



JHARKHAND ACADEMIC COUNCIL, RANCHI

Notice Inviting Bids

Advertisement No. - 28/2026

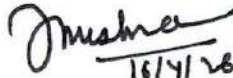
Short term tenders are invited from interested firms/service providers for the provision of food and canteen services for the visitors and Officials of Jharkhand Academic Council and also to the participants attending various types of training workshops/seminars etc. to be organized by the Jharkhand Academic Council.

Detailed information related to this can be obtained from website www.jac.jharkhand.gov.in (Exam form portal section- **Tender page**) from 16.04.2026 to 30.04.2026 till 04:00 PM.

The tender details are as follows:

Date of issue of tender form:	16.04.2026
Date of pre-bid meeting :	20.04.2026 (02:00 PM)
Last date for submission of tender:	30.04.2026 (04:00 PM)
Date and time of opening of technical tender:	03.05.2026 (12:00 PM)
Date and time of opening of financial bid :	After finalization of technical bid
Place of opening of tender :	Jharkhand Academic Council, Bargawan, Namkum, Ranchi

(By the order of the Chairman)


16/4/26
(Jayant Kumar Mishra)
Secretary

Jharkhand Academic Council,
Ranchi



Jharkhand Academic Council

Gyandeeep Campus, Baragawan, Namkum, Ranchi

PIN-834010

e-mail- secretary.jac2003@gmail.com

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1. Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether in documentary or any other form by or on behalf of the JAC, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer by the JAC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the JAC in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the JAC to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, before placing reliance on aforesaid assumptions, assessments, statements and information [furnished in this RFP, by the JAC] conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. For avoidance of doubt, in case any Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information [furnished by the JAC, in this RFP], then the same shall not in any manner bind/make liable the JAC, to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The JAC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The JAC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The JAC also accepts no liability of any nature whether resulting from negligence or otherwise, however, caused arising from reliance of any Bidder upon the statements contained in this RFP.

The JAC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the JAC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Services and the JAC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the JAC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the JAC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



2. Introduction.

Jharkhand Academic Council (JAC) is the an autonomous body under the department of school education & literacy. The JAC is responsible for conducting various Board examinations & other examinations entrusted by the department of school education & literacy. The present advertisement is for the services for the visitors and Officials of Jharkhand Academic Council and also to the participants attending various types of training workshops/seminars etc. to be organized by the Jharkhand Academic Council.

3. Objectives

Arrangement of snacks/food etc. is to be made for teachers, officers, individuals and guests participating in training programs, workshops, research, seminars, meetings etc ogranised by the JAC & also running the official canteen in the JAC office on regular basis at Jharkhand Academic Council, Gyandeeep Campus, Baragawan, Namkum, Ranchi office. Interested catering agency service provider has to arrange for all types of catering.

There should be capacity to provide dishes and maintain the kitchen, dining hall and hand wash area properly. The interested catering agency service provider will have to provide food arrangements i.e. morning tea, breakfast, lunch, evening snacks and dinner, special snacks and food packets during the seminars & meeting. It has to be ensured that there is sufficient & adequate manpower for preparing food. Also, a canteen has to be set up for the officials/employees/visitors in the JAC campus.



4. Schedules and Critical Dates

- 1 RFP issuing Authority : Secretary, Jharkhand Academic Council as per order of the Chairman.
2. Name of the project Work : Supply of food and canteen services for the participants attending various types of training workshops/seminars etc to be organized in this office premises by the JAC and also running the canteen on regular basis at thee JAC premises.
3. Date of Publishing of Notice Inviting Tender: .04.2026
4. Place of availability of Bid Document : www.jac.jharkhand.gov.in
5. Tender processing fee/ Cost of Bid : Rs. 10,000/-
6. Earnest Money Deposit (EMD): Bidders must submit Rs.5.00 Lakhs as Bid Security through DD/Banker's cheque.

Note : The EMD for MSME is exempted only as per Jharkhand Government MSME policy, for which copies of such policies/directives/circulars from central/State government must be attached with the technical Bid.

7. Tender fee of Rs. 10,000/- must be submitted online or by Demand Draft or Bankers Cheque payable to JAC FUND at Ranchi.
8. Nature of Bid Process :Two Bid System- (Simultaneous receipt of separate technical & Financial bids)
9. Date and Time of Pre-bid conference : As per tender Document
10. Venue of Pre- Bid conference Conference hall, Jharkhand Academic Council (JAC), Bargawan, Namkum, Ranchi-834010 (JHARKHAND)
11. Last date of submission of Bid (only Online Bid Submission): As per Tender Document
12. Opening of Technical Bid : As per Tender Document
13. Validity of Proposal/Bid : At least 180 days from date of Bid Submission
14. Method of Selection : Least Cost Method (L1)
15. Date of issue of tender form : 16.04.2026
16. Date of pre-bid meeting : 20.04.2026
17. Last date for submission of tender : 30.04.2026 (04:00 PM)
18. Date and time of opening of technical tender : 03.05.2026 (12:00 PM)
19. Date and time of opening of Financial Bid : After finalization of technical bid
20. Place of opening of tender : Coference Hall, Jharkhand Acdemic Council, Ranchi

Note- JAC reserves the right to amend document for RFP, schedules and critical dates. It is sole responsibility of bidder to check Tender time to time for any updated information at the JAC official website www.jac.jharkhand.gov.in. No communication in writing or through e-mail or any other mode will be sent by JAC in this regard. JAC also reserves the right to cancel the whole tender process any time during bid process without mentioning any reason thereof.

Sd/
Secretary, JAC



5. Instructions to the Bidders

5.1. General

- (a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- (b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the JAC on the basis of this RFP.
- (c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the JAC. Any notification of preferred bidder status by the JAC shall not give rise to any enforceable rights by the Bidder. The JAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the JAC.
- (d) This RFP supersedes and replaces any previous public documentation & communications and Bidders should place no reliance on such communications.
- (e) Bidder is expected to examine all instructions, forms, terms and requirements in the bid document. Failure to furnish all information required by the bid document or submission of a Bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid.

