

No. DJA/GAD/Contract for Catering Services/2025-26

DELHI JUDICIAL ACADEMY (DJA)
(High Court of Delhi)
SECTOR-14, DWARKA
NEW DELHI -110078
Ph.No.:011-20892140

Tender ID : 2025_DJA_281518_1

ESTIMATED COST : **₹46,85,120/-+TAX**
EARNEST MONEY DEPOSIT : **Declaration Certificate**

TENDER NOTICE

PART-I

1.1 GENERAL INSTRUCTIONS TO BIDDERS

1.1.1. For and on behalf of Delhi Judicial Academy, the Director (Administration), DJA, invites **online** Tenders in Two-Bid System (Technical Bid and Financial Bid) from reputed Caterers of Delhi-NCR for providing catering services during the Training Programmes at Delhi Judicial Academy and for its guests staying at its Guest House and for Trainee Judges/Officers staying at its Judicial Hostel located in the same complex, for a period of one year from the date of awarding of contract, extendable for a period of another one year subject to both the Parties consenting to it and it being approved by the Competent Authority.

Mode of Tendering	:Two-Bid System i.e. Technical Bid & Financial Bid
Last Date & Time for Submission of Bids	:Date 12.12.2025 up to 01:00 PM
Date & Time for opening of Technical Bids	:Date 12.12.2025 up to 03:00 PM
Date & Time for opening of Financial Bids	:Date &Time to be notified separately

1.2 AVAILABILITY OF TENDER DOCUMENT

1.2.1. The Tender Document will be available for download on the e-procurement website of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) and on the website of Delhi Judicial Academy (<https://judicialacademy.nic.in/>). However, the bids must be submitted online through <https://govtprocurement.delhi.gov.in>.

1.3 SCOPE OF WORK

1.3.1 Delhi Judicial Academy conducts various Training Programmes, Seminars, Workshops and Conferences for Judicial Officers of Delhi District Judiciary and other stakeholders in the Judicial System. The Academy is frequently visited by Hon'ble Judges of Supreme Court of India, Hon'ble Judges of the High Court of Delhi and other High Courts, Foreign Delegations and other dignitaries. Therefore, the catering services rendered must be of

superior quality. The catering services are required for providing multi-cuisine catering (example North Indian, South Indian, Chinese, Continental, Italian etc.) during training programmes for serving Tea, Lunch and occasionally High Tea to the participants and resource persons (for details please see **Annexure A**). Apart from it, catering services would also be required to be provided to the dignitaries/guests staying at the Guest House and Judges/Officers under training staying in the Judicial Hostel (for details please see **Annexure B**). Catering services sometimes would also be required to be provided at locations other than the Delhi Judicial Academy in case Academy decides to conduct Seminars, Workshops, Training Programmes etc., outside the Academy. Training programmes are conducted throughout the year, but the number of participants may vary from time to time and the Delhi Judicial Academy does not guarantee any minimum number of participants. An idea of the programmes conducted by the Delhi Judicial Academy may be gauged from the training calendars available on the website of the Delhi Judicial Academy

(https://judicialacademy.nic.in/sites/default/files/Calendar%202025%20sent%20to%20DHC_0.pdf). This is however just indicative and the actual number of trainings as well as the participants may increase or decrease. Bidder should consider this while quoting the catering charges.

1.4 QUALIFICATION CRITERIA

1.4.1. The Bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities, **in the last three financial years (i.e. 2022-2023, 2023-2024, 2024-2025) as follows-**

- (a) Three similar completed works costing not less than the amount of 40% of the estimated cost i.e. ₹18,75,000/- (Rupees Eighteen Lakh Seventy Five Thousand Only)
or
- (b) Two similar completed works costing not less than the amount of 60% of the estimated cost i.e. ₹28,11,000/- (Rupees Twenty Eight Lakhs Eleven Thousand Only)
or
- (c) One similar completed work costing not less than the amount of 80% of the estimated cost i.e. ₹37,48,000/- (Rupees Thirty Seven Lakhs Forty Eight Thousand Only)

1.4.2. The Bidder should have minimum average annual turnover of catering services of **₹14,05,536.00/- (Rupees Fourteen Lakh Five Thousand Five Hundred and Thirty Six Only)**, during any of the Three Financial Years out of the Four Financial Years **i.e 2021-22, 2022-23, 2023-24 & 2024-25**. The bidder shall also submit certificate duly issued by Chartered Accountant in this regard.

1.4.3. The Bidder should have completed at least one work costing not less than ₹10,00,000/- (Rupees Ten Lakhs only) of similar nature **in the region of NCT of Delhi**, in any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/ Municipalities, in the past 3 years **i.e 2022-23, 2023-24 & 2024-25**.

- 1.4.4. The Bidder should have valid GST Registration Certificate, PAN, Registration No. of Firm / Company, ESIC, EPF and FSSAI Certificate under the relevant category.
- 1.4.5. The Bidder should not have been blacklisted by any organization and shall submit an undertaking in this regard.
- 1.4.6. The Bidder should not be involved in any litigation relating to providing food or catering services and should submit an affidavit in prescribed format in this regard.
- 1.4.7. The Bidder should have a registered office in Delhi.

PART II

SUBMISSION OF BID

2.1 TECHNICAL BID

NOTE:-Please submit all the documents with an Index–documents properly paginated and arranged in order as required below.

The Technical Bid is required to be uploaded as per **Annexure C** along with the scanned copies of the following documents/ details—

1. Bid Security Declaration as per Rule 170 (III) of GFR 2017 alongwith declaration as per clause 2.3.1.
 2. Registration Certificate under the Indian Partnership Act or Companies Act, as the case maybe. In case of a Proprietorship Firm, any certificate under any law which may show it to be a business entity.
 3. PAN of the bidding firm.
 4. FSSAI Certificate.
 5. Copies of documents in support of eligibility as referred to in Para No. 1.4.2 in the form given in **Annexure D**.
 6. Income Tax Returns of **any of the Three Financial Years out of last 5 Financial Years**.
 7. Registration Certificate for GST and GST return of the **1st quarter for the Financial year 2025-26**.
 8. Registration Certificate with ESI and EPFO.
 9. Undertaking in the form **Annexure E**.
 10. Affidavit in the form **Annexure F**.
 11. Copies of **Satisfactory/Experience** certificate issued by **Any Authorized Officer to issue the same** in support of eligibility as referred to in Clause 1.4.1 and 1.4.3.
 12. Letter of authorization / Board Resolution authorizing the person to sign the tender document/ agreement with the Academy.
- * **The Tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.**

- * **All the scanned documents submitted in the bid must be clearly legible and self-attested.**
- * **The Academy may call for documents considered necessary in original, in case it requires any clarification in respect of any of the documents uploaded.**

2.2 FINANCIAL BID

2.2.1 Only one rate is to be quoted against each item in the format prescribed at **Annexure A and B**. Rates quoted in any other format will not be considered at all and the tender would be rejected. No lump-sum rates will be entertained. Financial bid of only those bidders would be opened who meet the technical qualifications. The Bidder shall quote the rates both in figures and words. In case of any difference, the rates quoted in words shall be treated as final.

2.2.2 The Bidder who quotes the overall lowest rates for the items mentioned in the Annexure-A and Annexure-B shall be treated as the L-1. In case two or more Bidders quote the same overall rate, the Bidder having longer experience in terms of time shall be preferred over the other (s). The decision of the Purchase Committee of the Delhi Judicial Academy shall be final in this regard.

