the sole Proprietor/ Partner/ Director/ Authorized signatory of M/s. \_\_\_\_\_  
\_\_\_\_\_
2. No police case and/ or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company. No 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)**



**ANNEXURE-4**

**CAFETERIA**



W = 5'-0" x 6'-0"      D2 = 6'-0" x 8'-0"  
 D1 = 9'-0" x 8'-0"      D3 = 3'-0" x 7'-0"

## INDEX

Sl. No.	Table of Content	Page No.
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2	Registration details of the Agency/ Company/ Firm	
3	DD of ₹ 5,000/- towards EMD	
4	Self-Attested Copy of PAN Card	
5	Self-Attested Copy of GST Registration Certificate	
6	Self-Attested Copy of Certificate issued by FFSAI	
7	Self-Attested Copy of license for food preparing/ catering service	
8	Self-Attested Copy of License to employ contract labour, EPF, ESIC regd. etc	
9	Self-Attested Copy of certificate showing Annual Financial Turnover of last two FY i.e. 2023-24, 2022-23	
10	Self-declaration of the bidder as to not blacklisted by any Government Dept./ PSU	
11	Supportive documents if claiming for exemption from the Earnest Money Deposit (EMD)	
12	Documents related to showcase the work experience	
13	Price quotation as per the Menu given at ANNEXURE-2	