Tender Document

For

"Canteen Services in Mediation Centre at Allahabad High Court"

Tender no. 01/HIGH COURT/2026/Protocol

HIGH COURT of Judicature at Allahabad
Civil Lines, Prayagraj- 211017
Ph.:2422335-37, Fax: 0532-2420152
www.allahabadhighcourt.in

01/HIGH COURT/2026/Protocol

Short Term Tender Notice

Canteen Services in Mediation Centre at Allahabad High Court

Sealed Tenders are invited from reputed and eligible firms for running Canteen in Mediation Centre at Allahabad High Court, as per the terms and conditions mentioned in the tender document which can be downloaded from the official website of the High Court at http://www.allahabadhighcourt.in . For more information, please visit the website of the Allahabad High Court.

Interested and eligible Bidders may submit their Bid either personally or by post (registered or speed post)/courier to the Registrar Protocol, Allahabad High Court, Allahabad, U.P. - 211017, so as to reach the Allahabad High Court on or before **26.11.2026 by 1.00 p.m.**

The High Court reserves the right to reject any or all the Bids without assigning any reason thereof.

Sd/-

Registrar General

Invitation for Bids

Sealed bids are invited, in two bids format, from reputed and eligible bidders for running Canteen in Mediation Centre at Allahabad High Court.

S. No	Item	Description
1	Scope of Work	Running of Canteen Services in Mediation Centre at Allahabad High Court. Details given in the tender document.
2	Cost of Tender Document	Rs 500/- (**non-refundable**) payable by Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.
3	Availability of Tender Document	Tender documents can be downloaded from the Official web site of High Court of Judicature at Allahabad (www.allahabadhighcourt.in)
4	Last date of submission of Bid	26.11.2026, 1.00 pm
5	Date of opening of Technical Bid	26.11.2026, 2.45 pm
6	Date of opening of Financial Bid	27.11.2026, 4.30 pm (tentative)
7	Earnest Money Deposit	Rs 15,000/- as Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.
8	Performance Security	An interest free refundable Security Deposit of Rs. 75,000/- (Seventy-Five Thousand only) shall be deposited by the highest bidder in the account of AHCMCC prior to issuance of the license by the Centre for three years (03 years)
9	Bid Validity	90 days
10	Contract Period	Three (03) years
11	Place of opening of Tender	Committee Room/ Office of Registrar Protocol, Allahabad High Court
12	Address for communication	Registrar General, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017

Note

*Any future Corrigenda/ addendum shall be posted only on the official website of Allahabad High Court www.allahabadhighcourt.in . Tenderers are advised to visit the website regularly during this period. In case of any query please write to (Mr. Ashish Srivastava) Registrar Protocol, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017 or call him on 9415218422.

S/d
Registrar General,
HIGH COURT of
Judicature at
Allahabad

PART I – ELIGIBILITY AND QUALIFICATION CRITERIA

The eligibility criteria in this section are mandatory. A bidder failing to satisfy any mandatory eligibility requirement may be declared technically non-responsive.

1. Eligibility Criteria

1.1 The bidder shall be an Indian legally recognised single entity, such as a sole proprietorship concern, partnership firm, LLP, company or other legally recognised entity competent to enter into a contract.

1.2 Consortiums, Joint Ventures, MOUs between multiple entities and bids submitted jointly by more than one legal entity shall not be permitted.

1.3 The bidder shall have a minimum of three (03) years' experience in running/managing canteens, cafeterias, catering establishments, institutional food services or substantially similar food-service operations in Government Institutions, High Courts, or renowned Corporates, Banks, Financial Institutions etc.

1.4 Only work executed in the own name of the bidder shall be considered for meeting the experience criterion.

1.5 The bidder shall have an average annual turnover of not less than ₹10,00,000/- (Rupees Ten Lakh only) from similar business activities during the last three completed financial years. Similar business shall mean catering, canteen operation, cafeteria operation, institutional food service or substantially similar food-service activities. Turnover from unrelated business activities will not be considered.