5.2 Pre-bid Meeting & Clarifications

- (a) JAC shall hold a pre-bid meeting with the prospective bidders/OEM on date and time as mentioned in 'Key events and dates' table and will be held at: Jharkhand Academic Council, Baragawan, Namkum, Ranchi-834010 (JHARKHAND)
- (b) The Bidders will have to ensure that their pre bid queries on this RFP should reach to the Authorized Officer by post, facsimile or email before 24 hrs from the date and time of Pre- Bid meeting as mentioned in the 'Key events and dates' table. The queries received after due date and time may not be considered. The contact details of the Authorized Officer is given below:

Secretary

Jharkhand Academic Council (JAC)

Gyandeeep Campus, Bargawan, Namkum, Ranchi

E-mail: secretary.jac2003@gmail.com

- (c) The queries should necessarily be submitted in the following format:
Name of Prospective Bidder-
Name and Contact number of representative-.....
Email ID-
RFP Document Reference(s) (Section& Page Number(s))
Points of Clarification and other details.....
- (d) The prospective bidder (not more one person from each prospective bidder) may participate in the meeting at scheduled date and time. The participating representative must submit hard copy of their queries before start of the meeting.
- (e) JAC shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications/queries post the date and time mentioned in the RFP will not be entertained by the JAC.



5.3 Responses to Pre-Bid Queries & Issue of Corrigendum:

- (a) The authorized Officer notified by the JAC will endeavor to provide timely response to all queries. However, JAC makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- (b) At any time prior to the last date for receipt of bids, JAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- (c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted **secretary.jac2003@gmail.com**
- (d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- (e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, JAC may, at its discretion, extend the last date for the receipt of Proposals.

5.4 Key Requirements of the Bid

a. Right to Terminate the Process

- (i) JAC may terminate the RFP process/tender at any time and without assigning any reason, thereof. JAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- (ii) This RFP does not constitute an offer by JAC. The bidder's participation in this process may result JAC selecting the bidder to engage towards execution of the contract.

b. Tender document fee : Rs. 10,000/- (EMD)

c. Earnest Money Deposit (EMD) :

Bidders must submit Rs.5.00 lakhs as Bid Security in form of Demand Draft or Bank Guarantee place in the name of JAC Fund.

Note : The EMD for MSME is exempted only as per Jharkhand Government MSME policy, for which copies of such policies/directives/circulars from central/State government must be attached with the technical Bid.

d. Forfeiture of EMD

The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity
- In case of a successful bidder, if the bidder fails to sign the contract or provide performance bank guarantee in accordance with this RFP.
- Bidder fails to execute the work assigned to him.

e. Submission of Responses

- (i) The tender must be submitted in sealed envelop addressed to Secretary, Jharkhand Academic Council, Ranchi & the bid is required to be submitted to the JAC office in the tender box prior to the closing time & date stipulated in the tender document.
- (ii) Request from the bidder in respect of additions, alterations, modification, corrections etc. of both terms and conditions or rates after opening of the tender will not be considered.
- (iii) The Bidder should submit sufficiently ahead of the bid closure time in order to avoid rejection after the closing time on the last date of bid submission.



- (iv) The bidders shall submit their eligibility and qualification details in two separate envelopes marked Technical bid & Financial bid. All technical documents required for the technical bid should be put in the envelop of technical bid in the standard formats given in the RFP. The bidders shall submit the attested scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in proper order. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their Correctness / authenticity. The technical bid envelop should be duly sealed by the bidder and be clearly marked on the envelop cover in red ink, **Technical Bid**.
- (v) The financial proposal should be submitted in the stipulated format mentioned in the tender document. The bidder should clearly submit their financial proposal and rates and duly signed by the competent authority of the bidder and the official seal duly stamped on it under the signature.
- (vi) Any corrigendum or addendum will be published on [www.jac.jharkhand.gov.in/News papers](http://www.jac.jharkhand.gov.in/News_papers).
- (vii) SIGNING OF BID: If any of the information furnished by the bidder is found to be false/fabricated/bogus, his EMD/Bid Security shall stand forfeited and the bidder is liable to be blacklisted.
- (viii) No relaxation in any eligibility criteria is applicable.
- (ix) All papers in technical Bid must be signed and Stamped without which Bids may be summarily rejected.
- (x) Bidders need to submit all required documents such as a certificate from a CA stating the turnover, Audited Balance Sheet and Profit Loss Accounts including all schedules etc. for three financial years only. This should be for the financial year 2022-23, 2023-24 & 2024-25 .

f. Authentication of the Tenders

A Tender/Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Tender/Proposal.

g. Proposal Preparation Costs

- i) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by JAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- ii) JAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

h. Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

i. Venue & Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted in the office of Secretary, Jharkhand Academic Council and dropped in the sealed tender box by the JAC authorities as per the date and time mentioned in the key events and date.



k. **Late Bids**

- (i) The bids submitted by telex / telegram / fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- (ii) JAC shall not be responsible for any delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.

l. **Period of Validity**

The rates of the selected agency/firm/service provider will remain valid for one year from the date of issue of the work order. If the work is found satisfactory and in special circumstances, the selected L-1 may be given an extension of work for an additional one year (Total two years). In special circumstances, work may be allotted to other tenderers at L-1 rates only.

m. **Procedures of bid submission along with of tender paper cost and bid security/EMD by bidder:**

- a) **Bidder required to submit the technical and financial bid in two separate envelop duly sealed and clearly marked Technical & Financial Bid and then but inside a bif envelop clearly mentioned the Bid No. & duly addressed to Secretary, Jharkhand Academic Council, Ranchi and sybmitted by mentioning the name & address of the Bidder.**
- b) **Settlement and Refund of Cost of Tender Paper/Tender Fee:**
 - i) **Cost of Tender Paper:** The cost of tender document amounting to Rs. 10,000/- to be submitted in the form of Demand Draft/Bankerss Cheque in favour of JAC FUND, payable at Ranchi.
 - ii) The cost of tender document as metioned at sl. no.-1 shall be submitted with technical bid documents & put inside the technical bid envelop.
 - iii) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA.
- c) **Settlement and Refund of Earnest Money Deposit on submission of bids:**
 - i) The Bank will remit the **Earnest Money Deposit** on cancellation of bids to respective bidder's accounts as per direction received from TIA.
 - ii) The Bank will remit the **Earnest Money Deposit** of unsuccessful bidders to respective bidder's accounts as per direction received from TIA.
 - iii) The Bank will remit the **Earnest Money Deposit** to the bank account of successful bidders on submission of Performance Bank Guarantee by him/her as per direction received from TIA.
- d) **Forfeiture of EMD:**

Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder as per the conditions mentioned in the respective tender:-

In case the EMD on submission of Bid is forfeited the bank will transfer the EMD to the JAC FUND as per direction of the TIA (Tender Inviting Authority).

