Ref No:...349...

Dated:06/11/2026

Bihar Heritage Development Society
Under
Art and Culture Department, Government of Bihar

Invites

Sealed Technical and Financial Quotations from Empanelled Event Management Agencies of the Art and Culture Department for Providing Catering Services during the International Buddhist Conference, 2026 at Buddha Samyak Darshan Museum-cum-Smriti Stupa, Vaishali, Bihar.

1. Background

Bihar holds a unique place in Buddhist history, with Vaishali being one of the important sites associated with Lord Buddha. To preserve and showcase this heritage, the Department of Art and Culture, Government of Bihar, has established the Buddha Samyak Darshan Museum-cum-Memorial Stūpa, Vaishali, spread over approximately 72 acres and inaugurated on 29 July 2025.

The Department proposes to organise the International Buddhist Conference 2026 at Vaishali on 11th and 12th December 2026, followed by a site visit on 13th December 2026, with participation of eminent scholars, Buddhist monks, heritage experts, policymakers and distinguished delegates from India and abroad.

Considering the international nature of the Conference, professional, hygienic and high-quality catering services are required for delegates, guests and participants. Accordingly, sealed Technical and Financial Quotations are invited from empanelled event management agencies/vendors of the Department of Art and Culture for providing catering and allied hospitality services, including meals, refreshments, beverages, serving arrangements, manpower, crockery/cutlery, hygiene, sanitation and waste management, as per the approved requirements and directions of the Bihar Heritage Development Society and Department.

2. Objective of the Conference

The objective is to engage an experienced and competent empanelled agency for providing quality, hygienic and timely catering services during the International Buddhist Conference 2026 at Vaishali, ensuring appropriate food and hospitality arrangements for distinguished delegates, Buddhist monks, scholars, officials and other participants. The catering shall also seek to showcase and promote the rich culinary heritage of Bihar through authentic regional dishes and traditional flavours, thereby providing delegates with a meaningful experience of Bihar's cultural cuisine.

3. Scope of work:

The selected agency shall be responsible for providing comprehensive catering services during the International Buddhist Conference, 2026 at Vaishali, Bihar, in accordance with the following requirements:

3.1. **Catering Arrangements:** The agency shall arrange and serve breakfast, standard vegetarian meals, high tea and standard vegetarian meals at the prescribed timings or as directed by the BHDS and Department.

S. No.	Menu Type	Serving Time
1	Breakfast	7:30 AM
2	Standard Vegetarian Meal	11:00 AM
3	High Tea	5:00 PM
4	Standard Vegetarian Meal	8:00 PM

All meals shall be prepared using fresh, premium-quality ingredients and served in adequate quantities. The above schedule may be modified as per the programme requirements and directions of the BHDS and Department.

3.2 Promotion of Bihari Cuisine: The menu shall prominently feature the rich culinary heritage of Bihar through authentic traditional dishes, snacks, sweets and beverages. The agency shall ensure that the participating international delegates get an opportunity to experience and appreciate Bihar's distinctive food culture.

3.3 **International Buddhist Cuisine:** The agency shall incorporate selected dishes representing the culinary traditions of major Buddhist regions and participating countries, such as Nepal, Sri Lanka, Thailand, Myanmar, Bhutan, Cambodia, Vietnam and Japan, as appropriate to the delegates' preferences. The menu shall include suitable vegetarian, vegan and other dietary options, keeping in view the diverse cultural and dietary practices of Buddhist monks and international participants.

3.4 Menu Planning and Approval: The agency shall submit a detailed menu for each meal, incorporating Indian, Bihari and international Buddhist cuisines, for prior approval by the Department. The agency shall make modifications as directed by the BHDS/Department and ensure consistency in food quality, taste, presentation and serving standards.

3.5 Manpower and Service Arrangements: The agency shall deploy adequately trained Chef, cooks, service staff, supervisors and other required personnel to ensure timely, courteous and professional catering services. All personnel shall maintain appropriate dress/Uniform, ID Card, personal hygiene (gloves, headcap, mask, etc) and service etiquette. The supervisor and other managerial level staff must have ability to speak and understand English and Hindi languages.

3.6 Equipment and Infrastructure: The agency shall arrange all necessary kitchen and service infrastructure, food counters, serving tables, crockery, cutlery, glassware, utensils, food warmers and other equipment required for the smooth delivery of catering services.

3.7 Hygiene and Food Safety: The agency shall ensure hygienic food preparation, safe storage, appropriate temperature maintenance, clean serving areas and compliance

with applicable food-safety standards. Safe drinking water shall be provided wherever required.

3.8 Dietary Requirements and Special Guests: The agency shall accommodate special dietary requirements, including vegetarian, vegan and other restrictions communicated by the BHDS/Department. Special catering arrangements for dignitaries, Buddhist monks and other designated guests shall be made as instructed.

3.9 Waste Management and Cleanliness: The agency shall maintain cleanliness at all catering and dining areas throughout the programme and ensure proper collection, segregation and disposal of food waste and other disposable materials in an environmentally responsible manner.

3.10 Coordination and Compliance: The agency shall coordinate with the designated officials of the Department regarding the number of participants, meal timings, menu, venue and other operational requirements. The agency shall ensure uninterrupted catering services throughout the Conference and associated programme activities, including the site visit, wherever specifically instructed by the BHDS/Department.

The agency shall execute the work strictly in accordance with the approved menu, quantities, schedule and instructions of the BHDS/Department. No change in the approved menu or service arrangements shall be made without prior approval.

4 Eligibility / Qualification Criteria for technical bid qualification:

Sl. No.	Eligibility / Qualification Criteria	Documentary Evidence Required
1	The bidder must be an empanelled event management agency/vendor of the Department of Art and Culture, Government of Bihar.	Valid empanelment certificate issued by the Department or reference number of empanelment
2	The bidder must have one (01) relevant experience in providing catering and hospitality services for event management assignments (excluding social events), such as conferences, seminars, government events or similar programmes, at the State, Central, National or International level during the last three financial years, i.e., FY 2023-2024, 2024–25 and FY 2025–26, meeting any one of the following criteria: a. One similar completed event with a contract value of not less than ₹30.00 lakh; OR b. Two similar completed events, each with a contract value of not less than ₹25.00 lakh; OR c. Three similar completed events, each with a contract value of not less than ₹20.00 lakh.	Copies of work orders/ work completion certificates issued by the concerned organization.
3	The bidder must possess minimum 30 manpower, equipment and infrastructure to provide catering services for the Conference.	EPF payment slips of employees and self-declaration for availability of sufficient equipment and infrastructure to provide catering services for the Conference.

4	The agency must have an average annual turnover of at least ₹50.00 Lakh from event management including providing catering services during the last three financial years, i.e. 2022-23, 2023-24 and 2024-25.	Audited Balance Sheets and Profit & Loss Statements for the last three financial years, certified by a Chartered Accountant with valid UDIN
5	The bidder must possess a valid FSSAI license/registration, as applicable.	Copy of valid FSSAI license/registration or food license issued by competent authority
6	The bidder must possess a valid Permanent Account Number (PAN).	Copy of PAN card.
7	The bidder must possess GST registration	Copy of GST registration certificate.
8	A company registered under the Indian Companies Act, 2013/1956 OR A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR A partnership firm registered under the Indian Partnership Act, 1932 Or Proprietorship Firm **Note:** Joint Venture/ Consortium is not allowed	Attested copy of Registration Certificate shall only be acceptable
9	The bidder must not have been blacklisted or debarred by any Central Government or State Government department, public-sector undertaking or other government organization.	Affidavit on Non-Judicial Stamp Paper of ₹100/- (Rupees One Hundred only), duly notarized
10	Availability of adequate manpower, equipment, kitchen facilities, infrastructure, logistics and other resources required for providing catering services during the Conference.	Self-Declaration on the agency's letterhead
11	The bidder must accept the scope of work, prescribed serving schedule, quality standards and other terms and conditions of the Department.	Signed and stamped undertaking/acceptance of the quotation document

5 Financial Bid (Price Bid) Opening & Evaluation Procedure and Letter of Award

a) This procurement shall be governed by the provisions of the Bihar Purchase Preference Policy-2024, issued by the Government of Bihar, as amended from time to time. Eligible local suppliers of Bihar shall be accorded purchase preference in accordance with the provisions of the said Policy.

b) Based on the technical proposals submitted by the agencies, only those agencies that qualify under the prescribed technical evaluation criteria shall be considered for further financial quotation evaluation.

c) The financial quotations of all technically qualified agencies shall be opened on the notified date, time and venue in the presence of their authorized representatives.

d) The financial quotations submitted by the technically qualified agencies shall be scrutinized and evaluated to determine the Lowest Evaluated Price (L1) for providing catering services in International Buddhist Conference 2026 at Vaishali district, Bihar, in accordance with the prescribed scope of work and terms and conditions of the quotation document.

e) In case of any discrepancy between the amount quoted in words and in figures, the amount quoted in words shall prevail and shall be considered for evaluation.

f) In the event that two or more technically qualified agencies quote the same lowest price (L1), the successful agency shall be selected through a lottery system, conducted in a transparent manner.

g) The successful agency selected through the prescribed evaluation process shall be issued a Letter of award (LoA), or issuance of the Work Order by the BHDS, Patna Bihar, subject to fulfilment of the applicable terms and conditions.

6 Event locations and dates

- Location: Buddha Samyak Darshan Museum-cum-Memorial Stūpa, Vaishali,Bihar
- Date: From 11th to 13th December, 2026
- Target participants: 1500 per day
- Estimated Cost: Rs.49.00 Lakh

7 Earnest Money Deposit (EMD)

- The agency shall submit, along with their technical quotation, EMD of INR 1,20,000/-(One Lakh Twenty Thousand Only) in the form of DD/BG in the favour of Executive Director, Bihar Heritage Development Society, Patna Bihar, Account number-39693899441, IFSC code-SBIN0007506, (07506)Maurya Lok Complex(Patna), New dak Bungalow Road, Patna, Bihar- 800001
- The quotation submitted without EMD, mentioned above, will be summarily rejected.
- Exemption from submission of Earnest Money Deposit (EMD) shall be provided to eligible bidders in accordance with the Bihar Purchase Preference Policy-2024 issued by the Government of Bihar, subject to submission of valid documentary proof of eligibility
- The EMD may be forfeited:
  - If an agency withdraws its quotation during the period of quotation validity.
  - In case of agency selected as L1, and if agency fails to deliver the output in stipulated timeframe as mentioned in quotation
  - If the agency does not provide required performance guarantee

8. Submission of Technical and Financial Quotations

The empanelled catering agencies intending to participate in the process for providing catering services during the International Buddhist Conference 2026 at Buddha Samyak Darshan Museum-cum-Smriti Stupa, Vaishali, Bihar, shall submit their Technical and Financial Quotations in separate sealed envelopes, duly placed in one outer sealed envelope, containing the following documents:

8.1 Technical Proposal

The Technical Proposal shall include the following documents:

Sl. No.	Particulars of Documents
1.	Copy of valid Empanelment Certificate issued by the Art and Culture Department, Government of Bihar or reference number of empanelment
2.	Copies of Work Orders and Work Completion Certificates issued by the concerned organisations in support of experience in providing catering services for similar events.
3.	Copies of EPF payment challans/receipts or payment slips in respect of employees
4.	Self-Declaration on the agency's letterhead confirming the availability of adequate manpower, equipment, kitchen facilities, infrastructure, logistics and other resources required for providing catering services during the Conference.
5.	Audited Balance Sheets and Profit & Loss Statements for the last three financial years, duly certified by a Chartered Accountant bearing a valid UDIN.
6.	Copy of valid FSSAI Licence/Registration Certificate or food license issued by competent authority, as applicable.
7.	Copy of PAN Card of the agency.
8.	Copy of valid GST Registration Certificate.
9.	The participating agency shall submit an affidavit on Non-Judicial Stamp Paper of ₹100/- (Rupees One Hundred only), duly notarised, declaring that the agency has not been blacklisted, debarred or otherwise prohibited from participating in any tender or quotation process by any Central Government Department, State Government Department, Government Undertaking, Public Sector Undertaking (PSU) or Statutory Body as on the date of submission of the quotation. The affidavit shall be duly signed by the authorised signatory of the agency. Failure to submit the requisite affidavit shall render the agency liable for disqualification.
10.	Duly signed and stamped Undertaking/Acceptance of the Quotation Document, confirming acceptance of all terms, conditions, specifications and requirements stipulated therein.

Note:

- All documents must be self-attested by the authorised signatory of the agency.
- The Department reserves the right to verify the authenticity of the documents submitted and seek additional supporting documents, wherever necessary.
- Submission of all the above documents shall be mandatory for consideration of the Technical Proposal.
- Incomplete proposals or proposals not accompanied by the requisite documents may be rejected by the competent authority.

8.2 Financial Proposal

The Financial Proposal shall contain a detailed financial quotation in the prescribed format, clearly indicating the item-wise and meal-wise rates for the catering services to be provided.

The financial quotation shall include:

- Per-person/per-plate rates (Additionally attached -Item-wise and meal-wise rates as per the prescribed menu and service requirements)
- Separate details of applicable taxes, GST and other statutory charges, if any.
- Costs towards food preparation, transportation, manpower, serving arrangements, crockery, cutlery, equipment and other incidental expenses.
- Any additional charges, if applicable, clearly specified in the quotation.

The quoted rates shall be comprehensive and shall cover all expenses necessary for satisfactory execution of the catering services, as specified in the quotation document.

1. **Note:**

- All documents must be self-attested by the authorised signatory of the agency.
- The Department reserves the right to verify the authenticity of the documents submitted and seek additional supporting documents, wherever necessary.
- Submission of all the above documents shall be mandatory for consideration of the Technical Proposal.
- Incomplete proposals or proposals not accompanied by the requisite documents may be rejected by the competent authority.

8.3 Evaluation of Technical and Financial Proposals

- The Selection Committee shall first examine and evaluate the Technical Proposals submitted by the participating agencies against the prescribed eligibility criteria, technical requirements, relevant experience, catering capacity, food safety standards and other stipulated conditions.

- Only those agencies found technically qualified and fulfilling all prescribed eligibility requirements shall be considered for opening and evaluation of their Financial Proposals.

- The Financial Proposals of technically disqualified agencies shall not be opened and shall be dealt with in accordance with the applicable procurement procedure.

8.4 Evaluation and Selection of Successful Agency

The selection of the successful catering agency shall be undertaken in accordance with the prescribed financial evaluation and selection criteria, applicable procurement rules of the Government of Bihar and the terms and conditions specified in the quotation document. The

comparative assessment of financial quotations shall be undertaken only among technically qualified agencies. The Department reserves the right to seek clarification or additional supporting documents, wherever considered necessary, without permitting any material alteration of the submitted quotation.

8.5 General Terms and Conditions

- The agencies shall ensure that their quotations are complete, properly sealed, correctly labelled and accompanied by all required documents.
- The Technical Proposal and Financial Proposal shall be submitted in separate sealed envelopes, clearly marked **"Technical Proposal"** and **"Financial Proposal"**, respectively. Both envelopes shall be placed inside one sealed outer envelope marked **"Quotation for Catering Services – International Buddhist Conference 2026, Vaishali, Bihar".**
- The agency shall quote its rates strictly in accordance with the prescribed menu, number of meals, service schedule and other catering requirements specified by the Department.
- The successful agency shall ensure timely preparation, supply and serving of food as per the approved menu and schedule, maintaining the highest standards of food quality, hygiene, sanitation and hospitality.
- No change in the approved menu, quality or quantity of food shall be permitted without prior approval of the competent authority.
- The agency shall make adequate arrangements for trained service staff, supervisors, food transportation, serving counters, crockery, cutlery and other necessary catering infrastructure.
- The agency shall be responsible for maintaining cleanliness and proper disposal of food waste and other waste generated during catering operations.
- The successful agency shall comply with all applicable statutory requirements, labour laws, food safety regulations and instructions issued by the Department or the competent authority.
- The agency shall not be entitled to claim any additional payment beyond the approved quoted rates, except as specifically permitted and approved in writing by the competent authority.

9. Submission date, time and address

- **Date of publication of quotation:** 06/11/2026
- **Last date of submission and time:** 18/11/2026 up to 3:00 pm only
- **Opening date and time for technical quotation:** 19/11/2026 at 12:00 pm
- **Opening date and time for financial quotation:** 20/11/2026 at 12:00 pm
- **Address:** The Executive Director, Bihar Heritage Development Society, Department of Art and Culture, Govt. of Bihar, Near Lady Stephenson Hall, Buddha Marg, Patna-800001 Phone-0612-2508445, Bihar
- **Other:** In case of any changes in date/time/venue the information will be given to the concerned vendors bided for the RFQ through email or telephonic method

10. General Terms & Conditions

1. **Right of Acceptance/ Rejection**: The BHDS, Bihar reserves the right to accept or reject any or all quotations without assigning any reason.
2. **Validity period of quotation:** The quotation shall remain valid for a period of 90 days from the last date of submission.

3. **Performance Responsibility:** The selected agency shall be responsible for providing quality catering services as mentioned in scope of work. All the catering related work to be ensured (installations, manpower and other, arrangements) at least 24 hours prior to the opening of the event, strictly in accordance with the approved menu and scope of work scope.
4. **Time Schedule**: The agency must adhere strictly to the timeline prescribed by the department. Delay may attract penalty as decided by the department.
5. **Payment Terms**: Payment shall be released as per approved rates and on actual work execution basis, subject to satisfactory completion of the work and submission of required documents and invoices. The selected agency shall submit all bills and supporting documents within 15 days after completion of the event for processing of payment.
6. **Performance Guarantee:** The selected agency shall furnish a Performance Bank Guarantee (PBG) equivalent to 10% of the Work Order value within seven (07) days from the date of issuance of the Letter of Award. The PBG shall remain valid for the entire duration of the work plus 60 additional days. Failure to submit the PBG within the stipulated time may result in cancellation of the award at the discretion of the BHDS, Bihar.
7. **Penalty Clause**: The BHDS, Bihar may impose a penalty up to 10% of the total bill value of the selected agency in case of failure, delay, or deficiency in any of the activities or services specified in the approved scope of work. Such penalty shall be deducted from pending bills and/or performance security/bank guarantee of the agency. This penalty shall be in addition to any deductions made on account of non-payable or incomplete service delivery. In case of delay, deficiency in service, or deviation from approved specifications, the department may impose penalty or deduct payment proportionately.
8. **Damage / Loss Penalty**: The selected agency shall be responsible for any damage or loss caused to the department equipment, installations or materials during execution of the work. In such cases, the department may impose a penalty up to 2% of the Work Order value, in addition to recovery of the actual cost of repair or replacement. Such amount shall be recoverable from the agency's pending bills and/or Performance Bank Guarantee.
9. **Termination & Blacklisting**: The department reserves the right to terminate the work order/contract at any stage in case of qualified quotation but denied to work at proposed rate, non-performance, delay, breach of terms, submission of false information, or unsatisfactory execution of assigned work. In such cases, the department may forfeit the performance security, recover any losses incurred, and may also initiate blacklisting proceedings against the agency as per applicable government rules. The decision of the department in this regard shall be final and binding.
10. **Safety & Compliance**: The agency shall comply with all safety norms, statutory regulations, labour laws, fire safety standards, and venue guidelines. Any liability arising from non-compliance shall rest with the agency.
11. **Dispute Resolution:** Any dispute arising during the course of event executions shall first be resolved amicably. If unresolved, it shall be referred to conciliation and then to arbitration under the Arbitration and Conciliation Act, 1996. The venue of arbitration and jurisdiction of courts shall be Patna, Bihar.
12. **Force Majeure**: The department shall not be liable for delay or cancellation due to circumstances beyond control such as natural calamities, law and order issues, or government directives.
13. **Confidentiality**: The agency shall maintain confidentiality of all official information, documents, and materials provided by the BHDS or Department or its directorates.

14. **Final Authority**: The decision of the Department of Art and Culture, Bihar regarding interpretation of terms, execution standards, and evaluation shall be final and binding.

Letter of Acceptance of Quotation Terms and Conditions

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,
Patna-800001 Phone-0612-2508445

Subject: Acceptance of Terms and Conditions of Quotation for providing catering services in the International Buddhist Conference-2026 at Vaishali District, Bihar

Sir/Madam,

With reference to the quotation invited from empanelled Event Management Agencies for providing catering services in the **International Buddhist Conference 2026 at Vaishali District, Bihar**, we hereby confirm our unconditional acceptance of all the terms and conditions stipulated in the quotation document, Scope of Work, technical specifications and other instructions issued by the Bihar Heritage Development Society, Department of Art and Culture, Government of Bihar.

We hereby declare that we have carefully examined and understood the provisions of the quotation document and undertake to execute the assigned work strictly in accordance with the approved specifications, prescribed timelines, Scope of Work and contractual obligations.

We further undertake to comply with all applicable statutory requirements, departmental instructions and directions issued by the Department from time to time in connection with the execution of the said event.

We confirm that this declaration is being submitted as a formal undertaking of our unconditional acceptance of the quotation terms and conditions, without any deviation or reservation.

Yours faithfully,

For _____
(Authorized Signatory)
Name: _____
Designation: _____
Date: _____
Seal: _____

Undertaking for non-blacklisting

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,

Patna-800001 Phone-0612-2508445

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

We hereby certify that M/s _____ has not been blacklisted, debarred, or banned by any Central Government Department, State Government Department, Public Sector Undertaking, or any other Government agency as on the date of submission of this quotation.

We further declare that no proceedings for blacklisting or debarment are pending against our firm. In the event that the above declaration is found to be false or incorrect at any stage, the Bihar Heritage Development society, Department of Art and Culture, Bihar shall have the right to take appropriate action, including cancellation of our quotation/work order and forfeiture of performance security, as deemed fit.

This undertaking is submitted in compliance with the quotation requirements.

Yours faithfully,

For _____
(Authorized Signatory)
Name: _____
Designation: _____
Date: _____
Seal: _____

Format for Submission of Relevant Experience

(To be filled by the agency and supported with documentary proof)

The bidder must have one (01) relevant experience in providing catering and hospitality services for event management assignments (excluding social events), such as conferences, seminars, government events or similar programmes, at the State, Central, National or International level during the last three financial years, i.e., FY 2023-2024, 2024–25 and FY 2025–26, meeting any one of the following criteria:

a. One similar completed event with a contract value of not less than ₹30.00 lakh; OR
b. Two similar completed events, each with a contract value of not less than ₹25.00 lakh; OR
c. Three similar completed events, each with a contract value of not less than ₹20.00 lakh.

Sl. No.	Name of Event	Client Department / Organization	Level (State/Central/National/International)	Financial Year	Work Order Value (₹)	Date of Completion	Documentary Proof Attached (Yes/No)-Page number
1							
2							
3							

Note:

1. Attach copies of Work Orders/Completion Certificates for each event.
2. The value and year of execution must be clearly mentioned in the supporting documents.
3. Additional rows may be added, if required.

Format for Submission of Financial Turnover

(To be filled by the agency and supported with documentary proof)

The agency must have an average annual turnover of at least ₹50.00 Lakh from event management catering services during the last three financial years (2022–23, 2023–24, 2024–25).

Sl. No.	Financial Year	Turnover from Event Management / Related Services (₹)	Audited Statement Attached (Yes/No)
1	2022–23		
2	2023–24		
3	2024–25		

Average Annual Turnover (₹): _____

Note:

1. Attach audited Balance Sheet and Profit & Loss Statement for each financial year.
2. The turnover must be certified by a Chartered Accountant with UDIN
3. Self-certified summary sheet may be enclosed along with supporting documents.

Financial Quotation / Price Quotation

(On the letter head of Company)

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,
Patna-800001 Phone-0612-2508445

Subject: Acceptance of Terms and Conditions of Quotation for providing catering services in the International Buddhist Conference-2026 at Vaishali District, Bihar

Respected Sir/Madam,

We are pleased to submit our Financial Quotation for providing catering services in the **International Buddhist Conference 2026 at Vaishali District, Bihar**, in accordance with the specifications, Scope of Work and terms and conditions prescribed in the quotation document issued by the Department of Art and Culture, Government of Bihar.

As required, we have enclosed the detailed item-wise financial quotation covering all components of the proposed event, including fabrication, installation, logistics, transportation, manpower, operational support and other related arrangements as specified in the Scope of Work. The total quoted amount for the complete Scope of Work is as follows:

Total Quoted Amount: ₹ _____

Amount in Words: Rupees _____ Only.

(Inclusive of all applicable taxes and GST.)

We hereby confirm that the quoted amount is inclusive of all costs associated with materials, labour, transportation, installation, operation, dismantling and other incidental expenses necessary for the successful execution of the event, as applicable under the prescribed Scope of Work.

We undertake to execute the assigned work in accordance with the approved specifications, prescribed timelines and all terms and conditions stipulated in the quotation document.

We look forward to your kind consideration of our Financial Quotation.

Thanking you.

Yours faithfully,
For _____ (Company Name)

Authorized Signatory
Name: _____
Designation: _____
Contact No.: _____
Date: _____
Place: _____

Financial Quotation Details (Must be attached with Financial Quotation Price)

The participating agency shall submit its detailed item-wise financial quotation in the following format:

Sl. No.	Description of Services	Unit	Quantity	Rate (₹) per day	No. of Days	Amount (₹)
1	Breakfast	Per Plate			3	
2	Lunch	Per Plate			3	
3	Evening Tea & Snacks	Per Plate			2	
4	Dinner	Per Plate			2	
5	Hi-tea /Beverages / sufficient Mineral Water(200/250 ml)	Per Plate			3	
6	VIP snacks (if required for 50 person)	Per Plate			1	
	Sub-Total					
	GST / Applicable Taxes					
	Grand Total					

Note: The actual menu, quantities and service requirements shall be as per the detailed Scope of Work enclosed with the quotation invitation.

Terms and Conditions

1. The quoted rates shall be inclusive of all expenses required for the successful execution of the assigned catering work, except taxes shown separately, wherever applicable.
2. The agency shall ensure the quality, quantity and timely delivery of food and beverages as per the approved menu and requirements.
3. All food preparation and serving arrangements must comply with applicable food safety and hygiene standards.
4. The agency shall deploy sufficient trained manpower for the smooth execution of catering services.
5. The agency shall be responsible for transportation, logistics, serving equipment and other necessary arrangements.
6. The quoted rates shall remain valid for a period of 60 days from the date of submission.

7. No additional payment shall be entertained beyond the approved quotation unless specifically authorized by the competent authority.
8. The selected agency shall execute the work within the prescribed schedule and in accordance with the instructions of the Department.
9. The Department reserves the right to accept or reject any or all quotations without assigning any reason thereof, subject to applicable rules.
10. The agency shall comply with all applicable statutory requirements, including GST and FSSAI requirements, wherever applicable.

Tentative Line-item wise financial price/ Price Quotation

(On the letter head of Company)

International Buddhist Conference 2026 | Vaishali District, Bihar

Date-wise Catering Menu – International Buddhist Conference 2026, Vaishali

Date	Meal / Service	Category	Menu Items
11.11.2026	Breakfast	Main Breakfast	Chole Bhature, Achar
		Snacks	Vegetable Sandwich, Poha, Vegetable Roll, corn flakes, milk, bread and butter
		Beverages	Tea / Coffee
		Fruits	Raw Banana/ Grapes/Apple/Peach/other seasonal fruits
11.11.2026	Tea Stall – Round-the-Clock Service	Beverages	Tea / Coffee
		Snacks	Cookies (sweet and salty both)
11.11.2026	Lunch	Salad	Cream Curd Salad, Sprouted Beans Salad, Fresh Green Salad
		Soup	Vegetable Hot & Sour Soup
		Vegetarian	Paneer Takatak, Rajma Palak, Aloo Methi
		Dal	Rahar Dal Tarka
		Rice	Steam Rice, Dal Ki Khichdi with Ghee
		Roti	Butter Naan, Tandoori Roti, Hing Kachuri
		Tit Bits	Papad, Achar
		Curd	Mixed Raita
		Sweet	Makhana Ki Kheer, Hot Gulab Jamun, Kulfi Falooda
11.11.2026	Evening Hi-Tea	Snacks	Kasta Kachuri, Onion Pakora (Jharua)
		Beverages	Tea / Coffee
11.11.2026	Dinner	Soup	Vegetable Sweet Corn Soup

		Salad	Cabbage Curd Salad, Sprouted Beans Salad, Fresh Green Salad
		Bihari Food	Litti, Aloo Ka Bharta, Bagan Ka Chokha, Tomato Ka Chutney, Ghee
		Vegetarian – Main Course	Paneer Butter Masala, Aloo Gobi Matar Dum, Vegetable Jalfrezi
		Dal	Dal Butter Masala
		Rice	Vegetable Pulao, Plain Rice
		Bihari Food	Roasted Lilli, Green Chutney
		Roti	Hing Kachuri, Baby Naan, Tandoori Roti
		Tit Bits	Papad, Achar, Green Chutney
		Curd	Boondi Raita
		Sweet	Moong Dal Halwa, Shahi Meetha Tukda, Coconut Kulfi

Date	Meal / Service	Category	Menu Items
12.11.2026	Breakfast	Main Breakfast	Idli, Bada, Sambar, Chutney
		Snacks	Vegetable Sandwich, Toast with Butter & Jam, Cheese Roll, Corn flakes and milk, Upma
		Beverages	Tea / Coffee
		Fruits	Raw Banana/ Grapes/Apple/Peach/other seasonal fruits
12.11.2026	Tea Stall – Round-the-Clock Service	Beverages	Tea / Coffee
		Snacks	Cookies
12.11.2026	Lunch	Salad	Roasted Potato Salad, Sprouted Beans Salad, Fresh Green Salad
		Soup	Cream of Tomato Soup
		Vegetarian	Paneer Karahi, Vegetable Kofta Curry, Vegetable Manchurian
		Dal	Dal Butter Fried
		Rice	Onion & Kesar Pulao
		Roti	Butter Kulcha, Tandoori Roti, Peas Stuffed Kachuri
		Tit Bits	Papad, Green Chutney, Achar
		Curd	Mixed Raita
		Sweet	Fruit Trifle Pudding, Raj Bhog Sweet, Balusahi Sweet
12.11.2026	Evening Hi-Tea	Snacks	Aloo Bonda, Dhokla
		Beverages	Tea / Coffee
12.11.2026	Dinner	Soup	Vegetable Manchow Soup
		Salad	Cabbage Curd Salad, Sprouted Beans Salad, Fresh Green Salad
		Bihari Food	Makka Ki Roti, Sarsi Ka Sag, Hari Chutney, Ghee

		Vegetarian – Main Course	Paneer Shahi, Mixed Vegetable, Aloo Methi
		Dal	Dal Rahar Tarka
		Rice	Mater Pulao, Plain Rice
		Roti	Palak Kachuri, Garlic Naan, Tandoori Roti
		Bihari Special	Sattu Ka Makuni, Baigan Ka Bharta
		Tit Bits	Papad, Achar, Green Chutney
		Curd	Dahi Vara
		Sweet	Ice Cream with Chocolate Sauce, Hot Kala Jamun, Silao Ka Khaja

Date	Meal / Service	Category	Menu Items
13.11.2026	Breakfast	Main Breakfast	Poori, Aloo Dam, Achar
		Snacks	Kachuri, Kabuli Chana Masala, Achar, Upma, Poha
		Snacks	Bread & Butter, Bara, Coconut Chutney, Corn flakes and milk
		Fruits	Raw Banana/ Grapes/Apple/Peach/other seasonal fruits
		Beverages	Tea / Coffee
13.11.2026	Tea Stall – Round-the-Clock Service	Beverages	Tea / Coffee
		Snacks	Cookies
13.11.2026	Lunch	Salad	Peanut Salad, Sprouted Beans Salad, Fresh Green Salad
		Soup	Rasam
		Vegetarian	Palak Paneer, Bagan Barry Ki Sabji, Aloo Dum Bhojpuri
		Dal	Dal Chana Tarka
		Rice	Jeera Rice
		Roti	Lachha Paratha, Tandoori Roti, Ajwain Puri
		Tit Bits	Papad, Green Chutney, Achar
		Curd	Mixed Raita
		Sweet	Chhena Sweet, Kaddu Ka Halwa, Chandrakala Sweet

General Conditions

1. The menu shall include Bihari cuisine, Indian cuisine and dishes representing Buddhist countries for each day's breakfast and meals.
2. The caterer shall ensure menu variety across all three days, subject to approval by the Department.
3. Vegetarian, vegan and non-vegetarian dishes shall be clearly labelled and prepared separately, wherever applicable.
4. The caterer shall accommodate the dietary requirements of Buddhist monks and international delegates as communicated by the Department.
5. Final menu items, quantities and serving arrangements shall be approved by the Department before execution.
6. The quantity and

Declaration

We hereby confirm that the above rates include all materials, labor, transportation, installation, and operational requirements for successful execution of the project as per specifications and scope of work mentioned in RFQ.

Authorized Signatory
Name: _____
Designation: _____
Company Seal & Signature

Note:

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