

High Court of Jharkhand, Dhurwa, Ranchi

Tenders, in sealed envelope are hereby invited from reputed Firms/Agencies/Proprietors/ Individuals for providing house-keeping & catering services as well as day-to-day upkeep & maintenance work at Judges' Guest House "**Baba Baidyanath Dham Atithi Grih**" at **Deoghar, Jharkhand** (herein after, to be referred to as "**the Atithi Grih**").

"**The Atithi Grih**" cater to the needs of the distinguished guests from Indian Judiciary visiting the holy place of **Baba Baidynath Dham, at Deoghar, Jharkhand**.

Interested Firms/Agencies/Proprietorships/Individuals dealing with above activities can submit bids duly completed in two bid system i.e. **Technical Bid** and **Financial Bid** on or before **05:00 P.M. of 10.09.2025**.

Brief Scope of Work

1. To provide decent house-keeping & catering services to the visiting dignitaries;
2. To render day-to-day upkeep & maintenance work in respect of "**The Atithi Grih**";

Mode of submission of the tender-

1. The technical bid and the financial bid shall be submitted in two separate sealed envelopes of A-4 size and duly super scribed as "**The technical Bid**" and "**The Financial Bid**". Both envelopes must be signed by the bidder with an endorsement to this effect "**sealed in my presence**" and be kept in another sealed envelope of a bigger size which shall also be signed by the bidder with an endorsement to this effect "**sealed in my presence**".
2. Tenders to be submitted, shall be addressed to **The Registrar (Establishment), High Court of Jharkhand, Dhurwa, Ranchi** and may be submitted either **through speed-post or in person** but the tenders, so submitted must reach the office of The Registrar (Establishment), High Court of Jharkhand, Dhurwa, Ranchi on or before **05: 00 P.M. of 10.09.2025**.
3. Tenders reaching the office of The Registrar (Establishment), High Court of Jharkhand, Dhurwa, Ranchi after the closing time and date, as specified here-in above shall not be accepted under any circumstances.

Technical Bid

The envelope w.r.t. Technical Bid shall invariably contain the following documents, duly signed by the bidder-

1. Technical Bid, in proforma prescribed herewith at Annexure-I;
2. Undertaking, in proforma prescribed herewith at Annexure-II;
3. Self-Declaration, in proforma prescribed herewith at Annexure-III;
4. Certificate of experience, in proforma prescribed herewith at Annexure-IV;
5. Non-refundable Application Fee of **Rupees Two Thousand and Five Hundred (₹ 2,500 /-)** only by way of Demand Draft or Bankers Cheque drawn in favour of Registrar General, High Court of Jharkhand, Ranchi and payable at Ranchi, Jharkhand;
6. Refundable earnest money deposit (EMD) of Rupees One Lac and Twenty Five Thousand (₹ 1,25,000 /-) only by way of Demand Draft or Bankers Cheque **drawn in favour of Registrar General, High Court of Jharkhand, Ranchi and payable at Ranchi, Jharkhand**;

7. Copies of balance sheets, profit & loss accounts and Income tax Assessment of the last two (02) financial years excluding the current financial year, duly audited and stamped by an authorized Chartered Accountant/Company Secretary in support of gross financial turn-over of at least Rupees Twenty-Five Lacs (₹ 25,00,000 /-) only;

Financial Bid

The envelope w.r.t. Financial Bid shall invariably contain the following documents, duly signed by the bidder-

1. Financial Bid, in proforma prescribed herewith at Annexure-V;

Opening of Bids

1. The Technical Bid shall be opened **at 11:00 A.M. on 11.09.2025** in the Chamber of the Registrar (Establishment) at High Court of Jharkhand, Dhurwa, Ranchi.
2. Financial Bids of only those bidders will be opened whose technical bids stands scrutiny to the eligibility criteria of the technical bid and who are declared qualified for being considered for the financial bid.
3. Date of opening of Financial Bid will be declared, once the scrutiny of technical bid is completed.
4. All successful bidders in the technical bid shall be informed individually over the contact numbers (to be provided by them) regarding date & time of the opening of the Financial Bid.
5. Before opening of the financial bid, all the bidders who have been declared "not qualified" in the technical bid will be informed individually over the contact numbers (to be provided by them) about the ground of their disqualification in the technical bid with an opportunity, being given to them to file strictly within two (02) days, their objection(s), if any on the decision of the Court to disqualify them in the technical bid. Objection(s) if any, filed after two (02) days shall not be entertained.