2.3 BID SECURITY:

2.3.1 A Bidder shall submit a declaration that in case it withdraws or modifies its bid during the period of Bid Validity or in case of it being awarded the contract and failing to sign the contract or submit the Performance Security before the deadline defined in the Bid Document, the Academy may forbid **for 3 years**, from participating in Bids invited by the Academy from time to time.

2.3.2 Any Tender not uploaded with a copy of Bid Security Declaration as stated above shall be **summarily** rejected.

2.3.3 Performance Security for an amount equal to **Five Percent (5%)** is to be deposited by successful bidder before signing the Contract.

2.3.4 Action as per clause 2.3.1 may be initiated if the Bidder withdraws its Bid during the period of Tender validity and if successful Bidder neglects or refuses to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Academy.

2.4 ONE BID PER BIDDER:

Each Bidder shall submit only one bid. If it is found the Bidder has filed another Bid in some other name or through some other Partner or Director or close relative etc., all such Bids shall be rejected.

2.5 COST OF BID:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Academy shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

PART-III

3.1 GENERAL INSTRUCTIONS FOR BIDDERS:

3.1.1 The Delhi Judicial Academy reserves the right to reject any or all bids without assigning any reason.

3.1.2 The Bidders would not be allowed to alter/modify their Bids, under any circumstances, after submission of their Bids.

3.1.3 Bidder would be required to submit an undertaking on a non-judicial stamp paper of ₹50/- duly signed, stamped and attested by the Notary Public as per **Annexure E**. Legible scanned copy of the undertaking shall be uploaded by the bidder along with the other documents to be submitted.

3.1.4 The Bidder shall produce the documents mentioned at para 2.1 in original if and when required by the Academy.

3.1.5 It will be mandatory for the Bidder to obtain and upload the scanned copy of duly signed **Original Site Survey Report** (also counter-signed by **Caretaker, Delhi Judicial Academy (As per the Annexure K attached)**). It is clarified that without the site survey report, the Technical Bid shall automatically be rejected. The Site Survey can be done only within the working days (Mon – Sat) and working hours (10.00 AM – 5.00 PM) and the cost of visiting the premises shall be borne by the bidder.

3.1.6 Bids not found supported with all the requisite documents will be summarily rejected.

3.1.7 Bidders are expected to examine all instructions, forms, terms and conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a Tender not in accordance with the Tender document in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

3.1.8 Conditional Bids will be summarily rejected.

PART- IV

4.1 FACILITIES TO BE PROVIDED BY THE DELHI JUDICIAL ACADEMY:

The Delhi Judicial Academy shall make available the following facilities to the Caterer:

1. Kitchen with equipment and appliances (as mentioned in **Annexure J**), Dining Hall, Washing Area and Dining space.
2. Electricity and water (exclusively for washing/cooking purposes).
3. Necessary furniture and fixtures in the dining hall at the second floor and other areas in the Administrative Building, Delhi Judicial Academy, dining space and pantry at Guest House, Judicial Hostel, Auditorium, Club House and other areas.

PART - V

5.1 GENERAL TERMS AND CONDITIONS

1. The Service Provider shall provide catering services at the Administrative Building, Guest House, Judicial Hostel, Club House, Auditorium or other areas of the Delhi Judicial Academy or anywhere in Delhi-NCR (on special occasions like seminars/workshops/conferences conducted by the Delhi Judicial Academy on any day and time and for such number of persons as may be specified by the Academy).
2. The Service Provider would pay a license fee against the facilities provided as per Para no. 4.1 @ ₹10,000/- per quarter. This would be required to be paid in advance by the Tenth day of the first month of the beginning of the quarter. For example, if the quarter begins on 1st of October and ends on 31st of December, the license fee would be payable by the 10th of October. In case the payment is not deposited in advance, it will be adjusted against the

outstanding dues/Performance Security of the Service Provider with an additional penalty of ₹100/- for each day's delay, wherein the maximum penalty applicable is 10% of the license fee. **(In case, the bidder fails to submit the license fee within a maximum period of 45 days, the agreement may be terminated by the ex-party and the amount of the license fee alongwith penalty shall be recovered from the Performance Security.**

3. The Service Provider shall provide adequate number of competent and well-trained staff for cooking, cleaning, dining and room services, as per the requirement of each programme.
4. All the required personnel including waiters and equipment/apparatus such as gas cylinders, utensils, crockery, cutlery, accessories etc. are to be arranged by the Service Provider at his own expense. Further, the Service Provider shall also get the pest control treatment of the kitchen premises on a monthly basis and a register to this effect will also be maintained by him.
5. Any damage to Property/ fixtures of the Delhi Judicial Academy or wherever the services are rendered shall be rectified/ replaced by the Caterer at its own cost.
6. The nature of relationship between the Delhi Judicial Academy and the Service Provider shall be contractual in nature and will remain confined to the terms of the agreement signed between them. The Delhi Judicial Academy shall bear no liability towards any claim of the workers or staff of the Service Provider whatsoever.
7. It would be the sole responsibility of the Service Provider to ensure the safety of the workers employed by it. In case of any injury suffered by any one of them while on duty or otherwise, it would be for the Service Provider to compensate him or her for the injury suffered. Delhi Judicial Academy shall not entertain any claim whatsoever in this regard.
8. Any person who is in Government Service or an employee of the Academy shall not be made a Partner to the Contract by the Service Provider directly or indirectly.
9. The Service Provider shall not use the space provided by the Academy for carrying out any other activity other than the purpose stipulated in the scope of work.
10. The Catering Contract would be initially for a period of one year; however, it can be extended for a further period of one year on the same terms and conditions provided both the parties agree to it and it is approved by the Competent Authority.
11. There would be no increase in rates payable to the Caterer during the Contract period.
12. The Service Provider shall ensure that the staff deployed are properly dressed in neat and clean uniform, as approved by the Director (Administration) Delhi Judicial Academy. The service provider will ensure that identity card, name badges and safety items/kits, shoes etc. are also provided to its staff and that the name badges are worn at all times. The Service Provider shall be responsible for maintaining hygiene and safety of cooking/serving area and the catering staff deployed. Service provider shall ensure that requisite gloves and hair covers are worn at the time of preparation/ serving of the food.
13. The Service Provider shall be responsible for each and every claim of the employees engaged during the period of Contract. The Service Provider will also be responsible for the behaviour and conduct of its employees.
14. Academy shall deduct TDS, GST, Surcharge and Cess etc. as applicable, under the prevalent rules.

