



TRIPURA JUDICIAL ACADEMY
NARSINGARH, AGARTALA

No. F.2(39)-TJA/Tender/2026/ 767

Dated: 06/02/2026

NOTICE INVITING TENDER

Sealed Tenders in plain paper are invited on behalf of the Tripura Judicial Academy, Narsingarh, from registered, reputed, experienced and financially sound suppliers/authorized dealers/firms for “**SUPPLY AND CATERING OF FOODS**” to the Tripura Judicial Academy, Narsingarh in connection with **12th Annual Judicial Conclave to be held on 21st March, 2026**. The last date of submission of bid is **27/02/2026, within 16:00 hr (IST)**. Interested suppliers/authorized dealers may contact the Tripura Judicial Academy, during office hours, in case of any confusion.

Scope of the work:

SUPPLY AND CATERING OF FOODS

Suppliers/authorized dealers have to prepare Hi-Tea for approximately 350 persons, Food Packet for approximately 400 persons, Tea & Biscuit for approximately 300 persons, Lunch for approximately 310 persons (Veg/Non-veg), Water bottle 1000 (250 ml) nos.

• **The menu for Hi-Tea would be as under:-**

Teacake, Veg puff, Sandwich, Tea & Coffee, Biscuits.

• **The menu for Food Packet would be as under:-**

Kalakand, Radha Ballavi-Aloo Dum, Samosa/Veg Cutlet/Veg Chop, Nolen Gud Rasagulla, Banana, Water Bottle (250ml).

• **The menu for the Lunch would be as under:-**

Radha Ballavi, Kashmiri Aloo Dum, Veg Pulav, Plain Rice, Yellow Dal Tadka, Kadhai Paneer, Chingri Malaikari/Chitol Muithya, Sevai Kheer/Payesam, Plain Curd, Ice-Cream, Water Bottle.

In this connection, the Suppliers/authorized dealers are required to visit the Tripura Judicial Academy Premises for reconnaissance and obtain information at its own responsibility and risk. The costs of visiting the office shall be at the supplier's/authorized dealer's own expense. However, failure of a supplier/authorized dealer to visit the site will not be a cause for its disqualification.

A. Terms & Conditions:

Only those Suppliers/authorized dealers who fulfill the following minimum criteria need to submit their tender and failure to provide necessary documents will render the bidder disqualified on technical grounds:

- a. Suppliers/authorized dealers should have their Registered/Head Office at Agartala (Tripura) and should have been in existence for a period of not less than **5 years** and having annual turnover of not less than **Rs.50.00 Lakhs** during the last **3 consecutive financial years**(FY 2024-25, FY 2023-24 & FY 2022-23).
- b. Suppliers/authorized dealers should have **valid PAN, Trade License, GST & ESI Registration** (Proof in this regard should be attached with the bid).
- c. The bidders must have completed at least three contracts of providing similar catering service for an approximate number of 1000 persons for Government organizations / institutions in the State of Tripura during the last 3 years (Proof in this regard should be attached with the bid).
- d. The bidder having the experience of doing the similar work in any High Court/ State Judicial Academy will be given preference.
- e. The Tripura Judicial Academy will always have the right to select any particular Supplier/authorized dealer as per discretion and on the basis of previous experience and no Suppliers/authorized dealers will have any right to raise any grievance against the same.
- f. Mere selection of L1 bidder shall not entitle such bidder to be issued with the work order.
- g. The Tripura Judicial Academy reserves the right to empanel any Supplier/authorized dealer and to cancel at any time, without giving any notice or reason therefor.
- h. The Tripura Judicial Academy reserves right to call for any information and record and inspect the premises of any bidder at any time.
- i. The Tripura Judicial Academy reserves the right to cancel and annul the tender process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the same.
- j. The decision of the Tripura Judicial Academy on all the matters shall be final.

B. Procedure for Submission of Tender:

- a. Tender should be sent by Registered Post /Speed post /Courier/By Hand so as to reach the office of the undersigned on or before **27/02/2026, within 16:00hr (IST)**.
- b. Envelope containing the tender should be sealed and superscribed on the top as **“SUPPLY AND CATERING OF FOODS”**.
- c.

- d. The tender(s), which is not valid in all respect and are submitted otherwise than the mode specified above, is liable to be rejected summarily.
- e. Parties shall not be selected separately for each item/work on the basis of the lowest rate and other valid considerations mentioned in the Notice Inviting Tender.

C. Resolution of Disputes

The matter regarding dispute, if any arising in future, shall first be sorted out by an appropriate committee, which may be formed by the Tripura Judicial Academy. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended up to date).

D. Legal Jurisdiction & Applicable Law

All legal disputes are subject to the jurisdiction of Tripura Judicial Academy only.

- a. The agency shall be governed by the laws and procedure established by government of India, with the framework of applicable legislation and enactment from time to time concerning such commercial dealings/processing.
 - b. All disputes in this regard shall be settled in the jurisdiction of Agartala only.
 - c. Tripura Judicial Academy reserves the right to cancel this tender or modify the requirement, at any stage of tender process cycle.
- E.** The various crucial dates and other information relating to “**SUPPLY AND CATERING OF FOODS**” are cited as under:
- a. Date of issue of Tender Document: **06/02/2026.**
 - b. Last date and time for submission of Tender Document: **27/02/2026, within 16:00hr (IST).**
 - c. Date & Time of opening Technical Bid:- 02/03/2026; 03:00 PM.
 - d. Date & Time of opening Financial Bid:- 06/03/2026; 03:00 PM.
 - e. Venue of opening Technical & Financial Bid:- Chamber of the Director, Tripura Judicial Academy, Narsingarh.
- F.** Bills should be submitted in triplicate format addressed to the “**Director, Tripura Judicial Academy, Narsingarh, Pin – 799015**” after successful completion of the work within 2 working days.

Director
Tripura Judicial Academy