

**Invitation of Bids for providing Catering Services at
Sikkim Judicial Academy**

1. Sikkim Judicial Academy (*hereinafter referred as the Academy*) invites tender for providing catering services at Sikkim Judicial Academy during the training period and workshops or for any other programs organized by the Academy. Annexure I and II are invariably to be submitted along with the bid for items mentioned in Annexure III.
2. Bidders are requested to submit their bids in a sealed envelope at the office of the Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong. Last date of submission of tender is 14/08/2023 at 04:30 P.M in the office of the Director (Receipt Section), Sikkim Judicial Academy.
3. Tenders will be opened on 17/08/2023 at 10.00 A.M. at the office of the Director, Sikkim Judicial Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong in presence of bidders who choose to be present on the aforementioned date and time. No separate intimation will be given in this regard.
4. The decision of the Academy shall be final and binding with regard to the bid. All pages of Tender Notice will have to be submitted duly signed and sealed by Bidder with BID as the token to accept to the Terms and Conditions specified in the tender.
5. The Academy reserves the right to accept or reject any/all tenders in part or whole of any bidder without assigning the reasons whatsoever.
6. The Academy shall reserve the right to change/modify/amend any/all provisions of the tender documents if the circumstances render such change/modification/amendment necessary.
7. The rates are to be quoted for the items as mentioned in **Annexure III** with detailed description of items to be provided in each meal.
8. The rates to be quoted shall be without taxes. The applicable tax on catering services shall be borne by the successful bidder.

9. The Bidder shall be based in Gangtok.
10. The Bidder shall deposit Rs. 1,00,000/- as Earnest Money Deposit (EMD) by means of Demand Draft in the name of Director, Sikkim Judicial Academy.
Note – Tender submitted without the prescribed EMD will be rejected & in case of refusal by the successful bidder to provide catering services, earnest money will be forfeited.
11. Initially, the period for the catering services issued by this bid will be for 1 year. The tenure may thereafter be extended for a further period of 1 year with mutual consent on such terms and conditions subject to satisfactory performance based on the feedback of participants and report of officials of the Academy. The Academy is not bound to extend the tenure after completion of initial period of 1 year service tendered by the successful bidder.

Terms of Payment

12. The payments will be made for catering services after submission of proper invoice. No advance shall be paid for catering services.
13. The catering charges shall be calculated based on actual services provided by the bidder for each completed service.

Eligibility Criteria

14. Only those bidders who have a minimum experience of 2 years in providing catering services can participate in the tender process. A proof of such experience shall be furnished.
15. Tender document should be duly filled and signed by the bidder on each page with seal.
16. Tender received late on account of any reason whatsoever shall not be entertained.
17. The Academy will have the option to terminate the catering services awarded to the successful bidder after giving a notice of one month in writing without assigning any reason. If the catering service provider commits breach of any of the conditions contained in the tender or fails to render services to the satisfaction of the Academy, then the Academy, at its option, reserves to terminate the catering services.

18. The catering service provider may discontinue the service by giving two months prior notice in writing.
19. Training Programs are conducted throughout the year, but number of participants may vary from time to time. The Academy does not guarantee for minimum numbers of participants.
20. The successful bidder shall provide adequate numbers of all competent and well-trained staff for cooking, cleaning and dining services.
21. 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 the Academy during the tenure of catering services engaged.
22. The successful bidder shall have full control on his/her employees and shall give necessary guidelines and instructions to carry out the job assigned to them by the bidder.
23. The premises of the Academy shall not be used by the successful bidder for any other purpose apart from those related to providing catering services unless permission, in writing, is granted by the officials of the Academy.
24. It shall be open to the officials of the Academy to inspect the kitchen and dining area (Banquet Hall) at any time.
25. The successful bidder shall bring its own cutlery, utensils and all other essential items required for rendering the catering service.

Employees

26. The staff engaged shall be trained and experienced people having good health, character; well behaved, obedient and skillful in their tasks.
27. A list of the staffs engaged/deployed at the Academy during the service, along with their qualifications, experience, address, photos, etc shall be furnished to the Academy by the successful bidder. Police verification certificate of all staff must be furnished.

28. Overall cleanliness should be observed and the staff shall be properly dressed in clean uniform with hand gloves, head caps & identity cards, during their hours of service.
29. Prior permission from authorized officials of the Academy before deploying any staff at the Academy for the purpose of rendering services should be obtained. However, the Academy reserves the right to reject any particular workmen/staff placed/employed without assigning any reason.

Disputes Resolution

30. All disputes arising under this agreement shall be settled amicably through discussions between the parties.
31. In case of any unsettled disputes, the same shall be referred to the Arbitrator appointed by the Academy. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

Service Timings

32. The timings for serving the Participants/Staff/Guests shall be as decided by the Academy on a case to case basis.
33. 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.