Eligibility criteria:

Technical:

1. The prospective bidders (Firm/Agency/Proprietor/Individual) must have the experience of at least two (02) years (excluding the current financial year) in providing house-keeping, catering and maintenance service in any government / P.S.U. / other reputed private institutions guest house;
2. The average annual financial gross turnover of the business of prospective bidders (Firm/Agency/Proprietor/ Individual) during the last two financial years excluding the current financial year, should not be less than Rupees Twenty-Five Lacs (₹ 25,00,000 /-) only.
3. The prospective bidder must have sufficient number of-
 - (i) cooks having culinary skills with expertise in preparation of north Indian, south Indian, continental & inter-continental dishes (including veg. & non-veg. items) for rendering the desired catering service in "**The Atithi Grih**";
 - (ii) certified electricians to look after the electrical issues as well as for operation & maintenance of DG Set installed within the premises of "**The Atithi Grih**";
 - (iii) skilled and semi-skilled workers like House-Keeping staff, Mali, Waterman / Plumber, Laundry Man and Pest Controller required for the desired house-keeping service and for day-to-day upkeep & maintenance of "**The Atithi Grih**";
4. The bidder must have the license as per Food Safety and Standards Act, 2006;

General terms & conditions for the tender-process:

1. High Court of Jharkhand, Dhurwa, Ranchi reserves its right to accept or reject any or all of the bids without assigning any reason.
2. The Court shall not be responsible for any loss of the document in transit or for any postal delay.
3. All the pages of the tender document must be signed by the authorized signatory and must also be sealed with the stamp of the bidding firm as a token of acceptance of all the terms and conditions set forth by the Court in respect of this tender, failing which the tender application will be rejected summarily, treating the same as incomplete.
4. Tender application without Tender Fee & Earnest Money Deposit (EMD) will be rejected summarily, treating the same as incomplete.
5. On a written request submitted before the Registrar, Civil Court, Deoghar, the prospective bidders may make inspection of "**The Atithi Grih**" situated in Deoghar, Jharkhand on any working day of the Court in between 10:00 AM to 05:00 PM and before the closing date of submission of tenders i.e. on or before 10.09.2025.
6. A pre-bid meeting with all the prospective bidders shall be organised in the Court **on 08.09.2025 at 11:00 A.M.** in the chambers of the Registrar (Establishment) at High Court of Jharkhand, Dhurwa, Ranchi.
7. Query, if any with regard to this tender can be submitted through e-mail only on the following e-mail address-
jhcrejhr@gmail.com