15. The Service Provider shall not sub-let/assign/transfer the Catering Contract to any firm or individual. If so found, action will be taken as deemed fit by Delhi Judicial Academy including forfeiting of Performance Guarantee, termination of the Contract and the Service Provider being blacklisted.
16. In case of any dispute, the Director (Administration), Delhi Judicial Academy would be the Competent Authority to resolve the issue and decision of Director (Administration), Delhi Judicial Academy would be final and binding on both the parties.
17. It is made clear that Contract with the Service Provider will not debar the Delhi Judicial Academy to take the service of any other Service Provider during the period of agreement.
18. Quality Maintenance
- A. The Service Provider shall be responsible for the quality and hygiene of the food prepared/supplied/served. Any of the Officers of the Delhi Judicial Academy will have full powers to inspect/check the food items at any time, and if not found up to standard by such Officer, it shall be discarded and would be replaced by the Service Provider immediately without any extra cost.
 - B. A monthly hygiene audit should be undertaken by the Service Provider as per **Annexure I**, report of which can be sought by the Delhi Judicial Academy at any time. A surprise audit may also be conducted by any officer/ any third party agency as deputed by the Delhi Judicial Academy for the same purpose. The decision on the report as taken by the Academy shall be final and binding.
 - C. All fruits, vegetables etc. used shall be fresh and not rotten or overripe. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and must be prepared and served fresh. All the items being used shall be stored properly and served well before their expiry date. The Service Provider shall be responsible for maintaining hygiene and safety of cooking as well as the serving area.
 - D. Non-vegetarian dishes shall be prepared from fresh and good quality eggs, chicken, mutton, fish or other seafood as desired by the Delhi Judicial Academy and they shall be purchased from standard authorized shops. The pieces of non-vegetarian items shall neither be too small nor too big. Un- necessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
 - E. The Service Provider shall provide variety in Menu/Cuisine in consultation with Delhi Judicial Academy.
 - F. The Service Provider shall provide adequate crockery, cutlery, dispensers, serving utensils, hot/ cold Buffet chafers, table cloth and mats etc. of approved superior quality in the kitchen and dining halls.
 - G. The waiters/serving staff shall be well dressed, presentable, well-mannered, trained and shall be courteous and polite at all times.
 - H. The Service Provider shall arrange, at his own cost, any special type of equipment and apparatus if required during catering service.
 - I. The Service Provider shall be responsible for serving food/snacks/tea etc., during the programmes. The Service Provider must arrange the sufficient number of staff required for any particular programme on the instructions of

the Delhi Judicial Academy.

5.2 SPECIAL TERMS AND CONDITIONS

1. The Service Provider will, at his own cost and expenses, maintain all the gadgets, equipment and appliances etc. in good working condition and will ensure that all safety measures have been put in place.
2. All persons, employed by the Service Provider should be medically fit for handling food; and certified for fitness before engagement by the Service Provider.
3. It shall be the Service Provider's responsibility to take protective measures to protect the property and persons and prevent accidents during the contract period.
4. A senior level representative of the Service Provider shall visit the premises of the Delhi Judicial Academy at least once during the contract period and review the service performance of its personnel. The services shall be carried out in consultation with and under direction of the Delhi Judicial Academy.
5. The Service Provider shall ensure that the food items supplied are as per the Government standards. If at any point of time any penalty is imposed by any Government Authority i.e., by the Inspector of the Food Department etc., the same shall be borne by the Service Provider.

5.3 PERFORMANCE SECURITY

5.3.1 Before signing the Contract, the Bidder shall furnish a Performance Guarantee for an amount equal to Five percent **(5%)** of the value of the contract in the form of a Fixed Deposit from a Nationalized/Scheduled Commercial Bank in favour of "Director (Administration), Delhi

Judicial Academy, New Delhi" as Performance Security which shall remain valid and open till all obligations under the Contract have been discharged or all outstanding dues against the Service Provider, of any nature, against the bills submitted by the Service Provider or otherwise, as per Rule 171 of the GFR 2017 are settled. Rule 171 (ii) **i.e Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.**

5.3.2 In the event of a breach of contract/non-adherence to conditions of this NIT, by the Service Provider, the performance guarantee shall be forfeited and credited to the Delhi Judicial Academy.

5.4 AGREEMENT

5.4.1 The Successful Bidder shall sign an agreement with the Delhi Judicial Academy within fifteen days of the acceptance of the offer on a stamp paper of ₹100/- to be furnished by the Successful Bidder to be drawn up in terms of the present Tender Document and draft agreement as given in **Annexure G**.

5.5 STATUTORY OBLIGATIONS

5.5.1 The Service Provider shall fulfill all statutory requirements applicable to the scope of work awarded.

5.5.2 The Service Provider shall obtain all statutory clearance (s)/ license (s) applicable to the scope of work and submit a declaration at the time of signing the agreement to this effect, stating that he has complied with all statutory requirements.

5.5.3 The Service Provider shall bear all liabilities under all Tax and Regulatory laws, as applicable.

5.6 INDEMNITY BOND

5.6.1 The Successful Bidder shall submit an Indemnity Bond undertaking to indemnify the Delhi Judicial Academy for any loss to the Academy on account of its failure to fulfil its statutory obligations and for any loss or damage caused to the property or properties of the Academy or anywhere where the catering services are rendered or to its employees/workers, guests, participants etc. because of the acts/omissions of its employees/workers/other person deputed by him in the form as given in Annexure H, at the time of the awarding of the Contract.

5.7 MAINTAINING CLEANLINESS OF KITCHEN/DINING AREA

5.7.1 The Service Provider is bound to maintain cleanliness in and around the kitchen, service area, store, washing area and will dispose of the waste material at an appropriate place outside the DJA-NLU Integrated Complex.

5.7.2 The Service Provider shall prepare and serve the breakfast/ lunch/ dinner/ tea/ snacks, as per Menu, in a pleasing and presentable manner. White table cloth and coloured/white frill cloth required for covering the serving table and dining tables shall be provided by the Service Provider.

5.7.3 Disposable paper napkins (of approved quality)/ Cloth napkins shall be placed along with each plate while serving food.

5.7.4 All waste food shall be removed from catering premises on a daily basis.

5.7.5 Tables and sitting area provided in the dining space closed/open shall be cleared and cleaned immediately after use by the Service Provider.

5.7.6 Maintenance of utensils/crockery/cutlery/ovens/fridge/or any other appliances installed by the Service Provider for catering purpose etc. will be the sole responsibility of the Service Provider.

5.7.7 The Service Provider shall use good quality raw material for preparation of the food to be served.

5.7.8 The Service Provider shall ensure the cleanliness of the floor and platform in kitchen, store, service and utensil washing area. Service Provider shall also ensure that the area under their control is free from flies, pests etc.

5.7.9 The Service Provider shall ensure minimal use of plastic in cooking and serving

5.7.10 The Service Provider should follow the instructions of the Delhi Judicial Academy for the following:

5.7.10.1 Catering arrangement

5.7.10.2 Raw materials being used

5.7.10.3 Quality and quantity of the eatables and drinks served

5.7.10.4 Condition of fittings and fixtures

5.7.10.5 Sanitary arrangement and cleanliness

5.7.10.6 Hygiene of the canteen staff/worker

5.7.10.7 Checking of receipt of purchase

5.8 PERSONAL HYGIENE OF THE EMPLOYEES:

The employees deployed by the Service Provider in the kitchen, housekeeping etc. should be medically fit and maintain personal hygiene while cooking and serving food. The Service Provider would ensure that none of the employees deployed at the Academy suffer from any contagious disease.

5.9 MAINTENANCE OF DECORUM

The Service Provider shall ensure that all its employees shall maintain proper decorum and decency befitting a public institution. The staff shall be courteous and polite in their conduct at all times. Any complaint in this regard will be viewed seriously and may result in temporary discontinuation of the services of the Service Provider or termination of the Contract.