6. Scope of Work

- a. **Food Arrangement:** All types of dishes (morning tea, breakfast, lunch, evening snacks and dinner) or special snacks and food packets are to be provided to the participants/officials/employees as per the requirement in the training program, workshop, research, seminar, meeting etc. The duration of training can be 1 day, 2-3 days, 5 days, 10 days, 1 month or any period.
- b. **Setting up of canteen in JAC premises on regular basis:** Space will be provided for setting up canteen in JAC. Expenses for electricity and drinking water etc. will have to be borne by the catering agency/concerned service provider. The approved menu of the canteen run on regular basis shall be provided to the successful bidder.
- c. Time-table for providing food etc. during meeting/seminars & workshop as per the requirement and time mentioned below: -
- | | |
|-----------------|-----------------------|
| Morning Tea | 6:30 a.m. 7:30 a.m. |
| Breakfast | 8:30 a.m. - 9:30 a.m. |
| Lunch | 1:30 p.m.-2:30 p.m. |
| Evening Snacks: | 5:30 p.m.-6:00 p.m. |
| Dinner | 8:30 p.m.-9:30 p.m. |
- d. Changes to the menu may be made by mutual agreement.
- e. The successful agency firm/service provider will have to operate a canteen in the JAC premises. In which tea, snacks, beverages etc. will be available. JAC will provide space and the successful bidder will operate the canteen in the structure provided by the JAC authorities within the JAC premises. The furniture, fixture, refrigerator, cooking items, utensils, serving by erecting a temporary structure. The canteen items will be used by the participants or other visitors to JAC on payment of the rate fixed by the agency/firm/service provider.
- f. The agency/firm/service provider shall have to quote the rate of food etc. separately for A, B, C, D, E, F, G, H, I and J along with the addition of taxes etc. as mentioned in **Annexure - 14**
- g. The determination of L-1 will be based on the following :- **Annexure: 14** - The sum of X (Veg Menu) and Y (Non-Veg Menu) shall be determined by dividing it by two (2). For example $[X (\text{Veg Menu}) + Y (\text{Non-Veg Menu}) / 2]$
- h. The successful agency/firm/service provider will have to provide Special Lunch Packet and Normal Lunch Packet as per requirement for which separate rates will have to be quoted in **Annexure: 14**

7. General Requirements

- i) The agency/firm/service provider applying for the tender must have sufficient equipment/trained personnel/manpower required for preparing food. It is mandatory to attach an affidavit (Notary) with complete details of material and manpower.
- ii) The agency/firm/service provider will ensure that the food provided in JAC and canteen is safe, healthy, clean and of good quality. In this regard, an affidavit will have to be submitted by the selected catering agency/firm after the tender is executed.

- iii) The Agency/Firm/Service Provider shall be required to deposit Earnest Money Deposit along with the financial support.
- iv) The Earnest Money Deposit will be refunded without interest to the unsuccessful tenderers after completion of the tender offer.
- v) The Earnest Money Deposit of the successful Bidder will be treated as Performance Security which will be refunded without interest after successful execution of the contract.
- vi) Daily cleaning of the dining hall, kitchen and hand wash area will be mandatory. Tables and chairs will be provided for the dining hall by JAC. Other materials/utensils, equipment and accessories will be arranged by the successful agency/firm/service provider. Also, the successful bidder will be responsible for the maintenance of various equipment and accessories (including electricity and water) in the dining hall, kitchen and hand wash area.
- vii) A monitoring committee will be constituted at JAC level, which will inspect the canteen/kitchen fortnightly and check the maintenance of food items, quality of food and cleanliness and submit a report.
- viii) **Financial Bid:-** It will be mandatory for the agency/firm/service provider to fill up the financial tender of the recipe in the given format and submit it.
- ix) Tender received after the prescribed time period and deadline will not be accepted.
- x) The lowest rate tenderer will be given the work. If the order is not received by the firm/agency.
- xi) If the above conditions are not followed or the terms and conditions are violated, the advance amount deposited by the firm/agency will be forfeited and the firm will be blacklisted.
- xii) Any attempt to influence the decision taken by the Purchase Committee in evaluation of tenders and issuance of awards may render the offer made by the tenderer liable to be rejected.
- xiii) JAC, Ranchi reserves the right to accept or reject the tender in any of the above circumstances. In case of deficiency/deviation in the quality of food or lack of cleanliness of the source and ventilation area (including hand washing area), the tenderer may be terminated from service.
- xiv) In case of violation of terms and conditions, irregularities in quality of food/services, this period will come into effect immediately. In case of any other reason, either party can withdraw from this tender by giving one month's notice.
- xv) JAC, Ranchi reserves the right to change, cancel or modify the list during the tender process without any notice.

8. Terms and condition

- i. Bid with incomplete information OR not in accordance with instructions or without Bid Security & bid processing fees are liable to be rejected.
- ii. The implementation schedule specified in the Contract shall be strictly adhered to.
- iii. The bidder/contractor has to observe all statutory compliances like CST/GST, Service tax, etc. as and when applicable during the contract period.



- iv. The bidder/contractor has to observe all statutory compliances like Service tax, CST/GST, Service tax, Minimum wages act etc. of Govt. of Jharkhand and Govt. of India as and when applicable during the contract period.