Terms & Conditions of the contract to be awarded for the desired work

1. The allotment of the said work of house-keeping & catering services as well as day-to-day upkeep & maintenance work at **"The Atithi Grih"** shall be done only on contract basis, the tenure of which shall be for a period of **Two (02) years**; however, the work performance shall be subject to review every three month and in case, the work performance is found to be not satisfactory, then the contract shall be liable to cancel forthwith.
2. The said contract may also be considered for renewal in favour of the Second Party for the period beyond the existing period of contract, if-
 - (i) the services delivered during the previous period of contract is found to be upto the satisfaction of the Court; and
 - (ii) during the previous period of contract, no allegations or charges of serious nature (nature of charges to be decided by the Court) has been levelled against the second party in respect of the canteen service provided by him or otherwise; and
 - (iii) the continuity of the contract is in the interest of the Court; and
 - (iv) a written request for extension of contract beyond the existing period of contract is submitted by the second party at least two months in advance.
3. The payment of monthly bills in favour of the Second Party with respect to the aforesaid work shall be done on quarterly basis (three month basis) upon the certificate of work performance, issued in favour of the Second Party by the Registrar, Civil Court, Deoghar, as satisfactory.
4. The successful bidder shall be awarded the contract for the desired services at **"The Atithi Grih"** by way of an agreement which shall be executed in the between the **Registrar General** of this Court, being the **first party** and the **successful bidder**, being the **second party** on a non-judicial stamp paper, the cost of which shall be borne by the second party.
5. It shall be the sole liability of the second party-
 - (i) to maintain and keep all the equipment's and infrastructural facilities available at the **"The Atithi Grih"** in proper working conditions; and
 - (ii) to hand over all the equipment's and infrastructural facilities available at the **"The Atithi Grih"** back to the Court in proper working condition on completion of the period of contract or upon termination / revocation of the contract during the currency of the period of contract.
6. At the time of entering into agreement with the first party, the Contactor will have to furnish a **security deposit of Rupees Two Lacs and Fifty Thousand (₹ 2,50,000 /-)** only by way of Demand Draft or Bankers Cheque drawn **in favour of Registrar General, High Court of Jharkhand, Ranchi and payable at Ranchi, Jharkhand**. The security deposit shall be returned to the contractor on the expiry of the contract or upon termination / revocation of the contract after the deduction of the amount, if any which the second party is found to be liable to pay to the first party on account of breach of any of the terms and conditions of this agreement or on account of any loss / damage caused to the first party or its property by the second party during the execution of the said work.
7. The successful bidder / contractor is required to have the licenses / the registration and / or all other statutory numbers (as applicable), as required under different statutory provisions like-
 - (i) Valid labour License Number-
 - (ii) EPF Code Number-
 - (iii) Service Tax Registration Number-
 - (iv) Food Safety (FSSAI) Registration Number-

(for running restaurants / canteen / similar establishments during the last two years)

(v) PAN Card Number-

(vi) Aadhar Card Number-

8. The second party will ensure that the desired services at the **"The Atithi Grih"** starts within **Seven (07) Days** from the date of agreement to be signed by both parties, as mentioned above at sl. no. 4.
9. The second party shall hand over the **"The Atithi Grih"** within **Twenty Four (24) Hours** from the expiry of the period of contract unless the contract is extended / renewed for another term / period or upon termination / revocation of the contract by the Court, as the case may be.
10. The second party shall neither sub-let any part of this contract nor shall use the premises of **"The Atithi Grih"** for any other activity except for the purpose for which it has been handed over.
11. Either party to the contract may terminate the contract after serving a notice to this effect to the opposite party, a least one month in advance. However, be that may, the Second Party shall continue to remain under obligation to provide the desired services at **"The Atithi Grih"** till such period as the first party may, in the interest of the administration of the Court, decides.
12. The eatables served by the second party in **"The Atithi Grih"** must be wholesome and clean. Only fresh fruits & vegetables, on daily basis shall be procured. Also, only quality stores provisions shall be procured for preparing eatables. The eatables / food items shall be separately charged by the contractor and shall be paid by the guests / High Court / State of Jharkhand, as the case may be.
13. The second party will provide with sufficient number of qualified cooks as well as other skilled and semi-skilled workers required for delivering the desired services proficiently at **"The Atithi Grih"**.
14. The second party shall be held liable for any act of omission(s) or commission(s), misconduct, misbehaviour or any other act of disobedience on the part of any of the person(s) deployed by it at **"The Atithi Grih"**.
15. All the persons to be deployed by the second party at **"The Atithi Grih"**.
 - (i) must be of age as prescribed under the labour laws and that the second party shall also comply with all other statutory rules and regulations, as applicable in this regard;
 - (ii) must remain in proper uniform while on duty, which shall be provided by the second party only and with proper identity card, which shall be issued by the second party but shall be counter-signed by the Registrar, Civil Court, Deoghar;
16. All the goods / articles required in the kitchen as well as in the house-keeping work shall be provided by the Second Party and that the eatables / food items served from the kitchen to the visiting guests shall be charged by the Second Party and the same shall be paid by the guests / High Court / State of Jharkhand, as the case may be.
17. Only, commercial LPG gas cylinder all be used by the second party in the kitchen of **"The Atithi Grih"**, and any breach in respect thereof shall be punishable as per the stipulated Rules & Regulations in this regard.