5.10 PENALTY CLAUSE

1. In case of any deficiency in service, the Service Provider shall pay a penalty ₹500/- on each occasion for first three deficient services and thereafter the Academy may impose penalty up to ₹2,500/- on each lapse subject to maximum 10% of the billing depending upon the nature of the deficiency. The penalty shall be realized from the amount due to be paid to the Service Provider by adjusting it against the outstanding bills to be submitted. In case the amount of penalty is more than the outstanding bills, the excess amount shall be realized from the Performance Guarantee after having first adjusted the amount of penalty against the outstanding bills/ bills to be submitted. It may be clarified that in addition to the imposition of penalty, the Academy may also suspend the Contract temporarily for the period it may consider appropriate or terminate the Contract permanently. The bill of the catering services must be submitted within 1 month of the event organized by the vendor to the office.
2. The Chairperson of the Academy and in the absence of the Chairperson, Director (Academics) or Director (Administration) in their discretion may reduce/waive off the penalty amount on a representation, if made and if there are some mitigating circumstances brought to their notice.
3. The Academy also reserves the right to get the service done from any other agency/persons at the cost of the Service Provider, if the services provided by the Service Provider are not found satisfactory.

5.11 TERMINATION CLAUSE

1. The DJA shall be at liberty to terminate the contract, at any time during its currency, without assigning any reason.
2. Further, it is clarified that in case of occurrence of circumstances covered under Clause 5.10 (1), in addition to the imposition of penalty under Clause 5.10, the Academy may also suspend the Contract temporarily for the period it may consider appropriate or terminate the Contract permanently.
3. Notwithstanding anything to the contrary, if at any time, the Service Provider commits any default, violates directly or indirectly any condition of this tender document/contract or commits any act or omission, where such act or omission, in the opinion of the Academy, is prejudicial to the interests of the Academy/smooth functioning of catering services, then the Academy shall be at absolute liberty to forthwith and immediately, without any notice, terminate the contract.
4. If any fraud, misrepresentation or cheating is found to have been committed by the Service Provider in the submission of the documents or otherwise in the present tender, then the Academy, at any stage, shall have the right to cancel the award, forfeit the performance guarantee and also take recourse to other legal remedies, as per law, against the Service Provider.

5.12 DISPUTES

1. Any legal dispute arising between the Academy and the Service Provider shall be subject to jurisdiction of Courts in Delhi.
2. Before, approaching any Court for the adjudication of the Dispute, parties shall approach the Delhi High Court Mediation Centre for the amicable resolution of Dispute by way of Mediation or Conciliation. In case of non-settlement of the Dispute through Mediation or Conciliation, the Dispute shall be referred to Delhi International Arbitration Centre.

ANNEXURE-‘A’**FINANCIAL BID****SERVICES TO BE PROVIDED AT DELHI JUDICIAL ACADEMY DURING TRAINING PROGRAMMES****RATES OF FOOD ITEMS** *(Rates to be given without applicable taxes.)*

S. No	Occasion	Menu Items	Rate per Person (Rs.)
01	Morning Tea (Buffet)	Tea with Biscuits (salty and sweet of reputed brand).	
02	Pre-Lunch Tea (Buffet)	<p>1. Tea, Coffee and one other beverage such as Cold Coffee/ Lassi/ Coconut Water/ Milkshake/ Juice/ Buttermilk/ Soft drinks etc.</p> <p>2. Biscuits (salty and sweet of reputed brand)/Wafers/ Popcorn/ Makhane/ Dry Fruit</p> <p>3. Atleast One More Snack.</p> <p>(Samosa, Bread Pakoda, Paneer Pakoda, Dhokla, Khandvi, Matar Samosa, Veg. Spring Rolls, Special Paneer Cutlet, Sandwiches, Idli /Vada with chutney and Sambhar etc., Chila, Uttapam, Appams, Mini-Dosas, Poha, Vada Pav, Bhelpuri, Aloo Bonda, Chole Kulche, Pao Bhaiji, Pasta, Pizza, Sprouts, Dimsums, Manchurian, Quiche and other such similar items).</p> <p>4. Mineral Water Jar (of reputed brand) 20 litres with Glasses</p>	
03	Lunch (Buffet) (Veg.)	<p>1. Soups</p> <p>2. Assorted Breads – Stuffed Naan/ Butter Naan/ Tandoori Roti/ Missi Roti/ Tawa Roti/ Lachha Parantha/ Stuffed Parantha/ Kulcha/ Poori/ Roomali Roti or dish of similar nature.</p> <p>3. Plain Rice / Jeera Rice/ Veg. Pulao/ Fried Rice Noodles or dish of similar nature.</p> <p>4. Dal* (Rajma/Chhole/Dal Makhani/ Yellow dal/ Dal Handi/ Sambar) or dish of similar nature.</p> <p>5. Palak Paneer/ Kadhai Paneer/ Shahi Paneer/ Matar Paneer/ Paneer Lababdar/ Matar Mushroom/ Kaju Matar Makhani/ Malai Kofta/ Soya Chaap etc. or dish of similar nature.</p> <p>6. One Seasonal Vegetable/ Baked Vegetable or dish of similar nature.</p> <p>Manchurian/ Vegetables in Gravy/ Stir Fry Vegetables/ Pasta in Red/White Sauce/ Lasagna/ Thai Curry or dish of similar nature.</p> <p>8. Plain Curd, Raita (Boondi/fruit/pineapple etc.) or Dahi Bhalle</p>	

		<p>with Saunth or dish of similar nature.</p> <p>9. Pickle</p> <p>10. Papad</p> <p>11. Green Salad/ Corn Capsicum/ Caesar Salad/ Russian Salad/ Cut fruits or other salads.</p> <p>12. One Sweet (Gulab Jamun/Ice-cream/ Rasmalai/Rasgulla/ Imarti/Halwa*/Kheer/Phirni/Jalebi/ Cake/ Brownie/ Fruit Custard) etc. or dish of similar nature.</p> <p>13. Mineral Water Jar (of reputed brand) (20 litres) with Glasses.</p> <p>*Dal and Halwa to be prepared in desi ghee.</p>	
04	Lunch (Non-Veg.) (Buffet)	<p>1. All items of Vegetarian Lunch (Buffet)</p> <p>One Non-Veg. dish (Mutton/Fish/Rogan Josh/Murg Methi Malai/ Butter Chicken) or dish of similar nature.</p>	
05	Evening Tea (Buffet)	<p>1. Tea, Coffee and one other beverage such as Cold Coffee/ Lassi/ Coconut Water/ Milkshake/ Juice/ Buttermilk/ Soft drinks etc.</p> <p>2. Biscuits (salty and sweet of reputed brand)/Cookies/ Wafers/ Popcorn/ Makhane/ Dry Fruit.</p> <p>3. Atleast One More Snack.</p> <p>(Snack such as Samosa, Bread Pakoda, Paneer Pakoda, Dhokla, Khandvi, Matar Samosa, Veg. Spring Rolls, Special Paneer Cutlet, Sandwiches, Idli/ Vada with chutney and Sambhar etc., Chila, Uttapam, Appams, Mini-Dosas, Poha, Vada Pav, Bhelupuri, Aloo Bonda, Chole Kulche, Pao Bhaiji, Pasta, Pizza, Sprouts, Dimsums, Manchurian, Quiche and other such similar items).</p> <p>4. Mineral Water Jar (of reputed brand) (20 litres) with Glasses.</p>	
06	High Tea (Buffet) Veg.	<p>SNACKS: Assortment of 6-7 snacks to be provided.</p> <p>(Snack such as Wafers, Cookies, Samosa, Bread Pakoda, Paneer Pakoda, Dhokla, Khandvi, Matar Samosa, Veg. Spring Rolls, Special Paneer Cutlet, Sandwiches, Idli/Vada with chutney and Sambhar etc., Chila, Uttapam, Appams, Mini-Dosas, Poha, Vada Pav, Bhelupuri, Aloo Bonda, Chole Kulche, Pao Bhaiji, Pasta, Pizza, Sprouts, Dimsums, Manchurian, Quiche and other such similar items).</p> <p>SWEETS: At least 2 sweets would have to be provided.</p> <p>(Sweets could include Gulab Jamun/ Rasgulla/ Ras Malai/ Jalebi/Ice Cream/ Seasonal Halwa/ Tea Cakes/ Pastries–Black</p>	

