

THE GAUHATI HIGH COURT

ITANAGAR PERMANENT BENCH AT NAHARLAGUN, ARUNACHAL PRADESH

Email-itanagar.bench@gmail.com

No.HC(IB)15/2025/Admn./

Dated Naharlagun, the 12.11.2025

NOTICE INVITING TENDER

FOR RUNNING & MANAGING THE CANTEEN IN THE PREMISES OF GAUHATI HIGH COURT, ITANAGAR PERMANENT BENCH, NAHARLAGUN

Sealed tenders are invited on behalf of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun, from registered, reputed, experienced and financially sound agencies/Vendors for running & managing the Canteen in the premises of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun, for a period of 01(one) year, which may be extended subject to approval by the Canteen Management Committee.

1. The date for the schedule of key events of this tender is given as under: -

Sl. No.	Events	Details, Date and Time
1	Tender No	HC(IB)15/2025/Admn./7277-78
2	Tender/Processing fee	Rs 2000/- (Non-refundable)
3	Pre-Bid Meeting	21/11/2025
4	Last Date & Time for submission of Bid	28/11/2025 at 12.00 pm
5	Date & Time of opening of Technical Bid	29/11/2025
6	Date & Time of opening of Financial Bid	29/11/2025
7	Venue of opening of the Technical & Financial Bid	Court Canteen
8	Scrutiny and declaration of successful bidder	5th December, 2025

A. Scope of the work:

Canteen Services Work

Running & management of Canteen in the premises of Gauhati High Court, Itanagar Permanent Bench, Naharlagun. Agency/Vendor has to prepare the menu as per the Menu Chart Given in the **Annexure-I**.

B. Eligibility Criteria:

Only those Agencies/Vendors who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:

1. The bidding agency / firm / Vendor should have valid license for running a hotel/café/restaurant under relevant law/rules.
2. It should have GST registration (Proof in this regard should be attached with the bid).
3. It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at **Annexure-V** is to be furnished.
4. The bidders must have at least 3(three) years of experience in running a canteen/hotel/restaurant/Cafe.

C. Instruction to Tenderers:

1. The Tender should be addressed to the **Joint Registrar-Cum-DDO, Gauhati High Court, Itanagar Permanent Bench, Naharlagun, Pin-791110**.
2. Tenderers are required to take the printout of the whole Tender Document and fill up the forms as prescribed and submit the same as instructed.
3. The tender/processing fee of **Rs.2000/-** shall be deposited through demand draft in favor of **Joint Registrar-Cum-DDO**.
4. The Tenderers are required to submit one Technical Bid as per prescribed proforma in **Annexure-IV** (in sealed envelope) and one Financial Bid. The Financial Bid should be submitted as per the prescribed proforma in **Annexure-VI and Annexure-VII** in a separately sealed envelope superscribed "**Financial Bid for Canteen Services in the Gauhati High Court, Itanagar Permanent Bench, Naharlagun**". All the sealed envelopes should be put in a sealed envelope superscribed "**Tender for Canteen Services in the Gauhati High Court, Itanagar Permanent Bench, Naharlagun**".
5. All rates quoted should be inclusive of GST and all taxes.

6. The Tenderers are advised to visit the Gauhati High Court, Itanagar Permanent Bench, Naharlagun premises on date of pre-bidding meeting before submitting their Tender bid for physical inspection and clarifications.
7. The various crucial dates relating to **"Tender for Canteen Services in the Gauhati High Court, Itanagar Permanent Bench, Naharlagun"** are cited as under:
 - a. Date of issue of Tender Document: **13/11/2025**.
 - b. Last date of issue of tender document: **20.11.2025**.
 - c. Pre-bidding meeting: **21/11/2025**.
 - d. Last date and time for submission of Tender Document: **28/11/2025 (12:00 Noon)**
 - e. Date and time for opening of Tender Document:
 - (i) Technical Bid: **29/11/2025**.
 - (ii) Financial Bid: **29/11/2025**.
 - f. Place of submission of Tender: **Gauhati High Court, Itanagar Permanent Bench, Naharlagun**.
 - g. Place of opening the Tender and Technical Bid: **Court Canteen, Gauhati High Court, Itanagar Permanent Bench, Naharlagun**.
 - h. Place of opening of Financial Bid (for only the technically qualified Tenderers): **Court Canteen, Gauhati High Court, Itanagar Permanent Bench, Naharlagun**.
8. Willing tenderers may remain present at the place of opening of tender documents on the date and at the time mentioned above.