9. Representations and warranties

- a. It is a duly organized and validly existing under the laws and has all requisite legal power and authority and corporate authorizations to execute the Agreement and carry out the terms, conditions and provisions hereof;
- b. It has in full force and effect all requisite clearances, approvals and permits necessary to enter into the Agreement and perform its obligations hereof;
- c. The Agreement and the transactions and obligations hereof do not contravene its constitutional documents or any law, regulation or government directive and will not contravene any provisions of, or constitute a default under, any other Agreement or instrument to which it is a party or by which it or its property may be bound or any of its obligations or undertakings by which it or any of its assets are bound or cause a limitation on its powers or cause it to exceed its authorized powers;
- d. There is no pending or threatened actions, suits or proceedings affecting the Bidder or its affiliates or any of their respective assets before a court, governmental agency, commission or arbitrator or administrative tribunal which affects the Bidder's ability to perform its obligations under the Agreement; and neither Bidder nor any of its affiliates have immunity from the jurisdiction of a court or from legal process (whether through service of notice, attachment prior to judgment, attachment in aid of execution or otherwise);
- e. The Bidder confirms that all representations and warranties of the Bidder set forth in the Agreement are true, complete and correct in all respects;

10. Binding clause

All decision taken by Chairman, JAC or competent authority or any committee constituted regarding the proceedings of this proposal and award of contract shall be final and binding to all concerned parties and bidders.

11. Complaint redressal:

Bidder/contractor has to nominate a responsible person to ensure complaint redressal mechanism so that within 15 days from the date of complaint, the complaint get resolved.

12. Force Majeure

Force Majeure is, herein, defined as any cause, which is beyond the control of the selected bidder or JAC as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- i.) Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.



- ii.) Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- iii.) Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The bidder or JAC shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above.

13. Payment Procedure and terms

The payments shall be paid by this office of JAC. However, Payment of the Bills would be payable, on receipt of advice/confirmation and duly verified by the designated person for satisfactory works.

14. Duration of Contract and termination of Contract

The duration of the Contract period for this program will be one year. In special circumstances, contract can be extended one year more by the Chairman, JAC , if service is found satisfactory

15. Termination of the Contract

The JAC may initiate process to terminate the contract in whole before expiration of the contract period on following grounds-

- i. The selected bidder fails or unable to comply the scope of work, terms and conditions, etc as mentioned in the contract document even after issuing notice/warning (15 days) in advance for non-compliance and/or unsatisfactory reply/response from the successful bidder.
- ii. In the event of termination of the contract in part or in whole for default of the Bidder, JAC is entitled to forfeit the proportionate amount from the Bidder.

16. Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Tenders/ Proposals;
 - i. Are not submitted in as specified in the RFP document
 - ii. Received without the Letter of Authorization (Power of Attorney)
 - iii. Are found with suppression of details
 - iv. With incomplete information, subjective, conditional offers and partial offers submitted
 - v. Submitted without the documents requested in the checklist
 - vi. Have non-compliance of any of the clauses stipulated in the RFP
 - vii. With lesser validity period.
- b) All responsive Bids will be considered for further processing as below.

JAC will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.



17. Eligibility

1. Only those agencies/firms/service providers who are continuously providing catering and canteen services in the State of Jharkhand for the last 5 years, will participate in this tender process.
2. The interested bidder must submit a photocopy of the original certificate of having done the transactions of at least Rs. 1 crore in the last 3 financial years i.e. 2022-23, 2023-24 and 2024-25 audited by a Chartered Accountant.
3. Space will be provided for setting up canteen in JAC. Expenses for electricity and drinking water etc. will have to be borne by the catering agency/firm/service provider itself.
4. Mandatory requirements for tender:
 - 4.1 Interested agency/firm/service provider will be required to submit details of their agency/firm/institution and 5 years of work experience. (To be attached with the tender)
 - 4.2 Catering agency/firm/service provider must have valid GST registration number and PAN card. (Photocopy to be attached with the tender.)
 - 4.3 The tendering catering agency/firm/service provider must attach the certificate of depositing GST and Income Tax (along with a copy of ITR) for the last 03 financial years from 2022-23, 2023-24 & 2024-25.
 - 4.4 The bidding catering agency/firm/service provider would be required to submit self attested work/experience certificate of providing catering service/canteen service continuously for at least last 5 years.
 - 4.5 The bidding catering agency / firm / service provider must have Audited Balance Sheet with 3CB, 3CD report related to minimum turnover of Rs.1 crore in the last three years 2022-23, 2023-24 and 2024-25, which is verified by a Chartered Accountant, along with UDIN.
 - 4.6 It is mandatory for the tenderer to submit proof of the existence of the office of the catering agency/firm/service provider in Ranchi and proof of ownership five years prior to the date of publication of tender/copy of the contract with the landlord in case of rent.
 - 4.7 The tendering catering agency/firm/service provider should have at least one order of Rs. 30 lakhs in a year for catering related work or training work in State Govt./Central Govt./PSU.
 - 4.8 The bidding catering agency firm/service provider should have experience of working in any State Govt/Central Govt/PSU/Institution or reputed private organisations for food/catering of at least 20,000 people in any one year in the last three years. Submission of documents related to this is mandatory.
 - 4.9 It will be mandatory to submit the audit report of the last three years (2022-23, 2023-24 and 2024-25).
 - 4.10 It will be mandatory to submit an affidavit along with the tender form from the boating public on a non-judicial stamp paper of Rs. 100/- or more stating that the agency/worker/service provider or its managing director is not blacklisted.
 - 4.11 The bidding agency/firm/service provider would be required to submit detailed statement regarding manpower (viz. cooks, co-cooks, sweepers, floor sweepers etc.).



4.12 The bidding agency/firm/service provider applying for the tender will be required to attach self-attested photocopies of the following certificates along with the tender form –

- I. Certificate for providing catering service
- II. Attested photocopy of license issued by FSSAI
- III. Attested photocopy of trade license of the agency/firm/service provider
- IV. Attested photocopy of MSME/UDYAM registration certificate (if any)

18. Financial Bid Evaluation

- (a) The financial Bid will be evaluated as lowest commercial bid, the agency with lowest commercial offer (including all taxes and levies) shall be declared as the L1 Bidder.
- (b) The Financial Bid Breakup of L1 Bidder will be opened for evaluation.
- (c) Only fixed price financial bids indicating total price for all the deliverables and maintenance service specified in this bid document will be considered.
- (d) The bid price will include all taxes and levies and shall be in Indian Rupees.
- (e) Any conditional bid would be rejected.
- (f) JAC may terminate the bidding process after opening of financial bid without assigning any reason thereof.

19. Award of Contract

The award of contract will be given to L1 bidder.