		Forest/ Chocolate/ Vanilla or dishes of similar nature.) BEVERAGES: 1. Tea–Black/Green/Lemon etc. and Coffee 2. Cold Coffee/ Lassi/ Coconut Water/ Milkshake/ Juice/ Buttermilk 3. Soft Drink. 4. Mineral Water Jar (of reputed brand) (20 litres) with Glasses.	
07	High Tea (Buffet) Non Veg	1. All items included in High Tea (Buffet) (Veg.) 2. Two Non vegetarian snacks instead of two vegetarian snacks. (Non Vegetarian Snack such as Chicken Sandwich, Shammi Kebab, Mutton Shammi Kebab, Chicken Quiche, Grilled fish and other such similar items).	
	Total		
	Total amount in words		

Note: For the Catering Services following Brands be used:-

S.No.	Catering Arrangement	Brand Required
1	Tea Brand	Taj Mahal/ Brooke Bond/ Tata Tea/ Twinings/ Organic India/ Dimah
2	Coffee Brand	Nescafe/ Bru/ Tata/ Lavazza/ Blue Tokai
3	Biscuits Brand	McVitie's Digestive/ Britannia/ Marie Gold/Unibic / Cadbury Oreo/ Sunfeast/ Haldiram
4	Oil Brand	Sun Drop Gold / Fortune / Saffola
5	Ghee	Mother Dairy/ Milk Food/ Amul/ Nestle/Nandini/ Country Delight/ Ananda
6	Spices	MDH / Everest/ Catch
7	Dal/Rajma/Chole	Reputed Brands
8	Milk/ Butter	Mother Dairy/ Amul/Parag/ Country Delight/Nandini/Nestle
9	Curd	Mother Dairy/ Amul/ Country Delight/ Nestle/ Ananda
10	Ice-cream	Amul/ Mother Dairy/ Kwality/ Vadilal/ Havmore
11	Paneer	Amul/ Mother Dairy/ Gowardhan/ verka

12	Flour	Pilsbury/ Shakti Bhog/ Aashirvaad/ Fortune/Organic Tatva/ 24 Mantra
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ANNEXURE-‘B’

SERVICE TO BE PROVIDED IN THE GUEST HOUSE/JUDICIAL HOSTEL OF DELHI JUDICIAL ACADEMY

RATES OF FOOD ITEMS:-Rates to be given without applicable taxes. The applicable taxes shall be charged separately.

S.No	Occasion	Menu Items	Rates per person (Rs.)
01	Morning Tea (Buffet)	Tea & Coffee with Biscuits (salty and sweet of reputed brand).	
02	Breakfast (Buffet) Veg	<ol style="list-style-type: none">1. Omelette/ Boiled Eggs/any dish of Eggs along with Toast2. One Fruit3. Sandwiches/Cutlets or any other similar dish.4. Stuffed Parantha/ Chola Bhatura/ Pav Bhaji/ Aloo Poori or any other similar dish.5. One South Indian Dish – Dosa/ Uttapam/ Idli/ Vada with chutney and Sambhar etc or any other similar dish6. Poha/ Oats/ Upma/ Porridge/ Cereals etc.7. Macaroni Salad/ Pasta/ Pizza etc8. Milk, Tea, Coffee and one other beverage such as Cold Coffee/ Lassi/ Coconut Water/ Milkshake/ Juice/ Buttermilk/ Soft drinks etc.	
03	Breakfast (Buffet) Non-Veg.	<ol style="list-style-type: none">1. All Items of Breakfast Buffet (Vegetarian)2. One Non Vegetarian Dish such as Chicken Sandwich, Chicken Sausage, Grilled Fish, Chicken Satay or any other similar dish.	

04	Lunch (Veg.) (Buffet)	<ol style="list-style-type: none"> 1. Soups 2. Assorted Breads–Stuffed Naan/ Butter Naan/ Tandoori Roti/ Missi Roti/ Tawa Roti/ Lachha Parantha/ Stuffed Parantha/ Kulcha/ Poori/ Roomali Roti or dish of similar nature. 3. Plain Rice / Jeera Rice/ Veg. Pulao/ Fried Rice Noodles or dish of similar nature. 4. Dal* (Rajma/ Chhole/ Dal Makhani/ Yellow dal/ Dal Handi/ Sambar) or dish of similar nature. 5. Palak Paneer/ Kadhai Paneer/ Shahi Paneer/Matar Paneer/ Paneer Lababdar/ Matar Mushroom/Kaju Matar Makhani/ Malai Kofta/ Soya Chaap etc or dish of similar nature. 6. One Seasonal Vegetable/Baked Vegetable or dish of similar nature. 7. Manchurian/Vegetables in Gravy/Stir Fry Vegetables/ Pasta in Red/White Sauce/ Lasagna/ Thai Curry or dish of similar nature. 8. Plain Curd, Raita (Boondi/fruit/pineapple etc) or Dahi Bhalle with Saunth or dish of similar nature. 9. Pickle 10. Papad 11. Green Salad/Corn Capsicum/ Caesar Salad/ Russian Salad/Cut fruits or other salads. 12. One Sweet (Gulab Jamun / Ice-cream/ Rasmalai/ Rasgulla/ Imarti / Halwa*/ Kheer/ Phirni/ Jalebi/ Cake/ Brownie/ Fruit Custard) etc. or dish of similar nature. 13. Water Jar (20 litres) with Glasses. <p>*Dal and Halwa to be prepared in desi ghee.</p>	
05	Lunch (Non-Veg.) (Buffet)	<ol style="list-style-type: none"> 1. All items of Vegetarian Lunch(Buffet) 2. One Non-Veg. dish (Mutton / Fish / Rogan Josh / Murg Methi Malai / Butter Chicken) or dish of similar nature. 	
06	Evening Tea (Buffet)	<ol style="list-style-type: none"> 1. Tea, Coffee and one other beverage such as Cold Coffee/ Lassi/ Coconut Water/ Milkshake/ Juice/ Buttermilk/ Soft drinks etc. 2. Biscuits (salty and sweet of reputed brand), Wafers/Popcorn/ Makhane/ Dry Fruit. 3. Atleast One More Snack. <p>(Snack such as Samosa, Bread Pakoda, Paneer Pakoda, Dhokla, Khandvi, Matar Samosa, Veg. Spring Rolls, Special Paneer Cutlet,</p>	