1.6 A certificate issued by a Chartered Accountant on the format enclosed (Annexure-II) shall be submitted, certifying year-wise turnover from similar business activities for each of the last three completed financial years and the average annual turnover. The CA certificate shall be the principal document for verification of this financial eligibility criterion.

1.7 The bidder shall possess a valid FSSAI registration/license, wherever applicable, and shall maintain it throughout the contract period.

1.8 The bidder shall possess valid PAN and GST registration wherever applicable.

1.9 The bidder shall not have been blacklisted, debarred or banned by any Central/State Government Department, Government Organisation, PSU, statutory body or Government institution as on the date of submission of the bid, except as specifically disclosed.

1.10 The bidder shall be capable of operating the canteen using pre-cooked, pre-prepared, ready-to-eat and/or appropriately packed food and beverages without use of open flame cooking in the canteen premises.

Tenders/bids not meeting any mandatory eligibility criterion shall be rejected.

2. Eligibility Documents

Sl. No.	Eligibility Criterion	Documentary Evidence
1	Legal constitution as a single entity	Registration/constitution document
2	Minimum 3 years' relevant experience	Completion certificates
3	Average annual turnover ₹10 lakh from similar business	Mandatory CA certificate (Annexure-II)
4	FSSAI	Valid registration/license, where applicable
5	PAN	PAN copy
6	GST	GST certificate, where applicable
7	Non-blacklisting	Bidder declaration
8	No JV/Consortium	Bidder declaration
9	Operational compliance	Bidder declaration

PART II – INSTRUCTIONS TO BIDDERS

3. Tender Fee

The Tender Fee shall be ₹500/- (Rupees Five Hundred only), non-refundable. Tenderers shall download tender document from the website of Allahabad High Court (www.allahabadhighcourt.in) and attach Demand Draft of Rs 500/- as tender fee (nonrefundable) in favour of Registrar General, High Court Allahabad, payable at Prayagraj. The demand draft of tender fee should be enclosed with the Tender document, while submitting the Bid.

4. Earnest Money Deposit (EMD)

The bidder shall submit an Earnest Money Deposit of ₹15,000/- (Rupees Fifteen Thousand only) Earnest money in the form of Demand Draft of Rs. 15,000/- (Fifteen Thousand only) is to be deposited in the favour of Registrar General, High Court Allahabad, payable at Prayagraj. The demand draft should be from any nationalized/scheduled bank. Bids not accompanied by the required EMD, where applicable, may be rejected as non-responsive unless exempted by the competent authority.

The EMD of the successful bidder may be forfeited if the bidder withdraws its bid during the validity period, submits materially false information, or, in the case of the successful bidder, fails to accept the Letter of Intent, submit the required security deposit, execute the agreement or commence the contract within the prescribed period.

5. Two-Bid System

The tender shall be processed through a Two-Bid System. The Technical Bid shall contain the eligibility and technical documents specified in the Technical Bid Checklist. The Financial Bid shall contain only the monthly license fee offered by the bidder.

The Financial Bid of only those bidders whose Technical Bids are found substantially responsive and technically qualified shall be opened.

6. Sealing and Marking of Bids

The bidders shall submit the technical bid (containing the D.D. of Tender fee, Earnest Money, copy of downloaded Tender documents signed in ink and stamped on every page as well as filled in Technical Bid Formats as per the checklist attached and other supporting documents to substantiate their claim of eligibility) in one sealed envelope clearly marked as "Technical Bid - 01/HIGH COURT/2026/Protocol" with the name, address and telephone number of the bidder clearly marked on the envelope.