18. The Court shall not be responsible for any payment, which becomes due against any of the visiting guest excluding the "State Guest", payment in respect of whom shall be made by the local District Administration.
19. The second party shall be required to provide bills /invoice to the visiting dignitaries for their payment w.r.t. their stay at **"The Atithi Grih"**.
20. The Second party shall be bound to keep the premises of **"The Atithi Grih"** neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation / Regulatory Authority and shall remain responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the Court.
21. The premises of **"The Atithi Grih"** with all its constituent units shall remain open to inspection by any authority / official to be nominated by the first party for checking hygiene, cleanliness and quality of eatables etc. at any time.
22. Disposal of all waste materials generated in and around the premises of **"The Atithi Grih"** shall be the sole responsibility of the second party and that the second party shall provide adequate number of dustbins (as required for all types of wastes) for cleanliness in and around the premises of **"The Atithi Grih"**.
23. The second party will not make any addition(s) or alteration(s) of any type in the premises of **"The Atithi Grih"**.
24. The liability to meet the requirements under all applicable statutory provisions shall rest with the second party. Also, the first party shall not be held liable for payment of any compensation, that becomes payable under any statutory provision to any of the staff deployed by the second party on account of any injury sustained by the staff while on duty and that the liability of Personal Insurance of each staff deployed by the Second Party under this contract shall be borne by the Second Party itself.
25. In case of failure or breach of any of the terms and conditions of the contract, the Court shall be well within its authority-
 - (i) to rescind the contract; and
 - (ii) to forfeit the security deposit;
26. It will be the responsibility of the second party to ensure that the staff to be deployed in the service of **"The Atithi Grih"** is registered with the Registrar, Civil Court, Deoghar.
27. The second party or its staff will make their own residential arrangement outside the premises of **"The Atithi Grih"**.
28. The right of the second party, bestowed-upon through this contract shall not encroach upon the rights of other parties engaged by the first party for some other work at **"The Atithi Grih"**.
29. Under no circumstances, the second party will sub-let this contract or any part thereof to any third party to carry out its obligations under this contract and that sub-letting of any part of this contract shall be viewed as disowning the contract and will invite serious action to be taken by the first party against the second party.
30. In case, any dispute or disputes arises in between the parties on any aspect of the tender process, the same shall be referred to Hon'ble the Chief Justice, High Court of Jharkhand, Ranchi, who shall be the sole authority to take a decision on the dispute(s) & his decision shall be final & binding upon both the parties.

31. The first party reserves its right to terminate this ongoing tender process at any stage and at any time without assigning any reason.
32. Dispute(s), if any, shall be subject to the jurisdictions of the Civil Court, Ranchi, Jharkhand only.
33. The terms and conditions, set forth in the foregoing paras are only illustrative in nature and are open to alteration(s) / modification(s). Final terms and conditions of the contract shall be incorporated in the agreement paper to be signed by both parties, as mentioned above at sl. no. 4.