		Sandwiches, Idli/ Vada with chutney and Sambhar etc., Chila, Uttapam, Appams, Mini-Dosas, Poha, Vada Pav, Bhelpuri, Aloo Bonda, Chole Kulche, Pao Bhajji, Pasta, Pizza, Sprouts, Dimsums, Manchurian, Quiche and other such similar items).	
07	Dinner Veg. (Buffet)	<ol style="list-style-type: none"> 1. Soups 2. Assorted Breads–Stuffed Naan/ Butter Naan/ Tandoori Roti/ Missi Roti/ Tawa Roti/ Lachha Parantha/ Stuffed Parantha/ Kulcha/ Poori/ Roomali Roti or dish of similar nature. 3. Plain Rice / Jeera Rice/ Veg. Pulao/ Fried Rice Noodles or dish of similar nature. 4. Dal* (Rajma/Chhole/Dal Makhani/ Yellow dal/ Dal Handi/ Sambar) or dish of similar nature. 5. Palak Paneer/ Kadhai Paneer/ Shahi Paneer/ Matar Paneer/ Paneer Lababdar/ Matar Mushroom/ Kaju Matar Makhani/ Malai Kofta/ Soya Chaap etc or dish of similar nature. 6. One Seasonal Vegetable/Baked Vegetable or dish of similar nature. 7. Manchurian/Vegetables in Gravy/Stir Fry Vegetables/Pasta in Red/White Sauce/ Lasagna/ Thai Curry or dish of similar nature. 8. Plain Curd, Raita (Boondi/fruit/pineapple etc.) or Dahi Bhalle with Saunth or dish of similar nature. 9. Pickle 10. Papad 11. Green Salad/Corn Capsicum/Caesar Salad/Russian Salad/Cut fruits or other salads. 12. One Sweet (Gulab Jamun / Ice-cream/ Rasmalai/ Rasgulla/ Imarti/ Halwa*/ Kheer/ Phirni/ Jalebi/ Cake/ Brownie/ Fruit Custard) etc. or dish of similar nature. 13. Mineral Water Jar (of reputed brand) (20 litres) with Glasses. <p>*Dal and Halwa to be prepared in desi ghee.</p>	
08	Dinner Non-Veg. (Buffet)	<ol style="list-style-type: none"> 1. All items of Vegetarian Dinner (Buffet) 2. One Non-Vegetarian dish (Mutton / Fish / Rogan Josh / Murg Methi Malai / Butter Chicken) or dish of similar nature 	
	Total		
	Total amount in words		

Note:-Food items Brands be used as specified in Annexure–A at page no.13

01	Total of Annexure ‘A’	
02	Total of Annexure ‘B’	
03	Grand Total of Annexure ‘A’ and ‘B’	
04	Grand Total amount in words	

TECHNICAL BID

1	Name of the Bidder	
2	Legal Status of Bidder (Company/Partnership Firm/Proprietorship Firm etc.)	
	a) Name of its Directors/Partners/ Proprietor	
	b) Their telephone No(s) including Mob. Nos.	
	c) Their Residential Addresses	
	d) Their Email IDs	
	e) Name of authorized signatory	
3	Registered Address of Bidder	
4	Email and Telephone No.	
5	Permanent Account Number	
6	Goods & Service Tax Registration Number	
7	ESI Registration Number	
8	EPF Registration Number	
9	EPF Account Number	
10	Registration No. Under FSSAI	
11	Registration number under Labour Department	
12	<u>Details of the Assessed Income Tax Paid for Any of the 3 Financial Years out of the last 5 Financial Years.</u>	
13	<u>Details of the Annual Turnover and Profits earned as per the Balance Sheets corresponding to the Income Tax during any of the Three Financial Years out of Four Financial Years i.e 2021-22, 2022-23,2023-24 & 2024-25.</u>	
14	Details of the documents submitted as to the Financial Capabilities referred in para no.1.4.2	

15	Details as to experience referred in para no. 1.4.1 and 1.4.3	
16	Letter of Authority, authorising a person(s) to represent the Bidder during the tendering process giving his full name, designation, address, contact no.	
17	Details of ISO Certification	
18	Any Other Information	
19	Whether Undertaking/Declaration(s) has been uploaded	Yes No

Declaration:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date :

Place:

(Signature of the Bidder)

Signature, Name and Address with Seal

The Detail of the Documents to be uploaded online along with the bid:

1. Bid Security Declaration as per Rule170 (III) of GFR 2017 along with declaration as per clause 2.3.1.
2. Registration Certificate under the Indian Partnership Act or Companies Act, as the case may be. In case of a Proprietorship Firm, any certificate under any law which may show it to be a business entity.
3. PAN of the bidding firm.
4. FSSAI Certificate.
5. Technical Bid in the form as given in **Annexure C**.
6. Copies of documents in support of eligibility as referred to in Para No.1.4.2 in the form given in **Annexure D**.
7. Income Tax Returns of **any of the Three Financial Years out of last 5 Financial Years**.
8. Registration Certificate for GST and GST return of the **1st Quarter of Financial year 2025-26**.
9. Registration Certificate with ESI and EPFO.
10. Undertaking in the form **Annexure E**.
11. Affidavit in the form **Annexure F**.
12. Copies of satisfactory/experience certificate issued by **any authorized officer** in support of eligibility as referred to in Para No.1.4.1 and 1.4.3.
13. Letter of authorization/Board Resolution authorizing the person to sign the tender document/entering into agreement with the Academy.

Annexure - 'D'

**DETAILS OF ANNUAL TURNOVER ANY OF THE THREE FINANCIAL YEARS OUT OF FOUR
FINANCIAL YEARS i.e 2021-22, 2022-23, 2023-24 & 2024-25.**

(To Be Certified by Chartered Accountant)

Sr. No.	Financial Years	Gross Annual Turnover of providing catering Services in Govt. Organizations/Autonomous Bodies	Profit/Loss (In Lacs)
1.			
2.			
3.			

(Stamp, Name & Signature of Service Provider)

CERTIFICATE BY THE CHARTERED ACCOUNTANT

Certified that the above details of Annual turnover and profit and loss have been checked and verified by me from the
annual accounts of M/s _____

Name of the Chartered Accountant:

Address:

Phone No.:

Seal:

Date:

ANNEXURE -‘E’

UNDERTAKING

(To be submitted on ₹50/-Stamp Paper duly notarized)

To,
The Director (Administration),
Delhi Judicial Academy,
Sector -14, Dwarka,
New Delhi-110078

Tender No. _____ Due for opening on: _____

I/ We the undersigned hereby certify that I/ We have gone through all the terms and conditions of the Contract mentioned in Tender Documents and have understood the same. I/We hereby undertake to comply with all the terms and conditions stated therein. I/We do realize and understand that in case of non-compliance of any of the terms and conditions, the Tender submitted can be rejected or Contract terminated after having being awarded, as the case may be, and in this regard the decision of the Academy shall be final and binding.

Signature of the Bidder _____

Name &Address _____

Stamp _____

DECLARATION FOR FAIR BUSINESS BY THE SERVICE PROVIDER

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary/Magistrate)

This is to certify that I/We, M/s _____ in submission of this offer confirm that:

1. I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
2. I/We do not have records of poor performance such as abandoning the work, not properly completing the Contract, inordinate delays in completion, litigation history or financial failures etc.
3. I/We have not been blacklisted/ debarred by any of the Government/Autonomous Body/ Public Sector Agency in last three years. I/We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
4. The information and documents submitted with the bid by us are correct and I/we are fully responsible for the correctness of the information and documents submitted by us.
5. I/We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our Performance Guarantee in full will be forfeited and my/our organisation may be blacklisted.
6. I/partners of our Partnership Firm / Directors of our Company have not been punished/ penalized by way of imprisonment in last three years.
7. I/We are not engaged in any litigation relating to providing food or catering services.