The Financial bid in the prescribed format should also be provided in a separate sealed envelope clearly marked as "Financial Bid - 01/HIGH COURT/2026/Protocol" with the name, addresses and telephone number of the bidder clearly marked on the envelope. Both these envelopes should be placed & sealed in one main outer envelope super-scribed as "Bid for running Canteen in Mediation Centre at Allahabad High Court, - 01/HIGH COURT/2026/Protocol" with the name, address and telephone number of the bidder clearly marked on the envelope. Failure to comply with these instructions will amount to disqualification of the bid.

7. Deadline for Submission of Bids

Bids must reach Allahabad High Court at the address specified but not later than the time and date specified in the Tender notice.

8. Bid Validity

The bid shall remain valid for 90 days from the date of opening of the Technical Bid, or for such extended period as may be agreed in writing.

9. Bid Price

Each bidder shall submit only one bid. Bid should be quoted in Indian Rupees only. Conditional or adjustable Financial Bids shall be treated as non-responsive.

10. Preliminary Examination

Before detailed evaluation, bids may be examined to determine whether they are complete, properly signed, accompanied by required fee/EMD, and generally in order. A substantially non-responsive bid may be rejected.

11. Evaluation of Technical Bid

Technical Bids shall be evaluated on the eligibility criteria. The High Court may verify documents and seek clarification regarding documents already submitted. Clarification shall not ordinarily be used to introduce a new qualification after the bid submission deadline.

12. Evaluation of Financial Bid

The minimum monthly license fee is ₹5,000/-. Any Financial Bid quoting less than the minimum prescribed license fee per month shall be treated as non-responsive.

Among technically qualified bidders, the bidder quoting the highest monthly license fee shall ordinarily be considered for award, subject to approval of the competent authority on certain other aspects like quality of food items and goodwill of the firm/company.

In case of a tie in the highest monthly license fee quoted in the financial bid, the High Court may adopt an appropriate tie-breaking procedure as may be decided by the Competent Authority and collectively/mutually agreed upon. High Court also reserves the right to negotiate.

13. Right to Accept or Reject

The High Court reserves the right to reject any or all the Bids without assigning any reason thereof. No bidder shall have a claim for compensation merely by reason of rejection of its bid.

PART III – GENERAL TERMS AND CONDITIONS

14. Contract Period

The contract shall be for three (03) years from the date specified in the Work Order. The contract shall not be automatically renewed. Any extension shall require prior written approval of the competent authority.

15. Scope of Services

The Contractor shall independently run and manage the canteen and shall be responsible for procurement, transportation, storage, safe handling and serving of food and beverages; provision of required utensils, serving equipment and consumables; deployment and supervision of personnel; maintenance of cleanliness and hygiene; maintenance of the canteen and immediate surrounding area; and compliance with approved menu, rates and statutory requirements.

16. Menu and Rates

The Contractor shall submit a proposed menu and rate list before commencement of operations. The menu and rates shall be subject to approval of the competent authority. The approved menu and rates shall be prominently displayed. The Contractor shall not charge more than the approved rates or change the approved rates without prior written approval.

17. Vegetarian Food and Subsidised Rates

Vegetarian food shall be the normal food category served in the canteen and shall be supplied at subsidised/approved rates.

Any non-vegetarian or other food category shall require prior written approval of the High Court. Where approval is granted, the Contractor shall maintain separate storage, handling, utensils, containers and serving arrangements so as to prevent intermixing and cross-contamination.

18. Electrical Appliances

No electrical appliance intended for cooking or heating food shall be installed or operated without prior written permission of the High Court. The High Court may prohibit any appliance considered unsafe or likely to overload the electrical system.

19. Food Quality and Safety

All food shall be fresh, wholesome, hygienic and fit for human consumption. Stale, spoiled, contaminated, adulterated or expired food shall not be served. Packaged food shall be within its permissible shelf life and appropriately labelled wherever required. Food department shall make periodical visits to check the quality of food items of the canteen.

20. Cleanliness and Hygiene

The Contractor shall maintain the canteen and surrounding area in a clean, hygienic and sanitary condition at all times. Counters, tables, chairs, floors, storage areas, utensils, containers and serving

equipment shall be cleaned regularly. Waste shall be placed in suitable covered containers and removed regularly. The Contractor shall take adequate measures against insects, rodents and other pests.