D. Terms and Conditions/SOPs:

1. The vendor shall be selected on the basis of lowest rate quoted against each food item as well as on the basis of overall suitability. However, no vendor shall claim the award of contract solely on the basis of lower rate of any particular food item.
2. The vendor shall strictly adhere to the SOP issued by the Gauhati High Court from time to time.
3. The vendor shall strictly adhere to the opening and closing time fixed by the Canteen Management Committee.
4. The vendor shall make sure that waste is properly disposed of outside the campus every evening after the closing of the canteen. Use of plastic or non-biodegradable disposable shall be minimized and preference should be given to eco-friendly packaging (paper plates, cups etc.), wet and dry waste must be segregated and disposed of.

5. The vendor shall indemnify any losses occurred to the property of the High Court due to the negligence and restoration of property shall be done to the damage caused during the operation.
6. The vendor shall inform provide detail list of the employees of the canteen regarding their temporary and permanent domicile address as well as police verification. If any addition and deletion is made in the list of the employees, the same shall be intimated to the Canteen Management Committee.
7. The menu as enclosed herewith should be strictly adhered to. Change in the menu can be made only by the Canteen Management Committee constituted by Gauhati High Court, Itanagar Permanent Bench, Naharlagun and not by the service provider.
8. The quality of food as mentioned in the menu chart should also be strictly adhered to.
9. Cleanliness and hygiene shall be maintained by the service provider both in the kitchen as well as in the dining place. The vendor shall make sure that all employees maintain personal cleanliness and must wear clean uniform, aprons and head caps, the canteen area and kitchen must be cleaned daily.
10. No smoking, spitting or use of intoxicants shall be permitted inside the canteen.
11. The vendor shall ensure that all the employees of the canteen are free from any transmissible diseases and to that effect the vendor shall provide medical report.
12. The above contract to run the canteen shall be initially for a period of 1 year. The period may be extended by the canteen management committee on satisfactory service, fixation of rate, maintenance of the quality of food, cleanliness and hygiene.
13. Under no circumstances, the contract can be terminated by the vendor without giving a prior notice of two months. However, the canteen management committee reserves the right to terminate after service of one month's notice.
14. Breach of the terms and conditions may lead to immediate cancellation of the contract and service provider can be held liable for penalty to be determined by the Canteen Committee.
15. Ordered food items should be delivered promptly.
16. Quality of raw food items and cooked food shall be periodically inspected by Canteen Management Committee authorized by the Gauhati High Court, Itanagar Permanent Bench, Naharlagun and any lapses on part of service provider shall be viewed strictly.
17. Service provider shall use the kitchen at the basement of High Court Building only for supplying food items to the Officer(s) / Staff / Lawyer(s) / Litigant(s) / general public visiting

the Gauhati High Court, Itanagar Permanent Bench, Naharlagun. The sale of food prepared in the canteen outside the court premises shall not be permitted.

18. Canteen premises shall be provided free of rent to the service provider along with free electricity, furniture, running water and air conditioning to maintain low rate of food items for the benefit of court staff, litigants and advocates.
19. The vendor shall not sublet or transfer the canteen operation to any other party.
20. The vendor must maintain a complaint/suggestion box for feedback from Staffs/Advocates/Litigants.
21. A token contribution of ₹ 2500/- per month towards the Welfare Fund of the Gauhati High Court Itanagar Permanent Bench Association shall be provided by the Tenderer.
22. The vendor shall deposit a security money amounting to Rs 100000/-(One Lakh) at time of execution of contract and before commencement of canteen operation. It shall be liable to be forfeited in the event of any breach of any terms and condition of the contract.

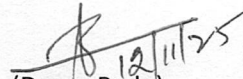
Sd/-

(Domo Padu)

Joint Registrar-Cum-DDO

Copy to :-

1. The System Analyst, Gauhati High Court, Itanagar Permanent Bench, Naharlagun for uploading the "Notice Inviting Tender" in the website of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun.
2. Notice Board.
3. Office copy.


(Domo Padu)