20. Right to Accept Any Proposal and To Reject Any or All Proposal

JAC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals 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 JAC action.

21. Notification of Award

- (a) Prior to the expiration of the validity period, JAC will notify the successful bidder in writing or email, that its proposal has been accepted. In case the tendering process/public procurement process has not been completed within the stipulated period, JAC may like to request the bidders to extend the validity period of the bid.
- (b) The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, JAC will notify each unsuccessful bidder and return their EMD.



22. Performance Bank Guarantee

- (a) JAC will require the selected bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of award/Letter of intent (LoI), for a value equivalent to 5% of the total cost as mentioned in its Tender/proposal. The Performance Bank Guarantee shall be kept valid for a period of at least 39 MONTHS from the date of Notification of award/Letter of Intent/issue of PBG. The Performance Bank Guarantee shall be kept valid till expiration of the contract. The selected bidder shall be responsible for extending the validity date of the Performance Bank Guarantee as and whenever it is due till the expiration of the contract. In case the selected bidder fails to submit Performance Bank Guarantee within the time stipulated, the JAC at its discretion may cancel the order placed on the selected bidder by giving a written notice.
- (b) JAC shall invoke the Performance Bank Guarantee in case the selected bidder fails to discharge their contractual obligations during the period or JAC incurs any loss due to bidder's negligence in carrying out the work as per the agreed terms & conditions laid out in this RFP.

23. Signing of Contract

- (a) Post submission of Performance Guarantee by the successful bidder, JAC shall enter into a contract with successful bidder incorporating all clauses, pre-bid clarifications and the proposal of the bidder.
- (b) The contract agreement refers to all the terms and conditions of this RFP and corrigendum
- (c) The Contract must be signed within 15 days of Notification of award. If the Bidder fails to sign the agreement with 15 days and have submitted required PBG and acceptance, the Date of agreement (T) will be counted as per following criteria –

T= Signing date of agreement or date of notification of award + 15, whichever of earlier.

The delay in signing the agreement if not attributable to the Agency, then the date would be considered from the signing of the agreement. Delivery Schedule and Timeline and Liquidated Damage/Penalty Clauses will be applied accordingly.

24. Fraud and Corrupt Practices

- (a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection Process. Notwithstanding anything to the contrary contained in this RFP, the JAC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, influence any person connected with the Selection Process using fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the 'Prohibited Services') in the Selection Process. In such an event, the JAC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the JAC for, inter alia, time, cost and effort of the JAC, in regard to the RFP, including consideration and evaluation of such Bidder's proposal.
- (b) Without prejudice to the rights of the JAC under Clause above and the rights and remedies which the JAC may have under the LoI or the Agreement, if an Bidder, is found by the JAC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the LoI or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the JAC during a period of 2 (two) years from the date such Bidder, is found by the



JAC to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- (c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. "Corrupt Practice" means (i) the offering, giving, receiving, or soliciting directly or indirectly of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the JAC who is or has been associated in any manner, directly or indirectly with the selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the JAC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA or the Agreement, who at any time has been or is a legal, financial or technical consultant/adviser of the JAC in relation to any matter concerning the Project;
 - ii. "Fraudulent Practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - iii. "Coercive Practice" " means impairing or harming or threaten to impair or harm directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
 - iv. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by JAC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - v. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

25. Conflict of Interest

The Vendor shall disclose to JAC in writing, all actual and potential conflicts of interest that exist, arise) or may arise (either for the Vendor/OEM/Bidder's team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.



26. Annexure

Annexure : 1

Form 1: Letter of Proposal

To,
Secretary
Jharkhand Acaademic Council (JAC)
Ranchi-834010
JHARKHAND

Subject: Submission of the Technical bid for Supply of food items to JAC on various occasions

Dear Sir/Madam,

We are hereby submitting our Proposal which includes this Technical bid and the Financial Bid.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in RFP. We agree to abide by all the terms and conditions of the RFP document.

We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:



Annexure : 2

Form 2:

Check List and Index

The bidder is required to furnish all the required information/supporting documents strictly as per the order and page numbering. This list is just to help the bidder to submit all the necessary documents in order, it is bidder's responsibility to submit all the document required to prove the eligibility criteria and required for evaluation/marketing process, failing which his/her bid can be rejected.

The Draft template is as follows (Items must be added as per requirement of the Bid Document)-

S.No	Description	Value	Attached (Yes/No)	Start Page No	End Page No
1	Letter of Proposal				
2	Bidder Profile				
3	Certificates of Registration				
4	An undertaking on letter head				
5	Certificate by CA firm of last three financial years - 2022-23 to 2024-25				
6	Copies of the audited annual Accounts for the last three financial years - 2022-23 to 2024-25				
7	A certificate from a CA stating the turnover from above mentioned income sources				
8	Audited Balance Sheet and Profit Loss Accounts including all schedules of the last 3 FYs 2022-23 to 2024-25				
9	GST registration (copy to be attach)				
10	Financial Information Summary :				
11	Technical Capability : Bidder Experience				
12	Copy of Work orders /MoUs.				
13	Local Office				
14	Registration detail of office in Jharkhand				
15	No Blacklisting Undertaking:				
16	A power of attorney in the name of the person signing the bid				
17	Any other documents required as per RFP and not mentioned in the above list				

Annexure : 3
Form-3

To
The Secretary
Jharkhand Academic Council (JAC)
Ranchi-834010
JHARKHAND

Dear Sir,

Ref: Your RFP Ref: [*] dated [*]

We ,do hereby authorize Sri/Smt (name and address of the bidder) to bid, negotiate and conclude the contract with you against the above mentioned tender .

Yours faithfully,

For and on behalf of
(Name of the tenderer)

Signature:
Name: Designation:

Address & Seal of the firm/bidder

Note: This letter of authority should be on the letterhead of the concerned manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer



Annexure : 4

Form 4

Self-declaration - No Blacklisting undertaking (On bidder's letter head)

To

The Secretaary
Jharkhand Academic Council (JAC)
Ranchi-834010

In response to the Bid Ref. No. dated as an Owner/ Partner/Director , I/ We hereby declare that presently our Agency/ firm, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you, Name of the Bidder:

Authorized Signatory: Seal of the Organization:

Date: Place:



Annexure : 5
Form 5
Bidder Profile (On bidder's letter head)

- 1 Name of the Firm
- 2 Registered Office address /Telephone Number/ e-mail
- 3 Correspondence/ contact address
- 4 Details of Contact person (Name, designation, address etc.) Telephone Number/Fax Number/e-mail
- 5 Is the firm a registered agency? If yes, submit Documentary proof. Year and Place of the establishment of the agency
- 6 Is the firm
 - Partnership firm (if yes, give partnership deed)
 - Limited company or limited corporation
 - Member of a group of companies (if yes, give name and address, and description of other companies)
 - Subsidiary of a large corporation (if yes give the name and address of the parent organization)
 - If the company is subsidiary, state what involvement if any, will the parent company have in the project.
- 7 Is the firm registered with GST department? If yes, submit valid sales tax registration certificate.
- 8 Is the firm registered for service tax with Service Tax department? If yes, Submit valid service tax registration certificate.
- 9 Is the firm registered under Labor Laws Contract Act? If yes, submit valid registration certificate.
- 10 Attach the organizational chart showing the structure of the organization
Total number of employees -
- 11 How many years has your organization been in business under your present name? What were your fields when you established your organization?
When did you add new fields (if any)?
- 12 What type best describes your firm? (documentary proof to be submitted)
 - Service Provider (pl. specify details)
- 13 Number of Offices / Project Locations
- 14 Do you have a local representation /office in Jharkhand? If so, please give the address and the details of staff, infrastructure etc in the office and no. of years of operation of the local office
- 16 Please give details of Key Technical and Administrative staff who will be involved in this project, their role, their Qualifications & experience and the certification attained (documentary proof to be submitted)
- 17 List the major clients with whom your organization has been/ is currently associated.
- 18 Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)

Name of the Bidder:

Authorized Signatory: Seal of the Organization:

Date: Place:



Annexure : 6

Form 6: Power of Attorney

To,

Secretary
Jharkhand Academic Council (JAC)
Ranchi-834010
JHARKHAND

Dear Sir,

I / We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the agency / firm in dealing with Tender dated..... He/ She is also the one authorized to attend meetings & submit technical & commercial information/clarifications as may be required by you in the course of processing the Bid.

For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature: Authorised Signatory: Seal of the Organization: Date



Annexure : 7
Form 7: Covering Letter

To:

The Secretary
Jharkhand Academic Council (JAC)
Ranchi-834010
JHARKHAND
Subject: Supply of food and establishment of Canteen

Dear Sir/Madam,

We, the undersigned, offer to supply food and establish canteen in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals is being submitted in two separate sealed envelopes duly marked on the envelop cover as per requirement of Tender) & then kept inside one big envelop duly sealed by the bidder & signed on the envelop with seal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:



Annexure : 8
Form 8: Bidder Experience

Name of the client	Type of work	Value of Work	Date of allotment	Duration of work	Completion of work	Certificate issued by client

Yours sincerely,
Authorized Signature:
Name and Title of Signatory: Name of Firm:

Annexure : 9
Form 9: Financial Information Summary

Turnover

S. No	Name of the Bidder	Turn Over (Rs.lakh)	2022-23	2023-24	2024-25	Total (03years)	Average (03years)

Networth

S. No	Name of the Bidder	Net worth (Rs.lakh)	2022-23	2023-24	2024-25	Total (03years)	Average (03years)

Yours sincerely,
Authorized Signature:

Name and Title of Signatory: Name of Firm:
Address

Annexure : 10

Form 10:

Undertaking that the bidder is quoting for all the items (including services) mentioned in the tender.
(On bidder's letter head)

Annexure : 11

Form 11

Financial Bid (To be submitted as per the given Tender document in form 14)
As per format available



Annexure : 12
Draft of Contract Agreement

Contract agreement for supply of food and canteen services for the participants attending various types of training workshops/seminars etc. to be organized in this office premises.

1. As agreement made this <date> between "<Agency>, registered under <Agency Detail and Address>" (hereinafter called "The agency" of the one part AND the Jharkhand Academic Council , Bargawan, Namkum, Jharkhand 834010 (hereinafter called, "the JAC" which expression shall, where the context so admits to be deemed to include his successors in office and assigns) of the other part.
2. Whereas the Agency has agreed with the JAC, for supply of food and canteen services for the participants attending various types of training workshops/seminars etc. to be organized in this office premises (as defined in the Request for Proposal reference no. <Bid No and date> hereinafter called the "RFP") of Jharkhand in the manner set forth in the terms and conditions of the tender document and at the price set forth in the Letter of Intent NO. <LoI Ref No. and date> hereinafter called the LoI.
3. And whereas the Agency has submitted Performance Bank Guarantee (PBG) as per section <...>of RFP of a sum of Rs. <Amount of PBG> through <Bank Detail, PGB detail >
4. INTERPRETATION
 - 4.1 In this Agreement:
 - a) Words denoting the singular shall include the plural and vice versa.
 - b) Words denoting any gender include all genders.
 - c) Unless the context otherwise requires references to clause are to clauses of this Agreement.
 - d) The headings are inserted for convenience only and shall be ignored in constructing the Agreement.
 - e) Words elsewhere defined / explained shall have the meaning so ascribed.
 - f) Reference to any statute or statutory provision includes a reference to that statute or statutory provision as from time to time-amended extended or re-enacted or consolidated and all statutory instruments or orders made hereunder (including delegated legislation whether by way of rules, notifications, bye-laws, guidelines).
 - g) The RFP & its associated corrigendum(da), preamble, the Proposal of the Service Provider/System Integrator/ Concessionaire as accepted by JAC along with any related documentation and clarification and annexes shall be an integral part of this agreement.
5. Now these Presents witness
 - i. In lieu of supply of food and canteen services for the participants attending various types of training workshops/seminars etc. to be organized in this office premises, in effective way and thereof in the manner set forth in the conditions of the RFP and the LoI, the JAC will make payment to the agency through PFMS/RTGS transfer at the rate set forth in the final Price Schedule appended herewith. The payment schedule will be according to the RFP.
 - ii. The conditions of the tender and contract given in the RFP and LOI will be deemed to be taken as part of this agreement and are binding on the agency executing this agreement.
 - iii. The mode and schedule of payment will be as per terms and conditions of the RFP.
 - iv. The final price arrived upon is Inclusive of all type of taxes and levis from the Agency as per following tables:
<Financial Detail>
6. Liquidated damages/penalty and termination due to non-fulfillment of contract and other, if any, shall be as per terms and conditions of the above referred RFP.
7. The following document shall be deemed to form and be read and as part of this agreement, viz;
 - a) The RFP <Bid Reference no> further corrigenda with every terms and conditions, technical specifications performance security form etc.