(Stamp, Name & Signature of Service Provider)

(To be made on Rs100/- Non-Judicial Stamp Paper)

FORM OF AGREEMENT

This agreement is made on _____ day of _____ (Year) _____ between the Delhi Judicial Academy, Sector-14, Dwarka, New Delhi as one part, hereinafter called “the Academy” and M/s _____, having its registered office at _____ hereinafter called the “Service Provider” for providing Catering services to the Academy.

WHEREAS the Department is desirous to engage the Service Provider for providing Catering Services to the Delhi Judicial Academy at its Administrative Building, Judicial Hostel, Guest House, Club House, Auditorium or at any other place outside the Academy in case of it deciding to hold any seminar or training programme etc outside the Academy, on the terms and conditions stated below—

1. The Service Provider shall be solely responsible for the compliance of provisions of various Labour and Industrial laws and any other law or laws applicable and all statutory obligations, related to wages, allowances, compensations, EPF, bonus, gratuity, ESI, insurance etc. in respect of employees deployed by the Service Provider to provide catering services to the Academy. The Academy shall have no liability in this regard.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. Letter of acceptance of award of Contract;
 - b. Terms and Conditions as stipulated in the tender document;
 - c. Tender Document
 - d. Technical Bid and Financial Bid submitted by the Service Provider
 - e. Addendums, if any; and
 - f. Any other documents forming part of the Contract.
3. The Service Provider shall be solely responsible for any accident, medical or health related liability or compensation in respect of its employees for any injury suffered by any one of them during the course of their deployment for providing catering service to the Academy. The Academy shall have no liability in this regard.
4. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any further reference or without waiting for any notice period to be completed.
5. If any fraud, misrepresentation or cheating is found to have been committed by the Service Provider in the submission of the documents or otherwise in the present tender/contract, then the Academy, at any stage, shall have the right to cancel the award, forfeit the performance guarantee and also take recourse to other legal remedies, as per law, against the Service Provider.

6. Delhi Judicial Academy shall be at liberty to terminate the Contract during the currency of this agreement at any point of time without assigning any reason.
7. In case of any deficiency in services, the Service Provider shall pay a penalty of ₹ 500/- on each occasion for the first three occasions of deficient service and thereafter the Academy may impose penalty up to ₹ 2,500/- lapse **subject to maximum 10% of the billing** for each subsequent lapse depending upon the nature of the deficiency independent of the right of the Academy to cancel/revoke/suspend the Contract forthwith if it considers so necessary.
8. The Academy shall be at liberty to get the catering service done from any other agency/person, at the cost of the Service Provider, if the services provided by the Service Provider are not found to be satisfactory.
9. Performance Security of **Five Percent (5%)** furnished in the form of Fixed Deposit Receipt/Term Deposit Receipt at the time of signing the Agreement shall be returned only after the discharge of all obligations under the Contract and adjustment of outstanding dues against the Service Provider, of any nature, against the bills, submitted by the Service Provider or otherwise.
10. The Service Provider shall be fully responsible for timely monthly payment of wages and any other dues to its employees deployed for providing catering service to the Academy.
11. The employees deployed by the Service Provider to provide catering services to the Academy will not lay any claim to become the employees of Academy. They will have no Employer and Employee relationship with the Academy.
12. There would be no increase in rates payable to the Service Provider during the contract period.
13. The Service Provider agrees to comply with any modification made in the Terms and Conditions of this Agreement necessitated to meet any exigency or to give effect to terms and conditions of this Agreement or to correct inadvertent errors, if any.
14. Decision of the Academy in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Service Provider.
15. All disputes between the parties shall be subject to jurisdiction of courts in Delhi. However, before approaching any court for the resolution of any dispute, parties shall approach Delhi High Court Mediation Centre for the amicable resolution of the dispute by way of Mediation or Conciliation. In case of non settlement of the dispute through Mediation or Conciliation, the dispute shall be referred to Delhi International Arbitration Centre.

THIS AGREEMENT will take effect from _____ Year _____ and shall be valid for one year.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their Seal in New Delhi in the presence of the witnesses:

For and on behalf of the Academy

Witness:

1.
(Name, Address and Telephone No.)

2.
(Name, Address and Telephone No.)

Service Provider

(Name and address of the Service Provider)

ANNEXURE -‘H’

(To be typed on Non-Judicial Stamp Paper of Rs.100/-and attested by Notary Public)*

INDEMNITY BOND

This Indemnity Bond is executed on this _____ day of _____, 2025 at New Delhi by M/s _____, a Company/Partnership Firm/Proprietorship Firm having its Registered/ Corporate Office at _____ (hereinafter referred to as the ‘Service Provider’) represented through Mr./ Ms. _____ S/o, W/o, D/o _____ its duly authorized representative in favour of Delhi Judicial Academy having its Office at Sector-14, Dwarka, New Delhi-110078 (hereinafter referred to as the ‘Academy’).

WHEREAS, the Service Provider engaged in the business of providing catering services, has entered into an Agreement with the Academy for providing Catering Services to the Academy w.e.f. _____ for a period of one year, further extendable by one year with the consent of both the parties and subject to the approval of the Competent Authority.

And WHEREAS, the Service Provider is under a legal obligation to comply with all the statutory requirements while providing catering services to the Academy.

And WHEREAS, the Service Provider is also under a legal obligation to ensure that neither any loss or damage is caused to the property of the Academy or wherever the training programme is organized by the Academy nor any physical harm/ injury is caused to the employees/ workers of the Academy, its guests or the participants etc. visiting the Academy and all those staying at the Guest House or judicial Hostel of the Academy, as a result of the acts/ omissions of the employees/ workers of the Service Provider.

NOW, THEREFORE, this Bond witnesses and it is agreed to and undertaken by the Service Provider to keep the Academy indemnified against any claims or demands made against the Academy as a result of its failure to comply with its statutory obligations and to indemnify the Academy for any loss or damage caused to its property or wherever the training programme is organized by the Academy or any physical harm/injury caused to the workers/ employees of the Academy, guests or the participants etc. visiting the Academy and all those staying at the Guest House or Judicial Hostel of the Academy, as a result of the acts/omissions of the employees/workers of the Service Provider.

IN WITNESS WHEREOF, this Bond has been executed at New Delhi by the Service Provider/ through its Authorized Representative in the presence of witnesses.

Witnesses:

Service Provider, through Authorized Representative

1. _____

2. _____

*To be submitted at the time of awarding of the Contract

ANNEXURE -‘I’

<u>Hygiene and Quality Audit</u>		
Food Preparation		
Food indexing-the menus are being decided to Ensure food variety	Yes	No
Food Safety		
1. Is the food prepared properly under hygienic conditions	Yes	No
2. Are the prepared items covered properly	Yes	No
3. Proper cleaning of the utensils	Yes	No
Kitchen/Pantry Hygiene		
4. Floors are hygienically cleaned	Yes	No
5. Walls are dust/dampness free	Yes	No
6. Furniture is regularly cleaned	Yes	No
7. Washing area is hygienic	Yes	No
8. Cooking counter is clean	Yes	No
Condition of Equipment in Food Preparation		
9. Work worthy	Yes	No
10. Clean	Yes	No
11. Safe to handle	Yes	No
Food Handler's Health		
12. Periodical health check up done or not	Yes	No
13. Nails are cleanly cut and are healthy	Yes	No
14. Head gear/cap is being worn	Yes	No
15. Gloves are being worn	Yes	No
16. Smoking, eating or chewing of tobacco, zarda, gutka etc. spitting are strictly prohibited – Is the Prohibition observed or not	Yes	No
Hygiene of Eating Place		
17. Floor is hygienically cleaned	Yes	No
18. Walls are dust/dampness free	Yes	No
19. Furniture is regularly cleaned	Yes	No
Food Quality		
20. Palatability is tasted by the Service provider's Representative	Yes	No
21. Freshness and warmth of the food served up to the mark	Yes	No
General		
22. Exhaust System is working	Yes	No
23. Garbage disposal is done regularly	Yes	No
24. Drainages system is functioning	Yes	No
25. Washing area is hygienic	Yes	No
26. Service counter(s) are adequately clean	Yes	No
27. Good quality & Food Grade utensils have been used	Yes	No

Quality Checklist-Cafeteria

Yes

No

1. Raw materials received are branded
2. Raw materials are stored properly
3. Food prepared properly and stored properly under Hygienic conditions
4. Prepared items covered properly
5. Utensils are properly cleaned
6. Floors are hygienically cleaned
7. Kitchen staff are in clean and neat uniform, as approved
8. Service Boys are in uniform and wearing gloves and caps
9. Potable Drinking water arrangements safely made
10. Utensil washing area is properly maintained
11. Dining hall and Tables in cafeteria properly cleaned and setup
12. All items as per Menu provided
13. All items in orderly manner and are in presentable manner
14. Fingernails trimmed and clean
15. Bathing daily
16. Storage area/ fridge is clean
17. Exhaust system is working
18. Garbage disposal done regularly
19. Drainage system is functioning
20. Ensured absence of flies in Kitchen and Dining Area
21. Fly Catcher working satisfactorily
22. No Insect or Spider webs in Kitchen and Dining Area
23. Any Other Observation
24. Overall

Facilities provided by the Delhi Judicial Academy**List of installed Kitchen Equipment in Administrative Building, Delhi Judicial Academy**

S.No.	Description of Items	Quantity
1.	Cutlery table	3
2.	Hot food Bain-Marie	2
3.	Six Slot Electric Toaster	1
4.	Sandwich Griller	1
5.	Microwave Oven	1
6.	Idly Steamer	1
7.	Espresso Coffee Machine	1
8.	Four burner Cooking Range	1
9.	Three Burner Cooking Range	1
10.	Centrifugal Blower	1
11.	Chapatti Plate	1
12.	Work Table	4
13.	Wall Shelf	2
14.	Dosa Plate	1
15.	Storage Rack	4
16.	Storage Bin (Atta)	2
17.	Planetary Mixer	1
18.	Four Door Refrigerator	1
19.	Deep Freezer	1
20.	S.S. Exhaust Hood & CFC lighting System	1
21.	Mixi make Seyata	1
22.	Garbage Bin	1
23.	Vegetable Cutting Machine	1
24.	Potato/Onion Bin	1
25.	Masala Grinder	1
26.	Pulverizer	1
27.	S.S. Tandoor	1

List of Kitchen Equipment in the Club House, Delhi Judicial Academy

S. No.	Description of the Items	Quantity
1.	Refrigerator (Deep)	1
2.	Container (Steel)	1
3.	Coffee Machine (Fiamma (0220) Marina CV)	1
4.	Toaster Machine (Commercial 4 slice)	1
5.	Griller	1
6.	Microwave with Accessories (IFB)	1
7.	Grinder	1
8.	Pulveriser Mixer (Steel)	1
9.	Bain-Marie	1
10.	Chopping Machine	1
11.	Idly Maker	1
12.	Mixer (B-40)	1
13.	Mixer Grinder (Commercial)	1
14.	Tandoor	1
15.	Chimney (Steel)	2
16.	Gas Tawa	2
17.	Two Burner Cooking Range	1
18.	Four Burner Cooking Range	1
19.	4 Door Freezer	1
20.	Working Table (steel)	1
21.	Cutlery Table	1
22.	Rack	4
23.	Wall Shelf	2

List of Kitchen Equipment in the Judicial Hostel, Delhi Judicial Academy

S. No.	Description of the Items	Quantity
1	Cutlery table of size 600 x 675 x 850 mm stainless steel. (Make: K.E.I.)	1
2	Hot food Bain Marie of size 1800 x 675 x 850 mm. (Make: K.E.I.)	1
3	Four Burner Cooking range of size 750 x 750 x 850mm. (Make: K.E.I.)	1
4	Three Burner Cooking range of size 1200 x 600 x 850 mm. (Make: K.E.I.)	1
5	Chapati Plate of size 1200 x 600 x 850 mm. (Make: K.E.I.)	1
6	Work Table of size 1200 x 600 x 850 mm of Stainless Steel. (Make: K.E.I.)	2
7	Storage Rack of size 900 x 450 x 1800 mm (4 No. Shelves Each) (Make: K.E.I.)	1
8	Storage Bin (Atta) of size 450 x 600 x 700 mm in Stainless Steel body (Make: K.E.I.)	1
9	Two-door Refrigerator (4/5 star) of 350-400 Ltr. (Make: LG)	1
10	Mixi of 3 speed with whipper, blender 1.5 Ltr, grinder 1 Ltr, chutney jar 200gm. (Make: K.E.I.)	1
11	Garbage Bin of 50 Litre in Stainless Steel Body of 16 SWG (Make: Sintex)	2
12	Potato/ Onion Bin of size 750 x 600 x 800 mm in stainless steel body of 16 SWG. (Make: K.E.I.)	2
13	Masala Grinder (Non-Tilting) of 7.5 Ltr in stainless steel of 16 SWG. (Make: K.E.I.)	1
14	Dosa Plate of size 1200 x 600 x 850 mm. (Make: K.E.I.)	1

SITE SURVEY REPORT FORM

(To be submitted on letterhead of Agency)

Ref no: -

Date:-

To,
The Director (Administration),
Delhi Judicial Academy,
Sec-14 Dwarka New Delhi-110078

Sub: - Site Survey Report for Providing Catering Services at Delhi Judicial Academy

NIT Ref. no & Name of work: -

Sir,

This is with reference to above subjected work tender of Providing Catering Services at Delhi Judicial Academy. I/We hereby declare that we have visited the Academy premises.

I/We have made ourselves acquainted with the conditions, approach to site, and other requirements for providing catering services as per the requirement of the tender conditions etc. I/We have verified all details required to execute the work. I/We have also inspected the areas/premises mentioned in **Annexure J**.

I/We have no problems in providing catering services at Delhi Judicial Academy as per terms & conditions of the Tender document.

Thanking you.

Yours faithfully

(Signature of the bidder)

Name of Bidder.....

Designation.....

Signature & Stamp

Caretaker, Delhi Judicial Academy