21. Personal Hygiene

Personnel handling or serving food shall maintain proper personal hygiene and wear clean and appropriate clothing. Persons suffering from infectious/communicable illness shall not be permitted to handle food where such activity presents a health risk.

22. FSSAI and Statutory Compliance

The Contractor shall obtain and maintain all registrations, licenses and approvals required by law, including applicable FSSAI registration/license. The Contractor shall comply with all applicable food safety, health, sanitation, taxation, labour, social-security, insurance and other statutory requirements and keep the High Court indemnified against any such claim that may arise.

23. Labour and Personnel

The Contractor shall be solely responsible for recruitment, deployment, supervision, discipline, wages, leave, statutory contributions, insurance and all other employment-related matters concerning its personnel. No employer-employee relationship shall arise between the High Court and the Contractor's personnel. All liabilities arising from such employment shall be borne solely by the Contractor. The Contractor should issue Identification Card's to his employees in consultation with Pass Section/ Protocol. The employees of the contractor shall carry these identity cards all the time during the canteen hours.

24. Insurance

The Contractor shall maintain such insurance as may be required by applicable law or reasonably necessary for its personnel and operations. The High Court shall not be responsible for accidents, injuries, employment claims, food-related claims or other liabilities arising from the Contractor's operations.

25. Inspection and Monitoring

The Committee or a person authorized by the Committee will have the right to inspect at any time for ensuring compliance of all the terms and conditions binding upon him for smooth operation of canteen and inspect the canteen, food, storage arrangements, serving arrangements, records and other aspects of operation at reasonable times. The Contractor shall cooperate with inspections and comply with reasonable corrective directions.

26. Food Sampling

The High Court may inspect or take samples of food items for testing where considered necessary. The Contractor shall cooperate with sampling and testing and shall immediately remove food found unsuitable for consumption.

27. Complaint Register

The Contractor shall maintain a complaint register at the canteen. Complaints relating to quality, quantity, pricing, hygiene, service or conduct shall be attended to promptly. Repeated or serious complaints may result in penalties or further action.

28. Contractor's Equipment and Materials

The Contractor shall arrange all utensils, crockery, serving equipment, food containers, cleaning materials, consumables and other items required for operation unless specifically stated otherwise. No structural alteration or permanent installation shall be made without prior written approval.

29. Institution Property

The Contractor shall use High Court-owned premises, fixtures, fittings, electrical installations and other property carefully. Damage attributable to negligence, misuse or unauthorised activity shall be repaired/replaced by the Contractor or recovered from the security deposit.

30. Subletting and Assignment

The Contractor shall not assign, transfer, outsource, sublet or otherwise hand over the canteen operation to another person or entity without prior written approval of the High Court.

31. No Guarantee of Turnover

The High Court does not guarantee any minimum turnover, sales volume, customer footfall or profit. The bidder shall assess the commercial viability of the canteen before quoting the license fee.

32. Taxes

The Contractor shall be responsible for all taxes, duties, cess, fees and other statutory liabilities applicable to its business and operations.

33. No Interest on Deposits

No interest shall be payable on the EMD, security deposit or any other deposit retained by the High Court during the tender process or contract period.

34. Indemnity

The Contractor shall indemnify and keep indemnified the High Court against claims, losses, damages, liabilities, penalties and expenses arising from negligence, misconduct, acts or omissions of its personnel, statutory violations, food-service operations attributable to the Contractor, or damage to High Court property.

PART IV – PENALTIES, SUSPENSION AND TERMINATION

35. Penalties

Any serious lapse in service/compliant shall attract penalty amount of 2% of the security money for the day provided that this clause does not restrict the High Court to take any other punitive measure that shall be deemed appropriate by the competent authority. The repeated or serious violations may lead to suspension, termination and or damage charges.