Annexure-I

Forwarding Letter

(To be submitted on bidder's letterhead)

Place

Date

The Director,
Sikkim Judicial Academy

Sub: Tender for providing Catering Services at Sikkim Judicial Academy.

Dear Sir,

1. This has reference to your tender notice for catering services at Sikkim 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 the 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 the application along with required documents in the prescribed proforma as mentioned in the tender document.
4. I/We do, hereby, declare 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.
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 Sikkim Judicial Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong verifying any or all the information furnished in this document with the concerned authorities, if any.

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

Name.....

Annexure-II
Profile of the Bidder

Sl. No.	Particulars	To be filled by the Bidder
1.	Name of the bidder/firm/organization/company	
2.	Type of firm/ organization (Proprietorship/ Partnership/ Private (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 for catering service for at least 2 years (Yes/No) (Copy to be enclosed as proof)	
9.	Annual turnover of the firm for last 2 years (in Rs. Lakh)	(a) FY 2021-22 (b) FY 2022-23
10.	Details of Registration (Firm, Company etc) Registering Authority Date Number	
11.	Goods and Services Tax (GST) Number	
12.	Permanent Account Number (PAN)	

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

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

Annexure -III

Breakfast

Breakfast must contain 6 items per plate, with at least one item from every list of items as mentioned in Sl. Nos. 1-6 in the table below.

Sl. No.	Particulars	Remarks
1.	a) Bread Toast with Jam, Butter b) Sandwich c) Corn or Wheat Flakes with Milk	Any one item per meal as per the choice of the Academy
2.	Seasonal Fruits	At least two fruits
3.	(a) Poori with aloo curry (b) Paratha with Curry or Curd	Any one item per meal as per the choice of the Academy
4.	(a) Masala Dosa (b) Idli (c) Upma (d) Uttapam (e) Vada (f) Poha	Any one item per meal as per the choice of the Academy, along with chutney and sambar
5.	a) Tea b) Coffee c) Lassi d) Fresh Fruit Juice e) Coconut Water	To be brewed fresh as per the choice of the Academy
6.	Water	Mineral water bottle (Glass Bottle) to be provided

Lunch

Lunch must contain 9 items per plate, with at least one item from every list of items as mentioned in Sl. Nos. 1-9 in the table below. The list of complimentary items should also be provided.

Sl. No.	Particulars	Remarks
1.	a) Chapati b) Naan c) Paratha	Any one item per meal as per the choice of the Academy
2.	a) Plain Rice b) Pulao c) Fried Rice d) Lemon Rice e) Paneer Palak Rice f) Biryani	Any one item per meal as per the choice of the Academy

3.	a) Dal Fry b) Dahi Kadhi	Any one item per meal as per the choice of the Academy
4.	Mixed Veg	A combination of available seasonal vegetables
5.	Vegetable/Paneer/Mushroom with curry	A curry of available vegetables, paneer, mushroom, or rajma
6.	Non-veg Curry	Chicken, mutton, fish (or any other non-veg item with curry if specially ordered)
7.	Green Vegetable	Any green seasonal vegetable
8.	Sides a) Momo – Veg (Cheese), Chicken b) Chowmein c) Pasta	Any one item per meal as per the choice of the Academy
9.	Sweet Dish	Any sweet dish per meal

Complimentary (to be provided)		
1.	Green Salad	Tomato, Onion, Lemon, Cucumber, Carrot, etc
2.	a) Curd b) Raita	Any one item per meal as per the choice of the Academy
3.	Pickle	
4.	Water	Mineral water bottle (Glass Bottle) to be provided

Classroom Tea

Classroom Tea must contain 4 items in total and shall be served inside the hall where training is ongoing.

Sl. No.	Particulars	Remarks
1.	Tea or Coffee	Any one item per meal
2.	Biscuits/Cookies	Biscuits/Cookies from a reputed brand
3.	Snacks a) Potato Chips b) French Fries c) Cutlet (Veg or Non-Veg) d) Fritters	Any two items per meal as per the choice of the Academy
4.	Water	Mineral water bottle (Glass Bottle) to be provided

Evening Tea with Snacks

Evening Tea must contain 6 items per plate, with at least two items from Sl. No. 1 and at least four items from Sl. No. 2 in the table below.

Sl. No.	Particulars	Remarks
1.	a) Tea b) Coffee c) Lassi d) Fresh Fruit Juice e) Coconut Water	Any two items per meal as per the choice of the Academy
2	a) Onion/Aloo Pakoda b) Aloo Bonda c) Veg Cutlet d) Dhokla e) Bread and Butter f) Poha g) Spring Roll (Veg and Non-veg) h) Momo (Veg and Non-veg) i) Samosa j) Chicken Cutlet k) Fish Finger l) Muffin m) Pastry n) Pizza o) Sweet Dish (Any sweet dish per meal)	At least four items per meal, along with sauce (if required)
3	Water	Mineral water bottle (Glass Bottle) to be provided

-Sd/-
Director
Sikkim Judicial Academy