Joint Registrar-Cum-DDO

ANNEXURE-I**MENU CHART OF FOOD ITEMS**

Sl.No.	Name of Food	Sl.No.	Name of Food
1	Tea (Black/Milk)	21	Bread (Jam/Butter)
2	Coffee (Black/Milk)	22	Chicken/Egg Roll
3	Black/Lemon/Green Tea	23	Cold Drinks (Pepsi, Coca Cola etc)
4	Puri Sabji	24	Chicken Thali (Broiler/Local)
5	Aloo Paratha/Plain Paratha	25	Pork Thali
6	Roti Sabji	26	Fish Thali
7	Boiled Egg	27	Veg Thali
8	Omelette	28	Chicken Boil with Bamboo Shoot (Broiler/Local)
9	Special Tea	29	Pork Boil with Bamboo Shoot
10	Khaja	30	Fish Boil with Bamboo Shoot
11	Samosa	31	Plain Rice
12	Rasgulla/Gulab Jamun	32	Chicken Curry (Broiler/Local)
13	Nimki	33	Pork Curry
14	Kachori	34	Fish Curry
15	Lassi	35	Egg Bhurji
16	Dahi (Curd)	36	Fried Rice (Pork/Chicken/Veg.)
17	Masala/Egg/Plain Dosa	37	Dal Fry
18	Maggi	38	Fried Rice (Pork/Chicken/Veg.)
19	Fruit Juices (Mango,Apple,Water Melon, Mosambi etc)	39	Any other food item(s) may be added as per discretion of Canteen Management Committee.
20	Chicken/Pork/Vegetable/Egg Chowmein		

ANNEXURE-II

BIDDERS PROFILE & FORMS		
Sl.No	Particulars	Details to be Furnished
Details of the Bidders (Firm/Company/Organization)		
1	Name	
2	Address	
3	Contact details	Phone:
		Email (if any):
		Website (if any):
Details of Authorized Person		
4	Name:	
5	Address	
6	Telephone:	
Information about the company/Restaurant/Hotel		
7	Status of company/Restaurant/Hotel (Licence,/Date of Registration etc)	

8	Number of Staffs	
9	Location and Address of Offices	
10	GST Registration	

ANNEXURE – III
Technical Bid Letter

To,

**The Joint Registrar-Cum-DDO,
Gauhati High Court,
Itanagar Permanent Bench,
Naharlagun-791110.**

Ref: NIT No: _____ dated _____.

Sir,

1. I/We, am/are an established vendor/supplier in the area of Catering Services and offer to provide the services in line with NIT No. _____ dated _____ at the prices and rates mentioned in the Financial Bid.
2. I/We enclose herewith the complete Technical Bid as required by you. This includes:
 - a. Bidder's Profile (Annexure-II)
 - b. Pre-qualification documents in support of eligibility criteria.
3. It is certified that our firm/company/organization is having mandatory registrations such as GST etc.
4. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender document and that we shall perform all the incidental services.
5. I/We do hereby undertake that, until a formal contract is prepared and executed, this bid, together with your award of contract and my/our acceptance shall constitute a binding Contract between us.

Dated this day of _____

Yours faithfully,

(Full signature of the Bidder)

Name & designation:

Company/Firm Seal:

ANNEXURE – IV
Proforma For Technical Bid

1. Name of Agency :
2. Name of Proprietor/ Director :
of the Agency
3. Full Address of Reg. Office :
 - a) Telephone No. :
 - b) E-mail address :
4. Valid License No. of the Agency/Vendor:
5. GST / Service Tax Registration No. :
(Attach copy of Reg. Certificate)
6. Previous experience Details (at least 3 years):
7. Number of employees I offer to deploy for the work:_____.
8. I,Son/ Daughter/Wife of
Shri.....Proprietor/ Director/authorized signatory of the
Agency/Vendor mentioned above, is competent to sign this declaration and execute this
tender document.
9. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.
10. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

(Signature of the Authorized Person)

Full name

Agency's seal

ANNEXURE-V
SELF-DECLARATION

To,

**The Joint Registrar-Cum-DDO,
Gauhati High Court,
Itanagar Permanent Bench,
Naharlagun-791110**

Ref: NIT No: _____ dated _____.

Dear Sir,

We, the undersigned, hereby declare that, we are not involved in any litigation with any client which will impact execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the Government or Public Sector Units in India. We further declare and certify that the materials used in the project are not procured from any agency(s) blacklisted by any State Government/Central Government/High Court/PSU.

Name of the Bidder: -

Signature: -

Seal of the organization of the bidder: -

ANNEXURE-VI
Financial Bid Letter

To,

**The Joint Registrar-Cum-DDO,
Gauhati High Court,
Itanagar Permanent Bench,
Naharlagun-791110**

Ref: NIT No: _____ dated _____.

Sir,

1. Having examined the NIT for Catering Services, I/we, the undersigned, offer to provide the same in conformity with the NIT No. _____ dated _____ for the sum of (Total bid amount in words and figures).
2. I/We enclose herewith the Financial Bid in the prescribed form.
3. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide Catering Services as per these terms and conditions.
4. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
5. If my/our bid is accepted, I/we will provide Security Deposit for the sum of ₹ 100,000.00/- (one lakh) for the due performance of the Contract as prescribed in the NIT.
6. If my/our bid is accepted, I/we will pay a sum of ₹ 2,500/- per month as token contribution towards the welfare Fund of the Gauhati High Court Itanagar Permanent Bench Bar Association.
7. I/We do hereby undertake, that, this bid, together with your award of contract and our acceptance shall constitute a binding Contract between us.