36. Suspension/ termination

Where immediate intervention is necessary in the interest of food safety, health, fire/electrical safety, security or protection of High Court property, the High Court may order temporary suspension of the affected activity or the canteen operation. Where suspension results from the Contractor's default, the Contractor shall not ordinarily be entitled to compensation for the period of suspension. The High Court may also terminate the Contract altogether, if deemed necessary, as per the relevant clause under Special Technical and Operational Conditions mentioned in this Tender.

37. Governing law and dispute resolution

The obligation under this tender shall be governed by and interpreted in accordance with the laws of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to the meaning, scope or execution of work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a sole Arbitrator, the person appointed by Registrar General, High Court of Judicature at Allahabad. In case any party wants to take the dispute to a Court of Law after arbitration award as aforesaid, it is expressly agreed that only the Courts in Prayagraj shall have the Jurisdiction.

38. Termination by Contractor

The Contractor shall not discontinue the canteen abruptly. If the Contractor seeks termination, it shall provide at least 90 days' written notice and continue operation until the effective date of termination unless otherwise permitted by the High Court.

39. Handover

Upon expiry or termination, the Contractor shall hand over the premises in clean and satisfactory condition, return High Court property, remove its own movable property, clear license fee and electricity dues and settle all other recoverable dues. The security deposit shall be released only after satisfactory handover and settlement of dues.

40. Forfeiture/Adjustment of Security Deposit

The High Court may recover from the security deposit amounts lawfully due from the Contractor, including unpaid license fee, electricity charges, penalties and costs of repairing damage attributable to the Contractor. Such recovery shall be without prejudice to other contractual remedies. Whenever

such recovery has been made, the deficiency in the security balance shall be replenished by the Contractor within 7 days.

41. Force Majeure

Neither party shall be liable for failure to perform an obligation to the extent directly caused by circumstances beyond reasonable control, including natural disasters, war, riots, government restrictions or other recognised force-majeure events.

PART V – SPECIAL TECHNICAL AND OPERATIONAL CONDITIONS

1. In the invited tender, minimum amount of Bid shall be of Rs 5,000/- (Rs. Five Thousand only) per month as a license fee. License shall be issued for a period of three years (03 years) to the highest bidder and said bidding amount shall be deposited by the bidder in the account of AHCMCC on the first day of each month without any lapse.
2. An interest free refundable security deposit of Rs 75,000/- (Rs Seventy-Five Thousand only) shall be deposited by the highest bidder in the account of AHCMCC prior to issuance of the license by the Centre for three years (03 years).
3. The electricity charges shall be paid by the firm to the High Court, Allahabad on commercial rate as per the actual electricity consumption.
4. No use of open flame shall be allowed.
5. Only pre-cooked items are to be sold on subsidized rate.
6. The firm must possess Food Safety and Standards Authority of India (FSSAI) certificate.
7. Canteen shall be opened at 10.00 a.m. only on working days of the Centre and staff of canteen shall ensure closing the canteen 15 minutes before conclusion of the last mediation case.
8. The license holder must ensure that all the food items/beverages are prepared and served in a clean and hygienic manner and be responsible for overall operation, maintenance, hygiene and cleanliness of the surrounding area of the canteen.
9. The license shall be terminated at any time by the Committee on the violation of any terms and conditions stated above by the firm and its staff and Security Deposit shall be forfeited. If any loss is caused by the license holder or default in making payment i.e. license fee, electricity charges etc. the Centre shall deduct reasonable costs from the security deposit to repair any property damage caused by the license holders negligence or to clear any unpaid utility bills and arrears of charges.

PART VI – ANNEXURES

ANNEXURE-I: TECHNICAL BID COVERING LETTER-CUM-BIDDER'S DECLARATION

Letter for Submission of Tender

To
Registrar General,
High Court of Judicature at Allahabad,
Prayagraj (U P)

Subject: Tender for running canteen in Mediation Centre at Allahabad High Court (Tender No. 01/HIGH COURT/2026/Protocol).

