



# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004  
Ph.: +91-(0651) 2270046, MOB: 7544003404/7544003412,  
Email: purchase@jmf.coop website: www.jmf.coop



## **TENDER DOCUMENT**

(COMPLETE BIDDING DOCUMENT)

# **FOR CANTEEN OPERATION ON ANNUAL CONTRACT BASIS AT MEDHA DAIRY PLANT, HOTWAR-RANCHI**

**Single Stage - Two Part Bid**

**Tender No. JMF-ADMN-HR-0433-07/2024-25/0036**

**Date of Tender Publishing : 10 July 2024**  
**Last date for submission of Tender : 02 Aug 2024 by 16:00 hrs**

**Opening of Technical Tender:**

**Date: 02 Aug 2024 at 16.30 Hrs.**

At Medha Dairy Plant,  
Hotwar, (Khelgaon), Ranchi,  
Jharkhand – 835217

**Opening of Financial Tender:**

Shall be notified Later after opening of  
Technical Bid.

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone no:** \_\_\_\_\_

**Email Id** \_\_\_\_\_

***The tenderer shall sign on the last page together with initials on every page. Initial/signature will indicate the acceptance of the tender terms and conditions by the tenderer.***

**Tender Fee: Rs. 1,000/-**

**EMD: (Rs.) 6,000/-**

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## TENDER NOTICE

### CHECKLIST TO BE SUBMITTED BY THE BIDDER ALONG WITH TECHNICAL BID (\*)

Sr. No.	Item	Submitted Yes/No	Remarks if any
(*) Check list is Mandatory to fill and attached with technical Bid.			
1.	EMD (Bid security) in original or payment by NEFT/RTGS submitted to JMF, Ranchi before last date of receipt		
2.	Cost of the Tender document ( <b>Rs. 1,000 /- (Rupees One thousand Only)</b> ) submitted to JMF, Ranchi before last date of receipt		
3.	Submitted following documents:		
i.	Certificate of incorporation of the firm (Company act/Partnership etc.)		
ii.	Registration certificate of GSTIN, PAN, PF, ESI, Registration if any		
iii.	Profit & Loss Statement, Balance sheet for last 3 financial years including audit report		
iv.	Copy of the Income Tax Returns for three previous years for income tax purpose.		
v.	Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.		
vi.	Copy of form 26AS for the last three financial years.		
4.	Technical & Bidding Terms Deviation if any		
5.	Power of attorney submitted (If bid is signed by other than Director/MD)		



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## SECTION I

### INVITATION FOR BIDS

#### SEALED BIDS ARE INVITED FOR ANNUAL CONTRACT FOR PROVIDING CANTEEN SERVICES AT MEDHA DAIRY PLANT, HOTWAR- RANCHI

The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF), registered under Jharkhand Co-operative Societies Act, 1935 is engaged in milk procurement, processing and marketing activities of item milk and milk products in the state of Jharkhand and is popularly known for its brand 'Medha'. Under an MoU, the Federation is being run & managed by the National Dairy Development Board (NDDB).

The H.O. is located at Sec-II., H.E.C., Near FTC Campus, Dhurwa, Ranchi – 834004

JMF (The Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi), hereby invites tender (in sealed envelope) under two bid system i.e. technical and financial bids from the Catering Agencies for the Annual Contract for providing Canteen Services on F.O.R basis for delivery at its site.

Sl. No.	Name of Item	Estimated Qty/Per Month	Unit	Remarks
1	Providing Canteen Services at Medha Dairy Plant, Hotwar as per attached Menu	1400	Plate	
2	Special Thali for Farmers	250	Plate	
3	Tea	2500	Cup	
4	Special Tea/Coffee	500	Cup	

**The bids shall be submitted in two separate envelopes** (under one main envelope super-scribing: **'TENDER FOR ANNUAL CONTRACT FOR PROVIDING CANTEEN SERVICES AT MEDHA DAIRY PLANT, HOTWAR- RANCHI'**)

1. Cost of documents : Rs. 1,000/-
2. Tender Start Date : 10 July 2024
3. Tender submission End Date & Time : 02 Aug 2024 at 16.00 Hrs
4. Address for submission of Tender : **The Jharkhand State Cooperative Milk Producers' Federation Ltd**

Medha Dairy Plant, Beside Birsa Munda  
Central Jail, Hotwar, Ranchi – 835217,  
Jharkhand, INDIA.

Ph. No: 7544003404/7544003412/+91-(0651)  
2270046, Email: purchase@jmf.coop

All the tenders will be acceptable only in 'Sealed Envelope' on or before the due date. Tenders will be opened on the prescribed date as mentioned above in the presence of the agency or their authorized representative who may like to be present in the office at Medha Dairy Plant, Beside Birsa Munda Central Jail, Hotwar of The Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi.

All tenders in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totalling, or other discrepancies or which contain over writing in figures or words or corrections not initiated and dated will be liable to rejection.



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## 1. Eligibility Requirements:

The bidders must meet the following minimum qualifying criteria:

1. That, bidder in the same name & style, should be in business at least for three years at the time of bid opening. In case of change of name of the bidder by merger /acquisitions/change in status, the bidder may be eligible based on the documentary evidence.
2. That, bidder should have valid registration under various act they may be applicable for the supply/contract proposed. This shall include but not limited to Income tax, Companies Act, Goods & Service Tax (GST), Welfare Cess Act apart from any other applicable tax-imposed time to time by State/Central Govt. and Employee State Insurance, Contract Labour, Provident Fund etc.
3. That, bidder's financial turn-over in the same name & style during period 2020-21, 2021-22 & 2022-23 should not be less than Rs. 10 Lakh.
4. Copy of the Income Tax Returns for three previous years for income tax purpose.
5. Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.
6. Copy of form 26AS for the last three financial years.
7. Requirement of valid FSSAI Licence

*The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer. All the photocopies are to be self-attested.*





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## **SECTION-II**

### **1. INSTRUCTION TO BIDDER / TENDERER**

2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or authentic documentation required by the Bidding Document may result in rejection of the Bid.
3. The Bid shall comprise of two envelopes (one containing the Technical Bid and the other the Financial or Price Bid) to be submitted simultaneously under one main envelope.
4. The Bidder shall submit the Technical Bid and Financial Bid using the appropriate Bid Submission Format provided in Bidding/ Tender document or as requested in Bid document. The forms/ formats must be completed without any alterations to their format, and no substitutes shall be accepted.
5. Tender bid can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Tenders received late will be rejected.
6. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
7. In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified in tender.
8. The unit rates and the prices shall be quoted by the Bidder entirely in Indian Rupees unless otherwise specified in Bidding/ Tender document in case of International Competitive Bidding (ICB). All payments shall be made in Indian Rupees only, unless otherwise specified in the Bidding/ Tender document.
9. To establish their eligibility, Bidders shall complete the eligibility criteria specified /requested in the Bid/ Tender document.
10. To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid, the documentary evidence (specifications, designs and drawings and others), supply samples where asked for, demonstrate trials or carry out tests as specified in Bidding /tender document.
11. Any attempt by a Bidder to influence the Procuring Entity "The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)", in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.
12. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
13. To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
14. Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
15. The determination of qualification of a Bidder in evaluation of Technical Bids shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and in accordance with the qualification criteria indicated in Qualification and Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.
16. The Bid evaluation committee shall have full powers to undertake negotiations where it deemed necessary. Negotiations may, however, be undertaken only with the lowest Bidder(s) only.
17. JMF reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.
18. JMF shall award the contract to the Bidder whose offer has been determined to be the lowest in accordance with the evaluation criteria set out in Evaluation and Qualification Criteria and if the Bidder has been determined to be qualified to perform the contract satisfactorily.



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## 2. Eligible Bidders

- i. This invitation for Bids is open to all bidders who meet the minimum eligibility criteria, if any, as specified in this bidding document.

## 3. Bidding Document

- i. The fee/cost for bidding document is Rs. 1,000/-.
- ii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and The Jharkhand State Coop Milk Producers' Federation Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- iii. Interested eligible bidders may obtain further information from Head (Purchase), The Jharkhand State Coop Milk Producers' Federation Ltd, Beside Birsa Munda Central, Jail, Hotwar, Ranchi-834012, Phone no.:+91-(0651) 2270046, Email – [purchase@jmf.coop](mailto:purchase@jmf.coop)

## 4. Downloading the Document

- i. The bid documents will also be available in the website at <http://www.jmf.coop> and can be downloaded.
- ii. If any change/additions/ deletions/alterations are found to be made by them in the tender and the same is subsequently noticed at any stage, even after award of the contract, the bidders are liable for all consequences thereof and JMF shall be free to take suitable action as deemed necessary.

## 5. Content of Bidding Documents

5.1 The Bidding Document includes:

- a) Invitation for Bids;
- b) Instruction to Bidders;
- c) Terms & conditions of the Contract;
- d) Technical Specifications & Scope of work;
- e) Schedule of quantities;
- f) Form of Bid;
- g) Deviation statement;
- h) Acceptable form of Bank Guarantees

5.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

## 6. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify JMF in writing or email. JMF will respond in writing to any request for clarification of the Bidding Documents, which it receives prior to the deadline for the submission of bids. Bidders should preferably forward their queries earlier than 10 days prior to the bid submission date. Written copies of JMF's response will be sent to the respective Bidder.



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Also, corrigendum, if necessary, will be uploaded in the JMF's website without identifying the source of the inquiry.

## 7. Amendment of Bidding Documents

At any time prior to the deadline for the submission of bids, JMF may modify the bidding document by the issuance of amendment. The amendment will be uploaded on JMF website and will be binding on them. JMF may also at its own discretion, extend the deadline for submission of bids. Before submission of the bid, the bidder should check the JMF website for any Corrigendum/additional information on the bidding document, if any.

## 8. Preparation of Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

## 9. Submission of bid

The bidders, who downloaded the bidding documents, are eligible for submission of bids in their names only. All the bidders should submit their bids in Part I – Technical Bid and Part II – Price Bid. The Technical bid (Part I) shall contain all the details EXCEPT THE PRICE.

The complete bidding document duly signed and sealed should be submitted without any modifications/alternations, as a token of their acceptance towards the scope of work, terms and conditions of the bid unconditionally.

Full details of materials including the manufacturer's name, model no. must be submitted in the portal along with Technical Bid (Part I), wherever requested.

Bids must be submitted by the bidder at the given address not later than the time specified for receipt of the bids in the Invitation for Bids.

The Bidder cannot modify or withdraw its bid after the last date & time of bid's submission. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the forfeiture of Bidder's EMD.

The bids are to be uploaded/ submitted with drawing, specifications or as per drawings, specifications given in the tender and submitted as such, shall be deemed to mean that the bidder submitting such a bid is fully acquainted with the technical details.

## 10. Period of Validity of Bids:

The Bids shall remain valid for 120 days from the date of bid opening prescribed by the JMF. A bid valid for a shorter period shall be rejected by JMF as non-responsive.

## 11. Earnest Money Deposit:

11.1 All bids must be accompanied by EMD and the same should be in the form of Demand Draft or NEFT/RTGS.

11.2 In case of EMD submitted in the form of DD:

The EMD in the form of DD [in original] should be delivered latest by 12:00 pm on the date of submission of bids to communication address as stated above.

11.3 In case of EMD submitted through NEFT/RTGS:

1. Beneficiary Name	The Jharkhand State Co-op. Milk Producers' Federation Ltd
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2. Beneficiary Bank & Branch	State Bank of India, HEC SECTOR II, RANCHI
3. Account Number to be credited	33842021519
4. RTGS/IFSC Code	SBIN0005596

The payment should be made on or before 12:00 PM on the date of submission of bids.

For EMD payment, the bidder is requested to send the communication about EMD payment made by 12:30 PM on the date of submission of bids in following format through e-mail to: [purchase@jmf.coop](mailto:purchase@jmf.coop)

With tender reference \_\_\_\_\_ as subject line.

The bidder is also required to submit/upload the successful transaction details along with technical bid as given below:

Name of the bidder	EMD Amount Paid in Rs.	LCB Ref. No.	DD No. with Bank Details/UTR No.	Transaction date & time in case of NEFT/RTGS payment

For EMD refund through NEFT/RTGS, bank details in following format should be submitted:

1. Beneficiary Name	:	
2. Beneficiary Bank & Branch	:	
3. Account Number to be credited	:	
4. Type of Account to be credited	:	
5. RTGS/IFSC Code	:	

11.4 The EMD may be forfeited:

- If a bidder withdraws or modifies its bid during the period of bid validity  
OR
- In the case of the successful bidder, if the bidder fails to sign the Contract (i.e., returns the signed copy of duplicate Purchase order, and furnish Performance Security, if asked for), deliver the goods as per contract.

Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of the bid validity of 120 days from the date of bid opening. The successful Bidder's EMD will be discharged upon the Bidders executing the Contract i.e., return the signed copy of duplicate Purchase Order, and furnish the Performance Security, if asked for.

11.5 The EMD will be forfeited in following cases:

- If the bidder withdraws its tender before the finalization of tendering process/contract.



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- b) If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
- c) If the performance during the contract period is found unsatisfactory
- d) The Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

## 12. Price:

The bidder shall indicate on the Price Bid as per section-VII the final unit prices (after considering discount, if any) excluding applicable GST for the goods/ services it proposes to deliver under the contract. Bidders must submit a bid for the full quantity specified for individual capacity, failing which, such bids will not be taken into account for evaluation and comparison and will not be considered for award.

Prices indicated in the Price Bid shall be entered in the following manner

- a. The item wise quoted price of goods to be supplied shall be indicated in the field “Unit Rate (in Rs.)” on the portal on FOR site basis and shall include the charges for packing and forwarding, transportation, transit insurance, unloading and all other local costs incidental for delivery to their final destination, storage insurance (if asked for) and safe custody at recipient’s place (If asked for), excluding GST.
- b. A statement indicating item wise HSN/ SAC codes considered for Supply & installation items shall be submitted along with the Technical Bid (Part I).
- c. Bidder shall be responsible for selection of appropriate HSN/ SAC code and applicable GST thereon for the items quoted by them.

Contractors registered under Composition Scheme of GST (Not Applicable)

## 13. Fixed Price:

- i. Basic Price quoted by the Bidder shall be fixed during the bidder’s performance of the Contract/Supply and not subject to variation on any account. A bid submitted with an adjustable price quotation for such goods and services will be treated as non-responsive and rejected.
- ii. Payment of differential amount due to price variation on account of change in applicable taxes and duties on the invoiced items/ services shall be payable only if, the details of the taxes and duties included in the prices & HSN/ SAC code considered, is furnished in the Technical bid (Part – I). If any altogether new tax and duty is imposed on such contract after the bid opening date, the same shall be considered for payment/ reimbursement upon documentary evidence. Similarly, the differential amount shall be recovered, if the rates of taxes and duties are revised downward.

## 14. Bid Form:

- i) The Bidder shall complete the Bid Form furnished in the Bidding Document and submitted in the JMF Office.
- ii) All the required documents, duly signed, should be submitted on or before the specified date and time.



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## 15. Opening of Bids

Technical bids of those bidders whose EMD in the form of Original DD have reached the office of JMF OR payment by NEFT/RTGS is received by JMF as mentioned in the IFB, shall be opened in the presence of bidder on the date and time specified in the tender document.

JMF will open the technical bids on the time and date stated in the IFB. Bidders can present at the time of opening of the bids.

Commercial bids will be opened only those bidders whose Technical Bid (Part-I) is found to be acceptable by JMF. Such eligible bidders will be intimated the date of opening of Commercial Bid (Part II) separately.

## 16. Evaluation of bids

### 1. Preliminary Evaluation

JMF will examine the technical bids to determine whether they are complete, whether required EMD and supporting documents have been furnished, and whether the bids are generally in order.

Where the bidder has quoted and the bid security furnished is inadequate, the bid will be treated as non-responsive.

No post-bid clarification at the initiative of the bidder shall be entertained. For evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification on the bid. The shortfall information / documents shall be sought only in case of historical documents which pre-existed at the time of tender opening and which have not under gone change since then.

So far as the submission of the documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents shall be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order shall be asked for and considered so as to qualify the bidder.

In case the required clarifications are not received by the Purchaser in time, the Technical bid may be treated as incomplete and non- responsive.

A bid determined as not substantially responsive will be rejected by JMF and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

JMF may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the Bidder.

### 2. Evaluation and Comparison of Bids

The Evaluation and comparison of bid will be done on the basis of event wise quoted basic price (exclusive of applicable GST) for Annual Contract for Providing Canteen Services.



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### 3. Currency of Bid

All bid prices shall be in Indian Rupees only.

## 17. Award Criteria

- JMF will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid.
- JMF may award one single contract or more than one contract to the successful bidder at JMF's discretion.

## 18. Signing of Contract

Within 30 days from the receipt of the Purchase Order, the successful bidder shall return the duplicate copy of the Purchase Order, duly signed and sealed, Performance Security, wherever applicable.

Failure of the successful Bidder to comply with the Clause 18 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money Deposit.

## 19. Rights Reserved by JMF

JMF does not bind itself to accept the lowest bid. JMF reserves the right to award the job either in part or full. JMF at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all bids.

Note:

- Deviations in commercial terms and conditions of the bid may be rejected
- The Bidder should mention the HSN/ SAC Code of each item along with the Technical Bid (Part I).
- GST TDS as per section 51 of CGST Act 2017 will be deducted, if applicable.
- Bidders to submit the following details along with Technical Bid (Part I):
  - State from where the goods will be supplied/ Invoices will be made:
  - Corresponding GST No. (Of that state): -----

## 20. Address for Communication:

Group Head (Purchase)

The Jharkhand State Coop Milk Producers' Federation Ltd

Beside Birsa Munda Central Jail, Hotwar, Ranchi-834012, Jharkhand

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## SECTION-III

### GENERAL TERMS & CONDITION:

1. The tenderer needs to fulfil its complete detail as requested in the prescribed format enclosed as Annexure -I "Tenderers'/Bidders' Profile".
2. **The tenderer needs to quote the rate for the item(s)/ material(s) as per the format enclosed as "Annexure-III (Commercial/Financial Bid)".**
3. All entries in the 'Tender Form' should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Price Bid Form (Annexure-III -Commercial/Financial Bid). In such cases, the tender shall be summarily rejected.
4. The tenderer must furnish full details and information as required in this bid document.
5. Based on the evaluation of the proposal submitted by the tenderer, one of the bidders will be selected.
6. Award of the bid/order is at the sole discretion of Jharkhand Milk Federation (JMF). Proposal of the successful bidder would form the basis for future negotiations and will lead to signing of a Contract Agreement for running up the Canteen at JMF premises at Medha Dairy Plant, Hotwar, Ranchi.
7. **Validity of the rate on which the Work Order will be issued shall be valid for 1 year from the date of issue of work order.**
8. In case canteen operator fails to serve as per the contract agreement/terms & conditions, the above security deposit shall be forfeited by JMF.
9. If the canteen operator fails to deliver vacant and peaceful possession on expiry of the agreement or earlier determination, the canteen operator will be liable to pay Rs. 2000/- per day from the date of expiry of the agreement/termination of the contract by way of Liquidated Damages to JMF till the canteen space is vacated.
10. The Canteen operator at the end of their term of contract of one (1) year, peacefully surrender and yield up to the Admin Department /JMF the space and goods in good initial/usable state and condition in all respect.
11. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.

### OTHER TERMS & CONDITION:

1. The Canteen operator is allowed to serve foods to the visitors, only after the consent of respective department Heads or Administration department of JMF, on the approved price list as agreed and approved by JMF. The Price List shall be on display in the canteen at Medha Dairy Plant, Hotwar, Ranchi building.
2. The rate and items served by canteen operator shall be approved by competent authority of JMF. All milk and milk products to be used by canteen operator shall be of Medha Dairy.
3. A subsidy of Rs.20/- per plate for lunch/dinner (Normal Thali & Standard Thali) served to JMF employees/ manpower engaged through contractors in the canteen shall be provided by JMF.
4. Payment of subsidy shall be made on monthly basis on produced of signed documents along with invoice duly certified by Admin & HR Group.



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5. The contractor shall sell items in the canteen against cash/UPI payment.
6. Regular Tea with other items shall be served to the officers, 2 times in a day at the rate approved by JMF. However, competent authority may ask to serve the tea with other items at any time.
7. Jharkhand Milk Federation shall pay to the Caterer in respect of items of food, meals, tea and snacks served at per unit basis as per rates get finalized in Purchase Order.
8. The Canteen operator shall give priority to JMF employees during the lunch hours, timing between 1:30 p.m to 2:00 p.m. The visitors / outsiders shall be allowed during this duration only in case of availability of space and other facilities. However, if general customers are already in the facility, they would not be disturbed.
9. The Canteen operator shall have the option to revise the rates of subsidised items once a year with approval of the Competent Authority of JMF.
10. The Canteen operator shall bear and pay the cost of repairs and maintenance of the canteen space together with any improvement as would be deemed necessary and be made by the canteen operator with the approval of Competent Authority of JMF. The Canteen operator shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operator shall be repaired at its own cost. The canteen operator shall not do any act of nuisance or annoyance or inconvenience to the other occupiers in the building, or neighbours.
11. The Canteen operator shall not store or allowed to be storing any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by any lawful license.
12. Administration Department of JMF will have the right to inspect the entire canteen space and dining area during the day and night time and shall also test the sample of food items for quality checking.
13. If there is any complaint on the hygiene aspect or quality of food, which will appear justified by the JMF, the contract is liable to be terminated after a hearing.
14. The Canteen operator shall be allowed to use water, urinal and toilet on common usage basis.
15. The contractor shall be liable to pay the electricity charges on actual consumption basis which shall be deducted from monthly invoice. For the purpose, meter is already installed in the Administrative Building of JMF. The electricity charges shall however, be subject to revision/change from time to time which shall be payable by the contractor at the then prevailing rates.
16. However, in case of non-payment of electricity charges in time, the contractor shall be bound to pay a penalty towards belated payment @ 5% per month of actual dues (to be rounded off) over and above the bill.
17. Non-payment of the electricity charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the JMF.
18. The Canteen operator shall obtain all the necessary licenses including FSSAI and approvals including all insurance covers for running its business in the canteen at Medha Dairy Plant, Hotwar, Ranchi.
19. Canteen space shall not be utilised for outside catering purposes.
20. No liquor would be served in the Canteen.



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21. The canteen furniture will be provided by the JMF for the canteen space which would have fixed sitting arrangements in the building. Canteen operator will not be allowed to construct any permanent fixtures inside the canteen space.
22. Number of canteen staff to be decided in consultation with the Admin Dept of JMF. All staff engaged by the agency shall have photo identity cards with construe signature of the competent authority of JMF.
23. The canteen operator shall run the canteen in all days including public holidays and shall make provision to serve food items in night also.
24. The Canteen operator shall use the premises ONLY for which it has been given by the JMF under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract.
25. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction.
26. The Canteen operator shall serve foods-packets/ meals/ snacks etc. on special-occasions/ as and when required basis only with the consent of Administration department of JMF.



**Managing Director,**

The Jharkhand State Milk Coop. Milk  
Producers' Federation Ltd





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## SECTION-IV TENDERERS' PROFILE

No	Details					
1	Name of Vendor/ Bidder					
2	Address Of Registered Office					
3	Address Of Factory/ Works					
4	Name of Contact Person					
5	Contact Nos.					
6	Email ID:					
7	Type Of Firm: Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor					
8	Nature Of Firm: Manufacturer/ Traders / Autho. Dist. / Dealer					
9	Year Of Establishment					
10	Name Of Product, you Deal			<b>Please, Specify in separate sheet (As per below Format)</b>		
				<b>S. No</b>	<b>Item Description Shortly)</b>	<b>Make/Brand</b>
				1.		
				2.		
11	G.S.T. No & Reg. Date					
12	PAN No & Date					
13	Turn Over Of last 3 Year (Rs.)	1.	2.	3.		
14	If You have maintained any quality standard (Pl. Specify)					
15	Name Of Clients (If required, Pl. Specify in separate sheet	1.	2.	3.		
16	Min. Lead Time Required (Days)					
17	Bank Details	Name of Bank : Branch Address: Account No. : IFSC Code :				
18	Whether MSME Vendor	YES / NO				
19	Documents to Be Attached	1. Copy of Registration + PAN Copy + GST Regn. 2. ISO Certificates 3. Autho. Dealership 4. Fin. Statements 5. Product Brochures 6. Copy of PO's (Min.5) 7. MSME Registration Certificate (if applicable) 8. Cancelled Cheque Copy				
<b>Seal &amp; Sign. of Vendor/Bidder</b>						





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## SECTION-V

### Document for providing Canteen Services at Medha Dairy Plant Technical Details

Name of the Firm (As per Registration Certificate)	
Communication Address of the Firm (As per Registration Certificate)	
Year of commencement of business	
Name, Designation and tel. No(s) of Authorized person with email address	
Type of Business Involved in:	
Legal Status (Partnership firm/Proprietorship /Individual Firm/Limited Company)	
Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reason thereof	
Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract	
Statutory details (photocopy to be attached) a. Registration No. of the Firm b. PAN c. ESI Reg. No. d. GST Reg. No. e. EPF Registration No. f. ESI Registration No. g. Food Safety Reg. No. (FSSAI)	
Income Tax Assessment Completion Certificate for last three financial years duly certified by CA	
Certificate ISO 22000:2005 (copy to be attached) if available	
List of present and past clients (Please use separate sheet for each) as per the following format.	

Date...../...../.....

Signature of Bidder.....



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## SECTION- VI

### **DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs. 50/- non  
judicial Stamp paper by the bidder)

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent  
of M/S. \_\_\_\_\_ hereby declare that the  
firm/company namely M/s. \_\_\_\_\_ has not  
been blacklisted or debarred in the past by Union / State Government or organization/  
Dairy/Cooperative from taking part in Government tenders in India.

Or



झारखण्ड राज्य सहकारी दुग्ध उत्पादक महासंघ लिमिटेड  
The Jharkhand State Co-operative Milk Producers' Federation Limited

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent  
of M/s. \_\_\_\_\_ hereby declare that  
the Firm / company namely

M/s. \_\_\_\_\_ was blacklisted or  
debarred by Union / State Government or any Organization Dairy/Cooperative from taking  
part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled  
to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract  
will be rejected / cancelled by the Jharkhand State Coop Milk Prod Fed. Ltd, Ranchi and  
EMD / SD shall be forfeited.

In addition to the above, Jharkhand State Coop Milk Prod Fed. Ltd, Ranchi, will not be  
responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)



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## SECTION-VII

### (COMMERCIAL/FINANCIAL BID)

Ref. No. \_\_\_\_\_ Dt. \_\_\_\_/\_\_\_\_/2024

Price Schedule of Items to be sold in Medha Dairy Canteen, Hotwar

(The prices to be quoted by bidders should be inclusive of GST)

S.N.	ITEM DESCRIPTION	UNIT	Days	RATES (Rs.) (Incl GST)
1	Tea	Cup (100ml)		
2	Special Tea	Cup (100ml)		
3	Coffee	Cup (100ml)		
<b>PACKAGED FOOD</b>				
4	Biscuits/Chips/Cakes	Pack	To be sold on MRP Basis	
5	Packaged water ( 1 ltr)	Bottle		
6	Standard cold Drinks	Bottle		
<b>BREAKFAST</b> roaster basis				
7	Aaloo Paratha (2 Piece) with Green Chutney/ Imli Kajoor Chutney + Raita	Plate	Monday	
8	Poha		Tuesday	
9	Idli (3 Piece), Sambar, Chutney		Wednesday	
10	Puri (5 Piece) + Sabji		Thursday	
11	Upma with Green Chutney		Friday	
12	Mix veg Paratha (2 Piece) with Green Chutney		Saturday	
13	Aaloo Paratha (2 Piece) with Green Chutney/ Imli Kajoor Chutney		Sunday	
<b>EVENING SNACKS</b>				
14	Samosa/Bread Pakora/Kachori/ Aloo Chop	Piece		
15	Pakora (vegie/mix/paneer)	Plate		
16	Chowmin (Full Plate)	Half/ Full Plate		
<b>NON-VEG</b>				
17	Omlette	Single/ Double		
18	Egg Curry	Half/ Full Plate		
19	Fish Curry	Half/ Full Plate		
20	Chicken Curry	Half/ Full Plate		
21	Chicken Chilly	Half/ Full Plate		
22	Mutton Curry	Half/ Full Plate		
<b>MEDHA PRODUCTS</b>				
23	Dahi, Matha, Lassi etc	Pack	To be sold on MRP Basis	
<b>LUNCH- THALI</b>				
24	<b>Executive Thalís for meetings/seminars/training</b>	Pre-plated	On-order	



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	Arwa Rice, 6 Puri, 2 Types Vegetables, Dal Fry, Salad, Papad, Achaar & Sweet Dish			
25	<b>Special Thali for Farmers</b> Usna/Boiled rice & Dal (Unlimited), 1 Type of vegetables, Paneer bhaji, Salad, Papad, Achaar & Sweet Dish	Pre-plated	On-Order	
26	<b>Normal Thali</b> roster basis which is mentioned below	Pre-plated		
	Aaloo bhujiya + Seasonal Vegetable + Boiled Rice/ Roti + Salad + Dal + Papad + Chutney/Pickle		Monday	
	Kadhi + Boiled Rice/ Roti + Salad + Bachka+ Papad + Chutney/Pickle		Tuesday	
	Mix Vegetable Bhujiya + Seasonal Vegetable + Boiled Rice/ Roti + Salad + Dal + Papad + Chutney/Pickle		Wednesday	
	Vegetable Biryani + Chutney (Dhaniya/Pudina) + Raita (Tamato/Khira/Onion) + Papad		Thursday	
	Saag + Seasonal Vegetable + Boiled Rice/ Roti + Salad + Dal + Papad + Chutney/Pickle		Friday	
	Khichdi + Aloo Chokha + Chutney (Dhaniya/Pudina) + Papad + Dahi		Saturday	
	Seasonal Vegetable, Aaloo Bhujiya, Boiled Rice or Roti, Salad, Dal, Papad & Chutney/Achaar		Sunday	
27	<b>Maharaja Thali for VIPs</b> Fried Rice (Basmati) Chana Dal Tadka, Mix Veg, /Mushroom/Paneer/ Chicken, Salad, Papad, Achaar & Gulab Jamun	Pre-plated	On-order	
	<b>REST</b>			
28	Tawa Roti	Each		
29	Steamed Rice - Plain	Half/ Full Plate		
30	Vegetable Fried Rice	Half/ Full Plate		
31	Seasonal Vegetable	Plate		

Date...../...../.....

Signature of Bidder.....