

WEST BENGAL TRIBAL DEVELOPMENT COOPERATIVE CORPORATION LIMITED

(A Government of West Bengal Undertaking)

Sidhu Kanu Bhawan, KB-18, Sector-III, Salt Lake, Bidhannagar, Kolkata – 700106

NOTICE INVITING TENDER (NIT)

Memo..1291/WBTDCC / E-56 / 02-03

Date: 07-10-26

Sealed tenders are hereby invited from eligible and experienced Canteen Service Providers / Agencies / Firms / Contractors for operation and management of the Canteen at the office premises of West Bengal Tribal Development Cooperative Corporation Ltd. (WBTDCC Ltd.), on the terms and conditions specified in the Tender Document.

1. Key Information & Schedule

Name of Work	Operation, Management, and Maintenance of Canteen Premises at WBTDCC Ltd.
Location & Premises	Ground Floor, WBTDCC Ltd. Office Premises (Approx. 350 sq. ft. carpet area)
Earnest Money Deposit (EMD)	₹600/- (Rupees Six Hundred only)
Tender Fee	₹1,000/- (Rupees One Thousand only), non-refundable
Security Deposit	₹60,000/- (Rupees Sixty Thousand only)
Minimum Monthly Rent	₹30,000/- (Rupees Thirty Thousand only) per month
Contract Tenure	Initial period of One (1) Year, extendable up to an additional two (2) years based on performance
Last Date & Time of Submission	30.10.2026 up to 2:00 PM IST
Date & Time of Bid Opening	30.10.2026 at 3:00 PM IST

2. Scope of Work

The designated Agency/Contractor shall be fully responsible for the seamless end-to-end operation, maintenance, and service delivery of the canteen facility, including:

- **Culinary Services:** Preparation and supply of high-quality tea, coffee, breakfast, snacks, lunch, dinner (if required) and approved beverage/food items.
- **Timing:** 07.00 AM to 09.00 PM
- **Hygiene & Sanitation:** Rigorous daily maintenance, cleaning, and sanitation of the entire canteen premises—including the kitchen, dining hall, food preparation units, utensils, and equipment.
- **Personnel Deployment:** Deployment of adequate, trained, uniformed, and professionally skilled manpower for catering and operational activities.

Seal

- **Procurement & Inventory:** Sourcing and storage of fresh food ingredients, raw materials, consumables, and commercial grade cooking media strictly at the contractor's own expense.
- **Quality & Safety Compliance:** Strict adherence to prescribed standards of food safety, health standards, quality assurance, and hygiene practices.
- **Waste Management:** Regular, proper, and environmentally safe collection and disposal of kitchen waste and food refuse in compliance with local municipal norms.
- **Statutory Compliance:** Ensuring complete alignment with all statutory regulations concerning food safety (FSSAI), labour laws, minimum wages, GST, and related statutory obligations.
- **Consumption Standard:** Guaranteeing that all served food and beverages are strictly fresh, hygienic, wholesome, and safe for human consumption.

3. Eligibility Criteria

Bidders must satisfy the following minimum technical and regulatory eligibility criteria:

- **Operational Experience:** Proven track record with documented experience in running or managing institutional, corporate, industrial, or government canteens at least six months.
- **Documentary Proof:** Submission of certificates, work orders, or completion credentials attesting to prior relevant experience.
- **Statutory Registrations:** Valid Permanent Account Number (PAN) and Goods and Services Tax Registration Number (GSTIN).
- **Compliance Undertaking:** Fulfillment of all additional eligibility conditions set forth within the detailed Tender Document.

4. Financial Terms & Operational Charges

- **Monthly Space Rent:** The successful bidder shall pay a minimum monthly rent of ₹30,000/- (Rupees Thirty Thousand only) for the allotted carpet area space (Approx. 350 sq. ft.) located on the Ground Floor. Rent must be deposited strictly in advance within the stipulated timeframe prescribed in the formal agreement.
- **Utilities & Consumption Charges:** Electricity, water supply and other utility charges shall be borne entirely by the successful contractor based on actual meter consumption or as per the specific determination of the Corporation.
- **Pricing & Tariff Control:** Bidders shall submit their price quotes for food items strictly adhering to the prescribed Price Schedule format. Quoted rates shall remain fixed and firm throughout the valid period specified in the agreement.

5. Submission & Bidding Procedure

- Bids must be submitted in the prescribed format, complete in all respects, containing all required supporting documents, and enclosed in a sealed envelope.
- The bidder shall quote the rates for the food items strictly in the prescribed Price Schedule. The rates quoted shall remain valid for the period specified in the Tender Document.

See

- Sealed submissions must reach the designated office before 30.10.2026 by 2:00 PM IST. Bids received after the deadline shall be rejected without evaluation.
- Interested bidders are encouraged to inspect the existing canteen premises and infrastructure during regular working hours prior to bid submission, subject to prior authorization from the competent authority.

6. Terms & General Conditions

- **Agreement:** The successful bidder shall enter into a formal Agreement/Contract with WBTDCCLtd. prior to commencing operational activities.
- **Performance Guarantee:** The successful bidder must deposit the stipulated Security Deposit of ₹60,000/- in the prescribed mode prior to operational commencement. No interest on Security Deposit will be paid by this Corporation.
- **Contract Period:** The contract shall initially remain valid for a period of One year may be extended for more two years from the date of commencement of the work, subject to satisfactory performance and the terms and conditions of the agreement.
- **Non-Transferability:** Sub-letting, sub-contracting, or transferring canteen operations to any third party is strictly prohibited without explicit written authorization from the Corporation.
- **Penalties & Termination:** Any breach of contractual conditions, substandard food quality, failure to maintain hygiene, or operational misconduct may result in pecuniary penalties, forfeiture of security deposit, and/or immediate termination of the contract.
- **Rights Reserved:** The Corporation reserves the absolute right to accept or reject any or all tenders, or annul the bidding process at any stage without assigning any reason whatsoever. The decision of the Managing Director, WBTDCCLtd., shall be final and binding upon all participating parties.

Seal
07.10.26

MANAGING DIRECTOR

Memo.....129111(5)/WBTDCCLtd. / E:56/02-03

Date: 07-10-26

Copy forwarded for information:

1. Asstt. Managing Director (Estt.), WBTDCCLtd.
2. Finance Officer, WBTDCCLtd.
3. Notice Board, WBTDCCLtd.
4. Website, WBTDCCLtd.
5. Office file

Seal
07.10.26

MANAGING DIRECTOR