Dear Sir,

Having examined the tender document and having understood the provisions and requirements relating to the tender, we hereby submit our offer and confirm our acceptance to execute the work for due time period, at the rates quoted by us in the accompanying Financial Bid. If, after our offer is accepted, we fail to execute or complete the work as described in the work order/Tender we agree that, ALLAHABAD HIGH COURT shall have full authority to forfeit the earnest money/ security deposit and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 15,000/- (Rupees Fifteen thousand Only) by Demand Draft No…….. dated …….. drawn on ……Bank ……. Branch (/ by way of cash deposit at the cash section in High Court) attached here to, and the information required, as per annexures attached.

I/we further confirm that –

i. The general terms and conditions, special technical and operational conditions as well as other terms and conditions of the Tender documents have been fully examined and full cognizance taken thereof in arriving at the Bid/ tendered sums contained therein in my/ our tender.
ii. I/ We confirm that we satisfy the qualifying criteria as prescribed in the Tender document and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
iii. I/we have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
iv. The quoted rates shall be valid for not less than 90 days from the date of opening of technical bid of this tender.
v. I/we further confirm that all the pages of the Tender documents have been read, understood and signed and there is no deviation/discrepancy.

vi. I /We further declare that the Bid stated in our proposal are in accordance with your Terms & Conditions in the Tender document.

vii. I /We hereby declare that in case the work order is awarded to us, we shall submit the security deposit as required within the prescribed timeline as specified by the High Court in the Letter of Intent (LOI).

viii. I /We hereby declare that in case the work order is awarded to us, we agree with payment terms specified in the tender documents.

ix. It is being certified that all the information provided in the tender form are true and correct to the best of my /our knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage.

x. I /We assure the Allahabad High Court that I / We will NOT be outsourcing any work specified in the tender document, to any other firm without the written permission of the Allahabad High Court.

xi. I/We are NOT part of any Consortiums, Joint Ventures, MOUs between multiple entities in this Tender.

xii. I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., for providing the requisite services.

xiii. I/We hereby declare that this tender, on acceptance communicated by you, shall constitute a valid and binding contract between us.

xiv. I/We hereby declare that my/our firm has never been blacklisted by any Government entity/Public sector undertaking or any other private entity for non-completion of work or for non-performance.

xv. The bidder understands that the High Court does not guarantee minimum turnover, sales or customer footfall.

Name of Bidder: _____

Authorised Signatory: _____

Designation: _____

Address: _____

Mobile/Email: _____

PAN: _____

GSTIN: _____

Signature of the Tenderer
With stamp and date

ANNEXURE-II: CHARTERED ACCOUNTANT'S CERTIFICATE

CERTIFICATE OF TURNOVER FROM SIMILAR BUSINESS ACTIVITIES

This is to certify that M/s _____, having PAN _____ and registered office at _____, has derived the following turnover specifically from catering, canteen operation, cafeteria operation, institutional food service or substantially similar food-service activities during the last three completed financial years:

Financial Year	**Turnover from Similar Business Activities**
2023–24	₹_____
2024–25	₹_____
2025–26	₹_____
Average Annual Turnover during the last 3 financial years	₹_____ (Minimum required: ₹10,00,000/-)

We certify that the above figures have been determined on the basis of the books of account, financial statements and records made available to us and represent turnover attributable to the aforesaid similar business activities of the bidder.

Name of Chartered Accountant/CA Firm: _____

Firm Registration No.: _____

Date: _____

Signature and Seal: _____

ANNEXURE-III: DETAILS OF SIMILAR EXPERIENCE

Sl. No.	Name of Organisation	Nature of Service	Period	Contract/Annual Value	Status
1					
2					
3					

Copies of relevant work orders/completion certificates or experience certificates of the works done during the last 3 financial years shall be enclosed.