Proforma for Technical Bid

Affix self-attested
pass-port-size
recent colour
photo of the
representative or
the authorized
signatory

Profile (General Information)

1. Name of the prospective bidder with complete address-
(Firms / Agencies / Proprietors / Individuals)
2. Legal Status of the prospective bidder
(Individual/Proprietary Firm/Partnership Firm/ Limited Company/Corporation)
3. Name & address of the representative/ authorized signatory with mobile no.-
4. Year of Commencement of Business-
(attach documentary evidence)
5. Statutory details (attach photocopy of each)
 - (i) Registration No-
 - (ii) Validity of Registration Number (up to)-
 - (iii) Valid labour License number;
 - (iv) EPF Code number;
 - (v) Service Tax Registration No-
 - (vi) PAN Card No-
 - (vii) Aadhar Card No-
 - (viii) GST Reg. No-
 - (ix) Food Safety (FSSAI) Reg. Nos.-
(for running restaurants / canteen / similar establishments during the last two years)
6. Details of “**Demand Draft**” or “**Banker’s Cheque**” enclosed herewith through which Application Fees and the Earnest Money has been submitted through-

	Application Fees	EMD
Demand Draft / Banker’s Cheque No.		
Date of Issue		
Issuing Brank & Branch		
Amount		

7. Acceptance of the terms and conditions of the tender process- (write yes or no)
(Enclose duly executed Annexure II)
8. Declarations regarding black-listing of the firm/agency/proprietorship- (in case never blacklisted, write **never black listed** or in case backlisted, then write **blacklisted and provide the details**)
(Enclose duly executed Annexure III)
9. Experience details-
(vide technical eligibility criteria no. 1)

Name of the institution	Period of service	Nature of service provided

(Certificates in support of claims regarding performance/ experience in the format at Annexure-III must be attached which must also be duly certified by a responsible person from the certifying organization for each work completed or in hand)

10. Average annual financial turnover details-
(vide technical eligibility criteria no. 2)

Financial Year	Average annual financial turnover

(Balance sheets and Profit & loss accounts etc. duly audited and stamped by an authorized Chartered Accountant/Company Secretary be attached)

11. Details of Current/Saving Account No.-

	Current / Saving Account Details
Account No.	
Name of the Bank	
Branch of the Bank	
Address of the Bank	

(a copy of cancelled cheque duly signed or information on plain paper duly attested by the Manager of the mentioned branch of the said bank should be enclosed)

Signature of the applicant
with date & Stamp

Check List

(to be verified by the office)

- | | | |
|---|---|-------------------------|
| 1. Self-attested photograph | - | affixed / not affixed |
| 2. Original copy of the Demand Drafts
or the Bankers Cheque
(As required under para 6) | - | attached / not attached |
| 3. Copy of Registration Document | - | attached / not attached |
| 4. Copy of PAN Card | - | attached / not attached |
| 5. Copy of Aadhar Card | - | attached / not attached |
| 6. Copy of GST Registration Document | - | attached / not attached |
| 7. FSSAI Registration Document | - | attached / not attached |
| 8. Copy of Income Tax Assessment Certificates | - | attached / not attached |
| 9. Audited balance sheets and
profit & Loss Accounts Statement | - | attached / not attached |
| 10. Undertaking as per Annexure II
(As required under para 7) | - | attached / not attached |
| 11. Declaration as per Annexure III
(As required under para 8) | - | attached / not attached |
| 12. Experience Certificate as per Annexure IV
(As required under para 9) | - | attached / not attached |
| 13. Copy of Annual financial gross turnover
of the last three financial years
(As required under para 10) | - | attached / not attached |
| 14. Bank Accounts Details
(As required under para 11) | - | attached/not attached |

Undertaking by the applicant

(To be submitted through an affidavit before the Notary Public along with the Technical Bid)

(In case of the bidder being an individual party)

I, _____ S/o _____
r/o _____
and having Aadhar Number _____, have read the terms & conditions set forth by the High Court of Jharkhand for the ongoing tender process for awarding the contract of house-keeping & catering services as well as day-to-day upkeep & maintenance work at Judges' Guest House "**Baba Baidyanath Dham Atithi Grih**" at **Deoghar, Jharkhand** and having been fully aware of the same, do hereby accept and solemnly agree to abide by the terms & conditions set forth for the tender. I am also aware that any breach in respect of any of the said terms and conditions shall render me disqualified from the tender process. I have understood completely this tender document and the terms and conditions set forth therein. I am also aware that in case the said contract is awarded to me / my firm / my agency / my proprietorship (strike off whichever is not applicable), then I / my firm / my agency / my proprietorship (strike off whichever is not applicable) shall be required to provide decent quality of house-keeping & catering services to the vising dignitaries as well day-to-day upkeeping & maintenance work in respect of "**The Atithi Grih**".

(In case of the bidder being a firm / agency / proprietorship)

I, _____ S/o _____
r/o _____
and having Aadhar Number _____, am the authorised representative / signatory for and on behalf of the _____
(write name of the firm / agency / proprietorship as the case may be). I have read the terms & conditions set forth by the High Court of Jharkhand for the ongoing tender process for awarding the contract of house-keeping & catering services as well as day-to-day upkeep & maintenance work at Judges' Guest House "**Baba Baidyanath Dham Atithi Grih**" at **Deoghar, Jharkhand** and having been fully aware of the same, do hereby solemnly agree to abide by the terms & conditions set forth for the tender. I am also aware that any breach in respect of any of the said terms and conditions shall render me disqualified from the tender process. I have understood completely this tender document and the terms and conditions set forth therein. I am also aware that in case the said contract is awarded to me / my firm / my agency / my proprietorship (strike off whichever is not applicable), then I / my firm / my agency / my proprietorship (strike off whichever is not applicable) shall be required to provide decent quality of house-keeping & catering services to the vising dignitaries as well day-to-day upkeeping & maintenance work in respect of "**The Atithi Grih**".

Signature of the applicant
with date & Stamp

Declaration by the applicant

(To be submitted through an affidavit before the Notary Public along with the Technical Bid)

(In case of the bidder being an individual party)

I, _____ S/o _____
r/o _____
and having Aadhar Number _____, do hereby solemnly affirm and
declare that my _____ (write name of the firm/agency as the case may be)
has never ever been black listed by any office/department/wing belonging to any
Government/Semi-Government/Public Sector Undertakings/Corporation or any other entity.

(In case of the bidder being a firm/agency/proprietorship)

I, _____ S/o _____
r/o _____
having Aadhar Number _____, am the authorised representative /
signatory for and on behalf of the _____
(write name of the firm / agency / proprietorship as the case may be) and do hereby solemnly
affirm and declare that my _____ (write name of the
firm/agency/proprietorship as the case may be) has never ever been black listed by any
office/department/wing belonging to any Government/Semi-Government/Public Sector
Undertakings/Corporation or any other entity

Signature of the applicant
with date & Stamp

Experience Certificate

(to be issued under the pen & signature of the competent authority in the Office / Establishment in respect of which work experience is being claimed by the applicant)

and

(To be submitted along with the Technical Bid)

1. Name of the Office / Establishment-
2. Address of the Office / Establishment-
3. Name & Designation of the competent authority-
4. Mobile Number of the competent authority-
5. Contract No.(if any)-
6. Scope of work under the awarded contract-
7. Cost of the awarded contract-
8. Period of the awarded contract-
7. Number of persons deployed by the contactor-
8. Performance Report in terms of-
 - (i) Quality of food prepared-
(poor/good/very good/outstanding)
 - (ii) Quality of Service rendered-
(poor/good/very good/outstanding)
 - (iii) Compliance of Statutory Requirements-
(poor/good/very good/outstanding)

Signature of the competent authority
with date & Stamp of the Office / Establishment

(Details of each individual work executed in terms of the agreement/contract to be provided)

Proforma for Financial Bid

Affix self-attested
pass-port-size
recent colour
photo of the
representative or
the authorized
signatory

Profile (General Information)

- a. Name of the prospective bidder with complete address-
(Firms / Agencies / Proprietors / Individuals)
- b. Legal Status of the prospective bidder
(Individual/Proprietary Firm/Partnership Firm/ Limited Company/Corporation)
- c. Name & address of the representative/ authorized signatory with mobile no.-
- d. Amount quoted for the work- (in figures)
(in words)

Signature of the applicant
with date & Stamp