Dated this day of _____

Yours faithfully,

(Full signature of the Bidder)

Name & designation:

Company/Firm Seal:

ANNEXURE – VII

Terms & Conditions of Financial Bid

1. The quoted rates must be inclusive of the following:
 - a. Items reflected in Menu.
 - b. Any taxes which are mandatory and applicable from time to time.
 - c. Cost of Consumables (lump sum).
 - d. Other associated cost (including the cost of utensils, oven, gas cylinders, refrigerators etc. & associated articles).
2. Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
3. Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions, etc., that are likely to be encountered during the execution of catering services and he shall have deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall be deemed to be all inclusive for execution of catering services.
4. No separate discount to be indicated and any discount offered should be included in the below quoted rate.
5. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth or offered by bidder shall be summarily rejected.
6. All the items of the price Bid should be quoted in Indian Rupees.

ANNEXURE-VIII

PROFORMA FOR FINANCIAL BID

Sl. No	Name of Food Item	Offer Rate including GST (in Rs.)
1	Tea (Black/Milk)	
2	Coffee (Black/Milk)	
3	Black/Lemon/Green Tea	
4	Puri sabji	
5	Aloo Paratha/Plain Paratha	
6	Roti Sabji	
7	Boiled Egg	
8	Omelette	
9	Special Tea	
10	Khaja	
11	Samosa	
12	Rasgulla/Gulab Jamun	
13	Nimki	
14	Kachori	
15	Lassi	
16	Dahi (Curd)	

17	Masala/Egg/Plain Dosa	
18	Maggi	
19	Fruit Juices (Mango,Apple,Water Melon, Mosambietc)	
20	Chicken/Pork/Vegetable/Egg Chowmein	
21	Egg/Chicken Roll	
22	Bread (Jam/Butter)	
23	Cold Drinks (Pepsi, Coca Cola etc)	
24	Chicken Thali (Broiler/Local)	
25	Pork Thali	
26	Fish Thali	
27	Veg Thali	
28	Chicken Boil with Bamboo Shoot (Broiler/Local)	
29	Pork Boil with Bamboo Shoot	
30	Fish Boil with Bamboo Shoot	
31	Plain Rice	
32	Chicken Curry (Broiler/Local)	

33	Pork Curry	
34	Fish Curry	
35	Egg Bhurji	
36	Fried Rice (Pork/Chicken/Veg.)	
37	Dal Fry	
38	Fried Rice (Pork/Chicken/Veg.)	

Total Amount in Rupees: ₹ _____ (In figures)

(In Words): Rupees _____ only.

Dated this day of _____

Yours faithfully,

Authorised Signatory

(Full signature of the Bidder)

Name & designation:

Company/Firm Seal:

ANNEXURE – IX
Proforma of Agreement/Contract
(On Stamp Paper)

AGREEMENT MADE this _____ day of _____ Two Thousand Twenty-Five, between _____ (hereinafter called "Tenderer") of the one part and the Canteen Managing Committee Gauhati High Court, Itanagar Permanent Bench, Naharlagun (hereinafter called "Purchaser") of the other part.

WHEREAS the Tenderer has Tendered to enter into a rate contract with the Purchaser to provide Canteen Services as specified in the Tender Document at the respective rates mentioned in the column provided for the purpose and whereas such Tender has been accepted and the Tenderer has furnished Security Deposit with the Purchaser in the sum of Rs. _____/- (amount of Security Deposit in Words and Figures) as a security for the fulfillment of this Agreement. NOW IT IS HEREBY AGREED between the parties hereto as follows:

The Tenderer has accepted the Contract on the terms and conditions set out in the NIT No. _____ and Award of Contract No. _____, Dated, _____ which will hold good during the period of this Agreement.

The Purchaser has placed Award of Contract No. _____, Dated, _____ with _____ M/s _____ (Tenderer) for providing Catering Services for Gauhati High Court, Itanagar Permanent Bench for the period from ____/____/____ to ____/____/____. The Contract is awarded for the Total Amount of ₹. _____ (amount in words) only per month for providing the services and scope as mentioned in the Tender Document.

Upon breach by the Tenderer of any of the conditions of the Terms and Conditions of the Tender Document, the consequences will follow as per those Terms and Conditions in the Tender Document.

Place: Naharlagun, Arunachal Pradesh.

Tenderer

On behalf of the _____

Witness:

- 1)
- 2)

Purchaser

On behalf of the Canteen Managing Committee Gauhati
High Court, Itanagar Permanent Bench, Naharlagun