Signature of the Tenderer
With stamp and date

ANNEXURE-IV: TECHNICAL BID CHECKLIST

Sl. No.	Document	Mandatory	Submitted
1	Technical Bid Covering Letter-cum-Bidder's Declaration	Yes	☐
2	copy of downloaded Tender documents signed in ink on every page	Yes	☐
3	Constitution/Registration Document	Yes	☐
4	CA Certificate – Turnover from Similar Business	Yes	☐
5	Experience Documents	Yes	☐
6	Details of Similar Assignment	Yes	☐
7	FSSAI Registration/License	yes	☐
8	PAN	Yes	☐
9	GST Registration	yes	☐
10	Tender Fee Proof	Yes	☐
11	EMD Proof	Yes, unless exempt	☐
12	Any document required by corrigendum/addendum	As applicable	☐

Note: The Technical Bid is to contain the above documents only. The Financial Bid shall not be included in the Technical Bid.

Signature of the Tenderer
With stamp and date

ANNEXURE-V: FINANCIAL BID

FORMAT FOR SUBMITTING FINANCIAL BID

I/We hereby offer the following monthly license fee for running and managing the canteen in accordance with the Tender Document:

Particular	**Amount**
Minimum Monthly License Fee prescribed by High Court	₹5,000/-
Monthly License Fee offered by Bidder	₹____

Amount in Words: Rupees _____ only.

I/We understand that the quoted monthly license fee shall remain valid for the prescribed bid-validity period and shall be payable monthly on the first day of every month during the contract period in case the contract is awarded to us, irrespective of actual turnover. I/We understand that license fee is separate from the obligation of payment of electricity charges.

Name of Bidder: _____

Authorised Signatory: _____

Designation: _____

Signature with Seal: _____

Date: _____

ANNEXURE-VI: AUTHORISATION OF SIGNATORY

I/We hereby certify that Shri/Smt. _____, designation _____, is duly authorised by the bidder to sign and submit the tender, correspond with the High Court, attend bid proceedings and, if selected, execute the Agreement on behalf of the bidder.

Name of Bidder: _____

Name of Authorised Signatory: _____

Specimen Signature: _____

Signature of Proprietor/Partner/Director/Competent Authority: _____

Seal: _____

Date: _____

ANNEXURE-VII: DRAFT AGREEMENT

AGREEMENT FOR RUNNING AND MANAGEMENT OF CANTEEN

This Agreement is made on _____ between High Court of Judicature at Allahabad, through its Registrar General, hereinafter referred to as the 'High Court', and _____ _____, hereinafter referred to as the 'Contractor'.

Whereas the High Court invited bids for running and management of its canteen and the bid submitted by the Contractor has been accepted by the competent authority, the parties agree that the Contractor shall operate the canteen strictly in accordance with the Tender Document, accepted bid, Letter of Award and this Agreement.

The contract shall remain valid for three years commencing from _____. The Contractor shall pay a monthly license fee of ₹_____ and electricity charges separately on commercial rate as per the actual consumption.

The Contractor shall maintain an interest-free refundable security deposit of ₹75,000/- throughout the contract period.

Food shall be pre-cooked, pre-prepared, ready-to-eat and/or appropriately packed and served at subsidised rates. No use of open flame cooking shall be permitted within the canteen premises.

The Contractor shall be solely responsible for its personnel, labour, statutory compliance, insurance, food safety, hygiene and business operations.

The High Court shall have the right to inspect and monitor the canteen. Penalties may be imposed for violations. The contract may be suspended or terminated in accordance with the Tender Document.

Upon expiry or termination, the Contractor shall hand over the premises and High Court property and settle all dues. The Agreement shall be governed by the laws of India.

FOR HIGH COURT
Name: _____
Designation: _____
Signature: _____
Date: _____
Seal:

FOR THE CONTRACTOR
Name of Firm: _____
Authorised Signatory: _____
Designation: _____
Signature: _____
Date: _____
Seal: