

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

INVITING "EXPRESSION OF INTEREST"
TENDER NOTIFICATION


**(To run canteen in the premises of the High Court of
Andhra Pradesh at Amaravati)**

ROC No. 38/2019/J.SPL.(BLDGS)

DATED:22.08.2019

"The High Court of Andhra Pradesh intend to invite sealed tenders for Establishment, Maintenance and comprehensive Management of Canteen in the High Court of Andhra Pradesh at Amaravati for the year 2019 - 2020. Those having experience in running such canteen and possessing necessary professional expertise with professional men and material with minimum experience of 3 years are eligible to participate. The sealed quotations for the items and prices for the Advocates/Staff and litigants/General public shall be given by the service provider. The terms and conditions for running the canteen in the premises of the High Court in enclosed for ready reference and the sealed tenders along with approved terms and conditions have to be submitted to undersigned **on or before 5.00 p.m. by 5.9.2019**. The quotations received after the said date and time will not be entertain.

The award of contract would be finalized at a later stage, depending upon the outcome of the discussions and prices that may be quoted.


REGISTRAR (RECRUITMENT)
FAC. REGISTRAR (MANAGEMENT)
HIGH COURT OF A.P.,
AMARAVATI

**(To run canteen in the premises of the High Court of
Andhra Pradesh at Amaravati)**

TERMS AND CONDITIONS

1. The bidders should have at least 3 years in Operation, Maintenance and Comprehensive Management of a comparable canteen.
2. The canteen which holds the license for the operation of the facility, shall fulfill the following responsibility regarding cleanliness and sanitation.
 - a. Hygiene and sanitation standards should be strictly complied with FSSAI regulations and/or prevalent norms. Compliance to the Hygiene standards will be checked periodically. Non-compliance to Hygiene standards will be sufficient reason to terminate the contract.
 - b. Cleaning and washing of plates, cutlery and utensils.
 - c. Cleaning and maintenance of kitchen equipment.
 - d. Keeping the premises and surroundings neat, clean and hygienic. Periodic fumigation as per laid down norms.
3. The performance will be monitored on a regular basis.
4. The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations. The rates referenced to MRP shall change according to market variations.
5. The canteen shall not assign, sublet or part with the possession of the licensed premises and properties of the High Court therein or any part thereof under any circumstances.
6. On expiry/termination of the license, the Service Provider must vacate the licensed premises promptly. All fixtures etc., which are provided by the High Court shall be handed over to the High Court in good and tenable conditions. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be borne by the service provider.
7. The service provider shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the canteen without prior approval from the High Court.
8. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.

9. The canteen shall maintain a Register with name, age and address of all the employees working at canteen and submit the same to the High Court after obtaining contract. The canteen must report any changes in there list of employees.
10. The service provider shall be responsible for the proper conduct and behavior of the employees engaged by them.
11. All expenses related to the employees engaged by the service provider shall born by the service provider/licensee. In case of any accident or mishap to any employee in the canteen, the High Court and its functionaries shall not be held responsible/liable in any manner whatsoever.
12. The service provider shall carry out periodic cleaning of fixtures (including lights and fans, etc.). The maintenance of the equipment and fixtures shall take care by the service provider.
13. The service provider shall pay all the electricity and water charges and other Government charges if any.
14. The cooking details shall be as per the prevalent standards.
15. The service provider shall follow all the security norms and fire fighting norms.
16. Normally, the Canteen is expected to function on all working days i.e. Monday to Saturday from 0930 Hrs to 1800 Hrs. The timing can be changed by the competent Authority as per requirement arising on day to day basis.
17. If any information furnished by the service provider is found incorrect at any time, the contract is liable to be terminated without any notice and the security money deposited is liable to be forfeited.
18. The service provider shall get the Gas Cylinder all cookies equipment, material and utensils from time to time at his own cost.
19. The service provider is required to provide Identity Card & Dress.
20. The service provider shall be required to display the price list of the food items. The prices of the items given in the canteen shall not be more than the local market rate, and shall be approved by High Court every year. The service provider shall display the approved rate list at a prominent location within the allotted premises.
21. They should be complete adherence to the approved menu, price and quality. In case the Service provider is to supply extra items or demand, they may do so, provided the request is placed by the customer for a bulk order. The service provider shall promptly inform the competent authority.

22. All the items are required to be made available during the working hours.
23. The High Court shall have free access to inspect the facility used and items/services provided by the canteen at any time during the working hours of the facility and beyond, if needed. If any substandard or unauthorized items/services are found to be provided, the shop shall be penalized by the High Court shall have to abide by the corresponding rulings.
24. A 'Suggestions Book' must be kept at the billing counter, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining signature form the canteen in-charge. The High Court shall have the right to check the complaint book at any time.
25. While accepting the offer, the service provider shall execute a bond accepting the terms and conditions for serving the general facilities. The license can be terminated by either side with a notice of one month. The High Court reserves the right to review and modify the terms and conditions, periodically. Decisions of the High Court shall be final and binding in extending the licenses after the award of the contract.
26. All the canteen items (cakes, puff, samosa, rolls, pastry, pizza etc. should be baked inside the canteen. However, exceptions will be provided for branded items (FSSAI approved).

I/we agree to the above terms and conditions specified.

Signature of Bidder(s)
Official Seal and Address