High Court of Judicature at Allahabad

Notice Inviting Quotations

Sealed quotations are invited from eligible and reputed service providers for providing food & catering services on the occasion of closing ceremony of Sesquicentennial Celebrations of High Court of Judicature at Allahabad. The closing ceremony is spread over a period of 3 days i.e. 1st , 2nd & 3rd of April, 2017.

The food & catering services are to be provided for Lunch & Dinner for 200 VVIPs, 600 VVIP's and 3,000 other people on 1st , 2nd & 3rd of April, 2017. High Tea is also to be provided as per the schedule given above.

Sealed Quotation complete in all respect and superscripted as "Quotation for providing food & catering services on the occasion of closing ceremony of Sesquicentennial Celebrations of High Court of Judicature at Allahabad" must reach the office of Registrar General, High Court of Judicature at Allahabad, Allahabad - 211017, on or before 01st of March, 2017 by 01:00 PM.

Sealed quotations will be opened on 01st of March, 2017 at 04:30 PM in the Committee Room, High Court, Allahabad. Interested service providers or their authorized representatives may attend the meeting at their own cost.

In the intervening period, further details may be collected from the office of Registrar Protocol, Monday to Saturday from 11:30 AM to 04:00 PM. Registrar Protocol, Mr Ashish Srivastava, may be reached on his mobile (Mobile # 9415218422) for fixing up the date and time of appointment.

For Terms & Conditions, related to the said invitation for quotations, please visit the official website of Allahabad High Court, which is **www.allahabadhighcourt.in**

Allahabad High Court reserves the right to reject any or all of the quotations without assigning any reasons thereof.

S/d

Registrar General

Terms and Conditions

A. Experience and Certifications:

1. Service provider should have experience of handling food & catering of atleast 3 events involving VVIPs during the last 3 years, ending 31.03.2016. The firm should also have necessary experience of handling food & catering of 3 events, where atleast 4,000 persons have been served for consecutive two days, during the last 3 years. Work Order and Completion certificates/proof of receipt of payment must be enclosed with the quotation.
2. Service provider should be ISO:9001 certified. Relevant certification must be enclosed with the quotation.
3. The firm should have relevant **fssai** certifications and licenses, wherever required. Supporting documents to this effect to be enclosed with the quotation.
4. Service provider should submit the certificate of certified Chartered Accountant, showing average annual turnover of Rs 10 Lacs over the last 3 financial years from the business of providing food & catering services
5. The Service provider must be registered with service tax department and must enclose the registration certificate/TIN/PAN Card with the quotation. Service provider must have the relevant experience of atleast 3 years in the field of food & catering services. Certificate of incorporation of the firm must be enclosed with the quotation.

B. General Terms & Conditions:

1. The Service Provider's firm should have not been debarred/blacklisted from any Government/Government entity
2. Incomplete/Conditional quotations would be rejected
3. Quotation received after due date and time shall be out rightly rejected
4. The quotations must be on the letter head of the Service Provider's firm and signed by the authorized person
5. The firm should quote the prices separately for (i) High Tea (ii) Lunch & (iii) Dinner
6. Prices should be all inclusive, on per pax basis and also quoted on Lump Sum basis, inclusive of all taxes and levies. Any miscellaneous/contingency works, which are required for satisfactory food supply/servicing shall be considered inclusive and nothing extra shall be paid for that
7. Rates quoted in the quotation must remain valid for atleast 03 months from the date of opening of quotation
8. High Court reserves the right to reject any or all of the quotations without assigned any reason thereof and High Court does not binds itself to accept the lowest quotation
9. Any overwriting will make the quotation liable for rejection
10. Requirements mentioned in the Notice inviting Quotation are indicative in nature. Service Provider shall completely satisfy himself with the requirements of the High Court through detailed discussion with Registrar Protocol and shall accordingly submit his quotation. No claims in relation to misunderstanding of the scope of work shall be entertained after submission of quotation.
11. The scope of the work may be enhanced or reduced at the discretion of the Hon'ble High Court
12. The service provider shall nominate a representative to act on his/her behalf, who shall be present at the site for proper administration and supervision of work, to the satisfaction of the High Court
13. Complete payment would be made after the successful completion of the event. Nothing extra shall be paid over and above the amount mentioned in the Work Order.

14. The service provider should not sublet the work to any other vendor without prior written permission of the High Court
15. The service provider may be asked to make a demo before the Committee of the High Court, constituted for the purpose
16. The service provider shall be responsible for conduct and behavior of his staff
17. The Service Provider should have requisite insurance plans against the risks of fire, accident, theft etc for the performance of the work. The service provider shall ensure that such insurance is in place prior to commencing of the services under this Tender. The service provider shall keep the Allahabad High Court indemnified in case any claim that may arise out of any untoward incident during the performance of the work.
18. If the High Court, under any circumstances, is forced to get the work completed through alternative sources, any incremental cost incurred towards the same will have to be made good by the service provider.
19. Disputes, if any, arising in the matter, shall be settled by an arbitrator nominated by Registrar General, High Court of Judicature at Allahabad. The dispute shall be settled as per Indian laws and Jurisdiction of Courts at Allahabad

C. Earnest Money & Performance Security:

1. EMD of Rs.25,000/- in the form of Demand Draft from any nationalized Bank, in favor of Registrar General, High Court, Allahabad, payable at Allahabad must be submitted alongwith the quotation
2. If the service provider backs out from the approved rates, EMD shall be forfeited besides any other action that may be decided by Registrar General, High Court of Judicature at Allahabad
3. A performance guarantee equivalent to 10% of the approved value as mentioned in the Work Order will have to be provided in the form of Demand Draft from any Nationalized Bank in favor of Registrar General, High Court, Allahabad, payable at Allahabad, within 07 days of the issuance of work order. The performance guarantee shall remain valid for a period of 03 months from the date of completion of event.
4. In case the service provider fails to execute the order in a timely manner or as per desired quality, on the approved rates and terms and conditions contained herein, the service provider may be debarred/ blacklisted by the High Court and performance security may be forfeited, besides any other action that may be deemed proper by the High Court.

D. Service Requirements:

1. Service Provider is to suggest the Menu and should include both vegetarian and non-vegetarian food items in the suggested Menu. High Court, through Registrar Protocol, shall prune the menu suggested by various service providers and finalize the menu in discussion with the service providers. The service providers are to submit their quotation as the per the menu finalized by the High Court
2. The service provider should use professionally trained staff to serve the food
3. Details of staff which the service provider plans to deploy to provide catering services during the event should be enclosed with the quotation.
4. High end crockery & cutlery items appropriate for events involving VVIP's are to be provided by the service provider. The firm should mention in its quotation, type of proposed crockery and cutlery planned to be used during the event.
5. Time, quality & safety of food and high standards of hygiene are of the essence, as the event involves VVIP's. Strict protocols would have to be followed, as directed. The responsibility for the same rests completely with the service provider and any negligence on these counts may invite punitive action, as deemed fit and appropriate by the High Court

6. The service provider shall take all precautions while cutting/processing of raw materials, cooking, storing the cooked food, supply of food to stalls and during serving, so as to avoid food contamination in any manner. Necessary lids/covers shall be used to cover food, wherever necessary.
7. All works shall be carried out under the supervision of the High Court, the orders of the competent authority of the High Court shall be strictly adhered to
8. The service provider should use quality branded raw materials for preparation of food.
9. The service provider shall make necessary arrangement to supply safe and purified drinking water (ISI standards of Kinley, Bisleri or Aquafina only) in dining areas
10. The service provider shall use only safe and purified drinking water for cooking purposes.
11. The employees of the service provider should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases
12. The service provider shall procure all the provisions, other items as per the required quantity and prepare food at the specified location at site.
13. The service provider shall make his own arrangement for gas, fuel, necessary tools, utensils, machinery, vessels, trolleys etc in sufficient quantity for cooking, storing & supply of cooked food to the buffet stalls. The service provider shall also ensure serving of food through the professionally trained staff.
14. Appropriate aesthetics of the serving area is to be ensured by the service provider.
15. The service provider shall install electronic fly-kill/insect repellant equipment at his own cost
16. Storing and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited near the kitchen and food stalls
17. The service provider shall dismantle all the temporary structures/shelters etc after completion of the event and leave the premises spic and span