- b) The list and services to be supplied in accordance with the specifications given in the RFP and further corrigenda along the final price schedule based on the Quoted original price schedule submitted by the agency.
8. However in case of any contradictions regarding the terms and conditions and specifications etc the RFP and its further corrigenda will prevail while all questions relating to interpretation of the RFP or this agreement shall be decided by the JAC.
9. The JAC and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the JAC and the agency have been unable to resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both or in accordance with the appropriate act/laws prevailing in Jharkhand State. All Arbitration proceedings shall be held at Ranchi, Jharkhand and the language of arbitration proceedings and that of all documents and communications between the parties shall be in English. All Legal proceedings (if any) will be held under Jharkhand High court jurisdiction only.
10. The validity of this agreement will be for 12 months from the date of signing the agreement.

In witness whereof the parties, here to have set to their hands of this <Date>

Signed on behalf of <Agency>
Signature
Name and Designation with Seal

Signed on behalf of JAC
Ranchi



Annexture:13
Form - 13

Reference No. and Date:

Technical Bid Format		
1	Name of the Caterer/Firm/Agency	
2	a. Complete Postal Address with PIN Code-	
	b. Mob. No. (Mandatory)	
	c. Email ID (Mandatory)	
3	Name of the Proprietor/Partner etc.	
4	GST Registration No.	
5	PAN No. of Agency or Proprietor	
6	Name of the Govt. or any other Institutions with whom food catering has been done earlier.	
7	Total GST Deposited in last 3 FY	
8	Income Tax Deposited During Last Three Financial Year. (2022-23 to 2024-25)	
9	Average turnover based on last three financial years. (2022-23 to 2024-25) (Attach certificate copy from Auditor/CA in original.)	
10	Name of bank of tenderer	
11	Title of Account	
12	IFSC code	
13	Pay ID of the Firm	
14	Cost of non-refundable tender document (Draft no., Date and Amount)	
15	EMD Draft number, Date and Amount	

Note: Please enclose the signed photo copy of all the relevant documents like PAN, GST, previous order copies, copy of relevant Registration No. etc.

Signature & Seal



Annexure : 14
Form 14
Financial Bid Breakup
(To be submitted Online)

Financial Bid (F-1)

(A) VEG MENU:

Sl. No.	Items	Rate (Rs.)	Taxes if any	In figure & words
A	<p>(1) BREAKFAST</p> <p>i) 6 Pcs. Puri & 1 Sabji ii) 2 Pcs. Aloo Paratha with chutney iii) 2 Pcs. Bhature with Chhola iv) 4 Pcs. Idli with Sambhar and chutney v) 2 Pcs. Roti with 1 Sabji vi) 4 Slices of Bread with veg Cutlet</p> <p>Complementary items:</p> <ul style="list-style-type: none"> • Morning tea – Tea-1cup, Biscuit-2pcs. Served in the rooms. • Tea/Coffee after breakfast <p>(Separate rate to be given for above items)</p>			
B	<p>(2) VEG-LUNCH (Buffet System)-</p> <p>i) Steamed Rice 100 gms (Parboiled Rice-Usna) ii) Dal (Arhar/Chana/Masoor/Moong) iii) Tawa Roti iv) One Bhujia v) One Vegetable (seasonal) vi) Salad vii) Papad viii) Achar ix) Sweets (Kheer/ Halwa/Gulab-Jamun)</p>			
C	<p>(3) DINNER (Buffet System)-</p> <p>i) Steamed Rice 100 gms (Arwa) ii) Dal (Arhar/Chana/Moong/Masoor) iii) Tawa Roti iv) One Bhujia v) One Vegetable (seasonal) vi) Salad vii) Papad viii) Achar ix) Sweets (Kheer/ Halwa/Gulab-Jamun)</p>			
D	<p>(4) EVENING SNACKS:</p> <p>i) Tea/Coffee – 1 Cup ii) Samosa – 2 Pcs/Veg. Pakori – 100 gms/Chura and Badam/ Matar fry – 100gms</p>			
Total (X)				

Note – All above mentioned items must be cooked in Mustard Oil.




NON-VEG MENU:

Sl. No.	Items	Rate (Rs.)	Taxes if any	In figure & words
E	<p>(1) BREAKFAST</p> <p>i) 6 Pcs. Puri & 1 Sabji ii) 2 Pcs. Aloo Paratha with chutney iii) 2 Pcs. Bhature with Chhola iv) 4 Pcs. Idli with Sambhar and chutney v) 2 Pcs. Roti with 1 Sabji vi) 4 Slices of Bread with Omlet</p> <p>Complementary items:</p> <ul style="list-style-type: none"> • Morning tea – Tea-1cup, Biscuit-2pcs. served in the rooms. • Tea/Coffee after breakfast <p>(Separate rate to be given for above items)</p>			
F	<p>(2) NON-VEG-LUNCH (Buffet System)-</p> <p>i) Steamed Rice 100 gms (Arwa/ Parboiled Rice-Usna) ii) Dal (Arhar/Chana/Masoor/Moong) iii) Tawa Roti (4 Pcs) iv) One Bhujia v) One Vegetable (seasonal) vi) Fish/Chicken (2 Pcs of 50gms each) vii) Salad viii) Papad ix) Achar x) Sweets (Kheer/ Halwa/Gulab-Jamun)</p>			
G	<p>(3) DINNER (Buffet System)-</p> <p>i) Steamed Rice 100g (Arwa/Usna) ii) Dal (Arhar/Chana/Masoor/Moong) iii) Tawa Roti (4 Pcs) iv) One Bhujia v) One Vegetable (seasonal) vi) Salad vii) Papad viii) Achar ix) Sweets (Kheer/ Halwa/Gulab-Jamun)</p>			
H	<p>(4) EVENING SNACKS:</p> <p>i) Tea/Coffee – 1 Cup ii) Samosa – 2 Pcs/Veg. Pakori – 100 gms/Chura and Badam/ Matar fry – 100gms</p>			
Total (Y)				
I	<p>Special Lunch packet (non-Veg and Veg separately) only</p> <p>i) Steamed Rice 100 gms (Arwa/ Parboiled Rice-Usna) ii) Dal (Arhar/Chana/Masoor/Moong) iii) Tawa Roti (2 Pcs) iv) One Bhujia v) One Vegetable (seasonal) vi) Fish/Chicken (2 Pcs of 50gms each) vii) Salad viii) Papad ix) Achar x) Sweets (Gulab-Jamun)</p>			

J	<p>Normal Lunch Packet (Non-Veg and Veg Separately)</p> <p>i) Steamed Rice 100 g (Arwa/ Parboiled Rice-Usna)</p> <p>ii) Dal (Arhar/Chana/Masoor/Moong)</p> <p>iii) Tawa Roti (2 Pcs)</p> <p>iv) One Bhujia</p> <p>v) One Vegetable (seasonal)</p> <p>vi) Fish/Chicken (2 Pcs of 50gms each)</p> <p>vii) Salad</p> <p>viii) Papad</p> <p>ix) Achar</p> <p>x) Sweets (Gulab-Jamun)</p>			
V.I.P. Menu as per the requirement and direction given after the approval of the Chairman				
K	<p>A) Veg Menu (Unlimited per plate)</p> <p>i) Jeera Rice/Veg Pulao/Plain rice</p> <p>ii) Tawa Roti/Puri/Stuff Puri</p> <p>iii) Two vegetables out of which one with paneer & other with seasonal vegetables</p> <p>iv) One bhujia</p> <p>v) Dal with ghee/without ghee</p> <p>vi) Salad</p> <p>vii) Papad</p> <p>viii) Aachar</p> <p>ix) One veg starter</p> <p>x) One sweet item (Ras malai/Two Gulab Jamuns/Gajar Haluwa/Mung Haluwa)</p> <p>xi) Ice cream/Amul Misti Doi</p>			
	<p>B) Non-veg (Unlimited per plate)</p> <p>i) Jeera Rice/Veg Pulao/Plain rice</p> <p>ii) Tawa Roti/Puri/Stuff Puri</p> <p>iii) One vegetables (seasonal).</p> <p>iv) One Bhujia</p> <p>v) Dal with ghee/without ghee</p> <p>vi) Mutton/Chicken</p> <p>vii) One Non-Veg Starter/Fish fry</p> <p>viii) Salad</p> <p>ix) Papad</p> <p>x) Aachar</p> <p>xi) One sweet item (Ras malai/Two Gulab Jamuns/Gajar Haluwa/Mung Haluwa)</p> <p>xii) Ice cream/Amul Misti Doi</p>			
L	<p>Regular Canteen in the JAC premises</p> <p>1) Veg Thali (Subsidized per plate rate)</p> <p>2) Non-Veg Thali (Subsidized per plate rate)</p> <p>3) Samosa (Two pieces per plate)</p> <p>4) Masala Dosa (Per plate with rasam & Chatani)</p> <p>5) Chhola Bhatura (per plate two bhatura with pickles & onion)</p> <p>6) Veg Pakora (per plate 8 pieces)</p> <p>7) Bread Pakora (per piece)</p>			

8) Tea (per cup normal)			
9) Tea (per Darjileeng leaf tea)			
10) Coffee (per cup)			
11) Gulab Jamun (per piece)			
12) Maggy (per plate)			
13) Ice cream			
14) Cold drinks (100 ml.)			
15) Cold drinks (200 ml.)			

Note – 1) All above mentioned items must be cooked in Mustard Oil and Ghee as per the specified menu requirement.

2) Vegetarian and Non-Vegetarian food shall be cooked and served separately by the service provider.

3) The service provider will be responsible to provide meals to organization premises as directed by JAC authorities (VIP & Visitors).

4) The service provider should not be proxy. He/She should have a first-hand experience of running Catering service successfully.

5) Packed food shall be provided by the service provider whenever required to do so, without any extra cost.

6) Food catering services should be provided for all parties, important visits, functions as and when ordered by JAC authorities.

7) All employees of the service provider shall carry appropriate identity cards issued by the service provider at all times.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address





Annexure : 15

Format for Notary (By Agency/Firm)

Director/Proprietor/..... of M/s..... having its Registered office at

.....

..... do hereby solemnly affirm and declare as follows:

1. I am authorized to execute this affidavit on behalf of the Agency/Firm.
2. JAC Ranchi Jharkhand vides Tender No.: had invited tender for providing Fooding arrangements for different training program at JAC Ranchi Jharkhand, cleaning of kitchen dinning washbasin areas and establishment of Canteen at JAC premises.
3. That neither the bidder nor any of its directors/person has ever been blacklisted by any Govt. agency/Department/Ministry nor convicted for any criminal offence by any court of law.

I solemnly affirmed by the said on Date of 2026.

Deponent : - Identified by me: (signature)



Format for covering letter on letterhead of the firm

To,

Secretary,
Jharkhand Academic Council,
Ranchi.

Subject: Submission of Tender for Providing Fooding arrangements for different training program at JAC Ranchi Jharkhand, cleaning of kitchen dinning washbasin areas and establishment of Canteen at JAC premises.

Ref: - **Your tender No. Dated:**

Dear Sir,

With the terms & conditions of the purchased tender document for "Providing Fooding arrangements for different training program at JAC Ranchi Jharkhand, cleaning of kitchen dinning washbasin areas and establishment of Canteen at JAC premises" have signed with stamp on each page of the document with authorized person.

I also declare and submitting an affidavit that neither the agency nor any of its directors/person has ever been blacklisted by any Govt. agency/Department/Ministry nor convicted for any criminal offence by any court of law.

Enc.: - Total No. of Pages of Technical and Financial Bid.

Yours Sincerely,

Signature & Seal (Authorized Signatory)

Name:

Mob. No.:

Email Id:

Date:

