



Paschim Banga Go-Sampad Bikash Sanstha

(An organization under the aegis of the Government of West Bengal)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

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স্টেটলেক সিটি, কলকাতা - ৭০০১০৬
দুরত্ব : ০৩৩ ২৩৩৫ ০৭১৫
ফ্যাক্স : ০৩৩ ২৩৩৫ ০৭১২

Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27

DATE: 22.06.2026

Expression of Interest (EOI)

For

Empanelment of Agency for running canteen on Royalty Basis at Prani Sampad Bhavan Campus at LB-2, Sector-III, Salt Lake City , Kolkata-700106

The Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata-700106 invites on line bids (in two bid system) from reputed authorized distributor , resourceful, bonafide agencies, having adequate experience and expertise in **similar nature of work (in Restaurant/Food/Hotel & Hospitality Industries) specially in Govt./Semi Govt./Public sector Undertakings**, registered under the relevant laws in India and fulfilling requisite eligibility criteria as stated in the EOI for “ ***Running canteen on Royalty Basis at Prani Sampad Bhavan Campus at LB-2, Sector-III, Salt Lake City , Kolkata-700106*** ” . Selected Agency will be entitled to abide Sanstha’s rules and regulations against the given sets of terms & conditions. Intending Agency may submit their offer (**ONLINE**) in the prescribed format (BOQ) ***from 23.06.2026 : 11:00 A.M up to 18.07. 2026 : 11.00 A.M***. The details sets of documents of EOI including application form can be availed on or before ***18.07.2026 : 11.00 A.M***.

Any addition / deletion /modification and correspondence related to the EOI document will be posted on the Office Notice Board as well as website (www.wbtenders.gov.in) & <https://pbgsbs.gov.in/>.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S.



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DETAILS OF TENDER DOCUMENTS AND TIME SCHEDULE

Each Set Contains:-

1. Online Expression of Interest (EOI).
2. General Instruction to Bidders.
3. Eligibility Criteria for Participation in the Tender.
4. Evaluation of Tender.
5. Tender Terms & Conditions.
6. Scope of Work / Job Schedule as per Annexure-A
7. Forms-I, II, III, IV, V & VI.

DATE OF PUBLICATION OF EOI (ONLINE):	23.06.2026 at 11.00 A.M
STARTING OF BID SUBMISSION (ONLINE):	23.06.2026 at 11.00 A.M
PRE BID MEETING (Mandatory) TO BE HELD ON	02.07.2026 FROM 1.00 P.M. TO 2.00 P.M.
SITE VISIT (Mandatory)	01.07.2026 & 02.07.2026 FROM 1.00 P.M. TO 2.00 P.M.
LAST DATE FOR ON LINE SUBMISSION OF TENDER:	18.07.2026 at 11.00 A.M
OPENING OF TECHNICAL BID:	20.07.2026 at 11.00 A.M
OPENING OF FINANCIAL BID:	TO BE NOTIFIED LATER ON.
TENDER FEES: NIL	NIL
EARNEST MONEY	10,000/- (Fixed)


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EXPRESSION OF INTEREST

The Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata-700106 invites on line bids (in two bid system) from reputed authorized distributor , resourceful, bonafide agencies, having adequate experience and expertise in **similar nature of work (in Restaurant/Food/Hotel & Hospitality Industries) specially in Govt./Semi Govt./ Public sector Undertakings**, registered under the relevant laws in India and fulfilling requisite eligibility criteria as stated in the EOI for “ ***Running canteen on Royalty Basis at Prani Sampad Bhavan Campus at LB-2, Sector-III, Salt Lake City , Kolkata-700106***”.

Earnest Money **10,000/- (Ten Thousand)** only is to be remitted online through Govt. of West Bengal e-Tender portal (<https://wbenders.gov.in>). The payment transaction slip / receipt in pdf format is to be uploaded along with the statutory documents for tender submission.

- 1) In case bidder wants to be exempted from EMD submission, a valid Exemption certificate (**in specific Trading in Food Industries**) is to be scanned & uploaded along with the statutory documents in the e-tender portal for participation in the tender.
- 2) After publication of EOI notice in the Medias, detailed terms & conditions, BOQ (Bill of Quantities) may be obtained from the website <https://wbenders.gov.in> at free of cost. Submission of tender by the bidder can be made with the help of Class-3DSC (Digital Signature Certificate) in this website <https://wbenders.gov.in>.
- 3) Tenders should normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).
- 4) Tender must be supported by:

A. TECHNICAL BID : 'BID-A'

- (a) **STATUTORY COVER** containing the following documents:

PART 1 (SINGLE FILE MULTIPLE PAGES SCANNED):

1	Transaction Slip / Receipt challan for EMD amount of 10,000/- only in favor of ICICI Payment Gateway OR Valid Exemption Certificate issued by the Competent Authority claiming EMD exemption.
2	Scanned Application in the prescribed format (Form - I)
3.	Declaration by the Tenderer (Form - II)
4.	Certificate from Chartered Firm in the official pad (Form - III)
5.	Affidavit Proforma(Form - IV)
6.	Working (Credential) (Form-V)
7.	Check List -Form-VI
8.	Upload All Documents / Certificates/ Registration / Agreement/ Declaration



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(b) NON-STATUTORY COVER/MY SPACE containing the following documents:

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy	✓ PAN Card of the authorized signatory ✓ Valid Prof. Tax clearance certificate with challan. ✓ GST Registration certificate. ✓ IT returns of 2023– 2024 Financial year. ✓ Valid Trade License certificate. ✓ Valid documentary proof of: ✓ The agency / company should have minimum annual turnover of Rs. 10 Lakh ✓ Certificate FSSAI (Mandatory) ✓ Audited balance sheet for the last 3 years. ✓ Work experience including work of Government of West Bengal in last Five years.(as per Form-V). ✓ Credential as well as Scoring to be calculated on the basis of prescribed format (FORMAT-V) of the Prospective Tenderer shall not be less than the estimated amount put to tender.
2	COMPANY DETAILS (valid up to Date), scanned original copy	i) Registration Certificate under Company Act. (if any). ii) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum. iii) In Case Proprietorship & Partnership Firms, the Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1). The balance sheet, Profit & Loss account should be in favor of applicant's name only. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any). v) List of Technical staffs along with structure & organization.
3	Credential (Start up are not applicable , Agency should have to experience related to such Business)	(i) Intending tenderers should produce credentials of a similar nature of work (Experience in Food Industries) of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; Or, (ii) Intending tenderers should produce credentials of 2 (two) similar nature of work (Experience in Food Industries) each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; Or, (iii) Intending tenderers should produce credentials of one single running work of similar nature of work (Experience in Food Industries) which has been completed on the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work under Govt. department / Govt. sponsored Organization / Govt. Undertaking or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.
4	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration in this regard by the authorized signatory of the bidder.



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Firms/Agency located outside the State of West Bengal must have to execute work through their local branches of this State or Authorized Distributors/Agent/dealers of this State; otherwise their tenders will not be accepted (Documents to be uploaded).

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

B. FINANCIAL BID : 'BID-B' (BOQ)

- Intending bidder has to offer rate (Royalty Fees per Month) positively for Item-Wise B.O.Q. If the offered rate absurdly Low or unjustified, the bid will summarily be rejected. Final selection will be based on QCBS method of 70:30 weightage basis on Item-wise BOQ.**
- The Agency/bidder is to quote the rate **on Item-wise BOQ format** of the components as specified in the BOQ. **The rate (Royalty Fees) should be quoted per Month Basis** in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.
- Rate quoted shall be including GST other taxes and all other charges.**

N.B.: ALL STATUTORY & NON STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE UPLOADED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.

No Hard copy of bid documents will be entertained for consideration for selection of this EOI. Bidders must have to participate the EOI through online only at www.wbtenders.gov.in.

The CEO, PBGSBS reserves the right to cancel the N.I.T. due to unavoidable or, any circumstances and no claim in this respect will be entertained. CHIEF EXECUTIVE OFFICER (T.I.A), P.B.G.S.B.S., RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES. No objection in this respect will be entertained raised by any Bidder. **Bidders or their authorized representatives need not to be present in the office of the undersigned at the time of opening of the Technical or Financial Bid (BID-B). Decision of Tender committee at every stages of evaluation shall be intimated and uploaded on the website (<https://wbtenders.gov.in>) portal.**

No informal bidder will be entertained in the bid further.

However, at any stage before awarding the contract, the Tender Selection Committee reserves the right to cancel the bidding process due to unavoidable circumstances and no claim in this respect will be entertained.


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A. GENERAL INSTRUCTION TO BIDDERS

1. Applications for **Empanelment of Agency for running canteen on Royalty Basis at Prani Sampad Bhavan Campus at LB-2, Sector-III, Salt Lake City , Kolkata-700106** may be submitted by an agency having experience in same or similar nature of business of perishable food products by exercising one of the following options -

- As an Individual (Proprietorship) with independent bonafide having sufficient knowledge and established experience in the field of perishable Food Products/ Hotel & Hospitality/ Canteen/Event Management .
- As an Private Limited Company/Partnership Firm/ Limited Liability Partnership (LLP) with business in the field of perishable food products and/or services thereof.

An agency/individual / firm/company shall submit only one proposal. If an agency/ individual/ firm / company submits or participates in more than one proposal, all such proposals shall be disqualified.

2. The Agency should meet minimum pre-qualification criteria for getting empaneled. Only those Agency / Individuals / firms / company which are a small business or a designated Micro or Small Enterprise (SME), who fulfill the following prequalification criteria, need apply in the prescribed EOI forms for getting empaneled:

- Any Individual (Proprietorship) applying should have work experience of at least 3 (Three) Years, in the field of **similar business facilities** in Government / Semi-Government / Private Sector organizations AND an experience as a Proprietor of his/her firm operating a similar services for at least 3 (Three) Years. The Proprietorship business should have an average annual Financial Turnover (Gross) on similar business as defined, of a **minimum of over Rupees 10 (Ten) Lakh during each of the last three consecutive financial years. . Balance sheets of the Proprietorship should be duly audited by Statutory Auditors / Tax Auditors and may be produced on demand.**
- Any Agency in the form of an Private Limited Company/Partnership Firm/ Limited Liability Partnership (LLP) should be operating a **similar business** for at least 3 (Three) years and have an average annual Financial Turnover (Gross) of a **minimum of over Rupees 10 (Ten) Lakh during each of the last three consecutive years. Balance sheets of the Agency/ company/firm should be duly audited by Statutory Auditors / Tax Auditors and may be produced on demand.**
- Any Individual (Proprietorship) or Agency as above applying for empanelment must have adequate handling experience of Canteen / Hotel facilities which is to be demonstrated by the Individual (Proprietorship) or any Agency as above, by owning or having a formal written tie-up with a registered factory establishment dealing with similar services. The Services /establishment should be duly approved by FSSAI/ Allied Competent Authority.



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- Any Individual (Proprietorship) or Agency as above applying for empanelment must have adequate experienced Hotel & Hospitality facilities in Kolkata / West Bengal and out side Bengal . In case of leased or MoA/MoU/ agreements allowing, the Individual (Proprietorship) or Agency as above, the exclusive use of designated manpower at all times may be produced on demand.
- Any Individual (Proprietorship) or Agency as above applying for empanelment must have adequate management and distribution of Cooked Food Items through owned / leased refrigerated vehicles. In case of leased refrigerated vehicles, formal lease agreements allowing the Individual (Proprietorship) or Agency as above, the exclusive use of such refrigerated vehicles at all times may be produced on demand.
- Any Individual (Proprietorship) or Agency as above applying for empanelment must have qualified professionals matching the expertise expected in the scope of the work that may be required for successful handling, marketing and sales service related work, details of which may be given in the application form.

3. Intending / Interested Agency / firms / agencies are required to submit details about

- ✓ Application Form (Annexure-IV)
- ✓ PAN Card
- ✓ I.T. Return as on 31/03/2025. (A.Y. 2025 - 2026)
- ✓ Trade License / Certificate of Incorporation
- ✓ Credentials (in similar nature of work) (Annexure-VI)
- ✓ EOI Duly signed to be uploaded
- ✓ Declaration Form in Non Judicial Stamp Paper (Annexure-V)
- ✓ Certificates (FSSAI/Similar)
- ✓ Check List (Annexure-E)

4. Agency shall not attach any other information other than the above-mentioned information to be eligible for consideration for selection.

5. Conflict of Interest: Agency shall not have a conflict of interest. All Agency found to have a conflict of interest, as mentioned below, will be disqualified. The Sanstha's decision will be final.

- (a) Agency in two or more different applications having controlling shareholders in common.
- (b) The Agency (including their personnel and sub-consultants) that have a business or family relationship (as defined under Society Act) with such members of the Sanstha Staff who are directly or indirectly involved in this EOI shall not be considered for selection.

6. Corrupt or Fraudulent practices: The Corporation requires that Agency for selection observe the highest standards of ethics during the currency of the panel. In pursuance of this policy for the purpose of these provisions, the terms as set forth below:



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- **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence decision in matters relating to this EOI;
- **"fraudulent practice"** means a misrepresentation of facts in order to influence the selection and award of a contract to the detriment of the Sanstha, and includes collusive practices among Agency (prior to or after bid submission), designed to establish bid prices at artificially non-competitive levels and to deprive the Sanstha of the benefits of free and open competition.
- **"Collusive practice"** means a scheme or arrangement between two or more Agency, designed to establish bid prices at artificially, non-competitive levels.
- **"Coercive practice¹"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in this tender.

The Sanstha will reject a proposal for award of work if it is determined that the Agency recommended for award of work was engaged in corrupt or fraudulent practices in competing for the work in question. The Sanstha's decision will be final and binding.

The Sanstha will declare an Agency ineligible, either indefinitely or for a stated period of time from being awarded a contract / contracts, if at any time it is determined that **there is a conflict of interest** or the Agency was engaged in corrupt or fraudulent practices in competing for the award of work/contract or in executing the contract. The Sanstha's decision will be final.

7. Integrity Pact: The Agency shall sign a Pre-Contract Integrity Pact (**Agreement Annexure-D**) and shall note that the pre-contract integrity pact submitted by them along with the application **will** be valid for the tenure of the contract and extension of the contract, if any, thereafter.

8. Non-Disclosure clause:

- a) The Agency shall treat all documents, information, data and communication of and with the Sanstha as confidential.
- b) The successful Agency shall not, without the Sanstha's prior written consent, disclose the contract or any specification, plan, sample or information or data furnished by or on behalf of the Sanstha to any person other than the person(s) employed by the Agency in the performance of the work.
- c) Further, any such disclosure to any such person employed by the Agency shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of the Non-Disclosure clause.
- d) The Agency shall not, without the Sanstha's prior written consent, make use of any document or information mentioned in these conditions of the EOI except for the sole purpose of performing this EOI. The Agency shall abide by the above non-Disclosure clause and accordingly shall submit the Non-disclosure in Agreement

9. Amendment to EOI document:

- > At any time prior to the deadline for submission of EOI applications, The Sanstha either on its own or on the request of the Agency/s may amend the EOI Documents by issuing addenda.
- > An addendum issued under the above clause shall be part of the EOI Documents and shall be posted only at the e-procurement site (www.wbtenders.gov.in) .



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- To give Agency reasonable time to take an addendum into account in preparing their Applications, the Sanstha may, at its discretion, extend the deadline for the submission of the EOI Applications. Further if requested by a few Agency or as required, Sanstha may also decide to extend the deadline for submission of the EOI applications.

10.Pre-bid meeting : The Sanstha will arrange a clarification meeting with all the prospective Agency at the address mentioned in the Schedule of Submission to clarify the details of the requirements of Selection as also any other points/ doubts. Agency/s is/are requested to inform the names of persons/ representatives who will be attending this meeting **on behalf of** at the email ceopbgsbs2003@yahoo.co.in / pur@pbgsbs.in . A maximum of two persons from an Agency will be allowed **to attend the mandatory pre-bid meeting on 02.07.2026 from 1.00 PM to 2.00 PM** . If any **Agency fails to attend the meeting as well as Site visit as per EOI schedule, his/her application will be rejected without showing any reason.**

11.Language of Application : The language used in the Application as also in the supporting documents shall be English. If any of the document/s submitted as part of the EOI is/are in the languages other than English, the Agency shall provide translation of such document/s / certificates in English.

12. Filling of Application Forms :

All information, as called for in the enclosed forms, shall be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned in the relevant column/s. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry shall be made in that column. If any particulars/ queries are not applicable in case of any Agency, it shall be stated as 'not applicable'. The Agency are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing information may result in the Agency being summarily disqualified. Applications those received late will not be considered

- The application shall be neatly printed.
- Notice inviting Expression of Interest placed on the website and released in Notice Board, is part of this document and shall be considered and interpreted for all purposes in connection with selection of consultants. The Agency may furnish any additional information, which is deemed necessary to establish its capability to successfully complete this project. Superfluous information need not be furnished, and no information shall be entertained after submission of EOI document unless specifically called for by the corporation.
- Any information furnished by any Agency if found to be incorrect either immediately on opening of the EOI application or at a later date, shall render the Agency liable to be debarred from participating in this project.
- The Agency shall submit a checklist as per the format provided along with the application
- If space in the proforma is found insufficient for furnishing all the required details, such information shall be supplemented on separate sheet/s stating therein the part of the proforma and Serial Number to which it relates. Separate Sheet/s shall be used for each part for the purpose.
- Any letter or document, accompanying the pre-tender qualification form, shall be submitted only in original.



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- The Agency shall bear all costs associated with the preparation and submission of its EOI Application. The Corporation will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the pre-qualification process.

13 Signing of the Application and Number of Copies :

The Application shall be typed and signed on all the pages by the person/s duly authorized to sign on behalf of the Agency. The power of attorney duly notarized and on a stamp paper authorizing the person/s to sign and act on behalf of the firm, shall be submitted. An authorized representative shall have the authority to conduct all business functions and incur liabilities related thereto for and on behalf of the Agency, during the prequalification process and thereafter.

14. Sealing of application

The original application shall be signed properly and submitted (online) on or before the final date and time for submission of the application at **e-procurement site**, as specified in the Schedule of Submission of the EOI application.

15 . Deadline and Address for Submission of EOI applications :

- EOI applications shall be submitted (Online) as mentioned in the Schedule of Submission of EOI application, submit by hand or through registered post or courier service are not accepted, In respect of applications received by post or courier, the Sanstha shall not assume any responsibility. The Agency may note that under ***no circumstances***, the EOI applications should be submitted by email/ Hard copy at the address provided in the EOI document.
- The Sanstha may, at its discretion, extend the deadline for the submission of the EOI Application, in which case all the rights and obligations of the Sanstha and those of the Agency, subject to the previous deadline, shall thereafter be subject to the deadline as extended.

16. Clarifications on application:

- > The Agency shall be evaluated on the basis of the application and the supporting documents submitted by them online by QCCBS. Sanstha shall not be under any obligation to seek any further information or clarifications from any Agency.
- > Without prejudice to the above clause, in order to assist in the evaluation of applications, Sanstha may, at its sole discretion, ask any Agency for any clarification on its application, which shall be submitted by the Agency within a stated period of time.
- > If an Agency does not provide clarifications by the date and time as specified in the Sanstha's request for clarification, its application shall be liable to be rejected.
- > It is clarified that Agency shall not be required to submit on their own, additional information or materials subsequent to the date of submission and such materials, if submitted, shall not be considered. It is therefore, essential to ensure that all questions/queries are answered fully in the proforma or otherwise. The pages of the EOI document, its annexure and additional information (all taken together shall be considered as the EOI application), submitted (online) , shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference, are to be avoided.



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17. Responsiveness of Agency:

- An application, which does not meet all the requirements of the EOI Document, shall be rejected forthwith and the Sanstha's decision will be final.
- The Agency shall note that this EOI is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on the Sanstha.
- The Agency is advised that the selection of the Approved Agency for this Business shall be entirely at the discretion of the Sanstha based on selection procedure. Agency shall be deemed to have understood and agreed that no explanation or justification of any aspect of the EOI process shall be given by the Sanstha and that the results of the EOI process shall be without any right of appeal to the Agency, whatsoever.
- All documents and other information, submitted by an Agency to the Sanstha (online) shall become the property, of the Sanstha. Agency shall treat all information (which they come to have in connection with this project) as strictly confidential. The Sanstha shall not return any EOI document submitted to it by the Agency. Sanstha may call the Agency through Official mail ID as mentioned **in Application FORMAT** for any Clarification/ submission of Short Fall documents with his own discretion.
- The Sanstha shall inform the Agency/s about the outcome after the due process is completed.

18. Withdrawal of applications :

- No modification or substitution of the submitted application shall be allowed.
- An Agency may not withdraw its application after submission, provided that written notice of the withdrawal is received by Sanstha before the scheduled hour and date for submission of the applications.

19. **Right to accept / reject any or all applications** : The Sanstha reserves the right to accept or reject any or all the applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment. The Sanstha's decision in the matter will be final.

20. Attachments:

- Agency shall attach clearly marked and referenced continuation sheets in the event that the space provided in the EOI Document is found insufficient.
- In responding to the EOI application, Agency shall demonstrate their capabilities in relation to the requirements of the project/work as envisaged, by providing materials/information based on their experience, past performance, their personnel and financial resources.
- It is expressly clarified that before submitting the EOI, the Agency must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of the EOI document will be at the Agency's risk only.

21. Evaluation of the Agency on the basis of EOI application from those applications, which meet the requirements of the EOI Document, shall be processed further.

22. Miscellaneous :

- i) Rate contract remains valid for **730 days** (Seven Hundred Thirty) Days or the time specified in the order from the date of issue of order.
- iii) The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtennders.gov.in> . The software shall make automatic encryption of the Technical



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- as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority.
- iv) After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line **as per evaluation procedure QCCBS on 70:30 weightage basis.**
- v) Evaluation summary report of technical evaluation will be uploaded online to the portal from the office of the undersigned immediately after committee arrives at a decision regarding the same.
- vi) **Intending Bidder(s) must have to attend Pre-Bid meeting held on mentioned at time schedule at the office of the undersigned.**
- vii) **Firms located outside the State of West Bengal must have to execute work through their local branches of this State or Authorized Distributors/Agent/dealers of this State; otherwise their tenders will not be accepted.**
- viii) **Intending bidder(s) will for sole responsible to cover all disputes / services / hazards / during period of three month contract . Respective security deposit Rs. 1.0 Lakh will be released after the completion of said period for item specific.**
- ix) **If any bidder fails to attend the pre-bid meeting . Site Visit as well as declaration as per point No.vi & vii his/her technical bid will be cancelled without assigning any reason behind it .**
- x) The Financial bid may be opened within a very short notice (on the same day afternoon or next day forenoon), once technical evaluation is completed.
- xi) Bidders having any query / objection / claim regarding the evaluation or any decision taken by the tender selection committee may communicate in writing to the P.B.G.S.B.S official mail id ceopbgsbs2003@yahoo.co.in within 48 hrs of taking such decision. Communications received after the due time, will not be entertained for consideration in any way.
- xii) For further information, the bidders are requested to please contact the undersigned
- xiii) **No Tender will be accepted across the table and no such receipt will be issued thereon.**
- xiv) In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.
- xv) EOI to be downloaded properly and to be uploaded duly digitally signed as a token of acceptance by the bidder with all the general & special (if any) terms & conditions laid down in the tender document.
- xvi) **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- xvii) The Bidder is required to carefully study all the tender documents and prepare his tender to comply with all the provisions thereof. Submission of a Tender shall be taken as evidence and confirmation that the Bidder has acknowledged all the provisions of the Tender Documents and has fully acquainted himself with site conditions and all factors which may influence the preparation of his Tender. Negligence of the Bidder to observe instructions in the matter of preparation of his Tender shall be attributable to him and shall not be a ground for securing relief from any error as may be found or discrepancies as may be contained in his Tender and would not give him any liberty to withdraw his Tender after the same being opened.
- xviii) All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.
- xix) The undersigned reserves the right to cancel the tender at any stage without assigning any reason thereof.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S.



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Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27

DATE: 22.06.2026

EVALUATION OF TENDERS

EVALUATION METHODOLOGY OF PROPOSALS

Bids will be evaluated on Quality-cum-Cost Basis (QCCBS) to ensure a fair and transparent method of selection.

Evaluation of Technical Proposal

Pursuant to the qualification of Bidders as per the Minimum Eligibility Criteria, and Responsiveness of the bids, the Evaluation Committee intends to evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score.

PROCESS OF EVALUATION AND SELECTION

Bids will be evaluated on Quality-cum-Cost Basis (QCBS) to ensure a fair and transparent method of selection. The credentials of the bidders as uploaded online will be examined first. The credentials will broadly cover the following areas –

- Competence in all the credential activities and sectors noted in the campaign outline at invitation for bid section of this document, in case a bidder does not meet the criteria for eligibility, his Technical Bids will not be opened.
- For all bidders eligible according to the prescribed criteria, **the forthcoming job based on credential as per scope of works** will be evaluated by a technical Committee **after opening of Technical Bid** that may include external expert/s. The qualified bidders will be given the opportunity (if required) to make presentation/s to the Committee on a specified date onward **evaluation mainly based on submitted documents**. The criteria for evaluation of the Technical / scope proposal are at below.
- This is a very important matter which is expected to be evaluated after Technical presentation Hence, while the technical Bid would be evaluated as per the rules, it is deem necessary that the ability to perform all such work should be verified with utmost care.

Details scoring System (70:30) for Quality cum Cost Based Selection (QCCBS)				
Sl. No.	Bid Component (Technical Offer Evaluation)	Part Marks	Total Marks	Marks Scored
1	Technical Man Power (Related to catering / Management Service) if enlisted in Firm , their Appointment Letter / Agreement (Enclosed separate sheet)		10	
(a)	No(s). of Graduate / Diploma / Certificate holder (s)	5		
(b)	Qualification of Supporting Staff (Employee)	5		
2	Credential		50	
(a)	Name of the Clients (completed or ongoing) – Agreement/ supportive document to be uploaded . Preference gradation : Govt> Semi Govt > Undertaking Organization>reputed private Plants	10		
(b)	Certification : I-TAX last three years ,P.Tax, PF registration , ESI registration , Trade License , FSSAI, Labour License , Office within 100 KM of implementing site , ISO and similar certification . (each carry 2 Marks)	20		
©	Credential s in last three years at Govt/Semi Govt /Undertaking Organization/Mobile Food Van / Fry counter in lease Agreement / Rate contract for Food Items to HORECA sector (each carry 5 marks & max Three will be taken considers , extra 5 marks will be provided if engagement in single agreement more than 100 Heads. (Documentary proof to be uploaded)	20		



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4	Firm/ Agency / Proprietorship Profile			
(a)	i) Organization Set up (Manager / Accountant / Supervisor / Quality check Officer/Head Cook / Cashier / service boy Like wise) to be uploaded in official letter head : 10 marks ii) Office Location / Nature of Business running last Years / Job responsibilities in due time : Self declaration required : 05 Marks iii) Overall submission of tender documents : Very Good/ Good / Average / Poor : 5/4/3/2	20	20	
5	Credential (Enclosed Separate Sheet indicating last 3 Years Credential & Highlighting the Highest one in Catering Services supply			
(a)	Average annual turnover in last 3 (Three) years [>10 L -10, 5.0-10.0 L- 8, 3.0-5.00 L- 6, 1.0-3.0 L- 4, & <1.0 L – 3]	10	20	
(b)	Highest Single Job (in similar service) Credential within last 3 (Three) years [>1L-10, 0.8-1.0 L- 8, 0.5-0.8 L- 6, below 0.5 L- 4,	10		

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score. The Proposal shall be rejected if it does not achieve the minimum technical mark of **50 (Fifty)** out of maximum of **100 (Hundred)** marks.

Final selection based on weightage of **70:30 (Technical : Financial)** based on highest scoring in Technical Part as well as Highest Scoring (H-1) in Financial bid . Financial bid will be opened only technically qualified bidders.

Scoring will be evaluated only after qualifying the criteria for submission of Statutory & Non-Statutory documents as stated in NIT by the intending Bidder(s).

Final selection will be based on Highest Rate (Royalty per Month) after weightage 70:30 on QCBS .

The Tender Inviting & Accepting Authority through an 'Evaluation Committee' will determine the eligibility of each bidder, considering the following criteria: -

- Financial Capacity.
- Technical capability
- Experience in similar nature of work through credentials.

While evaluation the committee may summon the Bidders & seek clarification / information or additional documents in original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority inwriting within a period of 2 (two) days from the date of publication of tender documents and beyond such period no Representation in that behalf will be entertained by the Tender Inviting Authority. Written clarification or amendments etc, as may be issued by the tender inviting authority in pursuance to the representation made by the Bidders shall be final and binding on the Bidders and shall form part of the tender documents. Tender Inviting Authority, however, reserves its right to have pre bid conference with the Bidders.

Intending bidder(s) must have to attend **Pre-Bid meeting held on as mentioned in time schedule** at the office of the undersigned , if any bidder fails to attend the meeting but participate in the said tender his/her bid will be rejected as decided by the tender Inviting Authority (TIA) without showing any reason.


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Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27

DATE: 22.06.2026

TENDER TERMS & CONDITIONS

01. OPENING OF THE TECHNICAL PROPOSAL:

- Technical proposal will be opened by the authorized officer of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non statutory documents will be opened. If there is any deficiency in the **Statutory Documents** the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
- The Financial Cover (BID-B) of those bidders passing the technical requirements will only be opened.

THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL & BINDING UPON THE BIDDER IN THIS RESPECT.

02. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates or Work Orders as proof of credential) or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tenders on e-Tender platform for 3 (three) years.

The Contractors are bound by the terms and conditions of W.B.F No. 2911 with relevant changes'

03. AWARD OF CONTRACT:-

- The Tender Inviting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time and prior to the issue of Award of Contract without incurring any liability to the affected Tenderer or Tenderers thereby or shall have any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter cum Award of Contract. The offer may go to the next bidder, if the successful bidder fails to perform the contract. No negotiation/enquiry/subsequent representation regarding rate/quality or otherwise will be entertained after closing of Bid submission Tender.

04. AGREEMENT

The Sanstha will execute an agreement with the successful bidder ***as per the prescribed format or as will deem fit as per the condition in a Non-judicial Stamp Paper worth Rs.100/-*** (Rupees One Hundred) only to be provided by the successful bidder. The notification of award will constitute the formation of the Contract or the agreement between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part & parcel of the Contract Documents. Prescribed Agreement must be signed by the both parties, the Authorized Signatories of the Sanstha & Tendering firm concerned. The Original agreement will be retained by the Sanstha in the concerned case file and the photocopy of the same will be provided to the concerned firm.

05. SECURITY MONEY DEPOSIT

The provisions regarding submission of **Security Deposit** i.e. Rs.1,00,000 .00 as per relevant clauses of the contract shall in no way be altered/ affected by provision of the Additional Performance Security (ref: FD Meno No 4608-F(Y),dated-18-07-2018). **The Security Money will not carry any interest. EMD amount will be adjusted as Security Deposit .**



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In the event of non-completion or defective work by the contractor the Sanstha will have the right to get the work done through any agency at the risk and cost of the contractor and also the Sanstha

will have the right to forfeit the security money in full or part at its discretion which will be binding upon the contractor.

The security money will be released **after one month on expiry of Onsite Warranty Period** and satisfactory remedy or rectification or amendment or modification or all, and settlement of accounts.

As per memorandum no. 4608-F (Y) dated 18.07.2018 of Finance Department (Audit Branch) Additional Performance Security @ 10 % of the tendered amount shall be obtained from the successful bidder if the accepted **bid value is 80% or less of the estimate put to tender**. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any schedule bank before issuance of the Work Order.

If the bidder fails to submit the **additional performance security within 14 working days** from the date of issuance of LOA, his earnest money will be forfeited and other necessary actions as per NIT like black listing of the agency, etc. may be taken. The Bank Guarantee shall have to be valid up to the end of the contract period and shall be renewed accordingly if required.

The Bank Guarantee shall be release immediately on successful completion of work. If the bidder fails to complete the work successfully the Additional Performance Security shall be fore- fitted at any time during pendency of the contract period after serving notice to the contractor.

Necessary provisions regarding deduction of security deposit from progressive bills of the agency as per relevant clauses of the contract shall in no way be altered/ affected by provision of this Additional Performance Security.

06. PENAL MEASURE

If the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Sanstha. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

i) The security money deposit furnished by a bidder is liable to forfeit in full along with cancellation of order without prejudice in the event of failure/refusal to maintain the terms & conditions of tender and/or contracted specification and/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.

ii) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on shall liable to be Black Listed for 3 (three) years.

iii) Quoting absurdly high or low rate in opinion of tender selection committee, with the intention to vitiate the tender/EOI process will be dealt with in the context of existing tender rules/ norms under Govt. of W.B.

iv) **There shall be no provision of Arbitration. Hence clause 25 of the West Bengal Form No. 2911(ii) shall not be allowed vide memo no. 558/SPW dated 13.12.2011 of P.W.D Establishment Branch.**

07. PAYMENT

i) Any request for Advance Payment for any infrastructural development as well as catering services as customer before serving order quantity will not be entertained.

ii) Bills to be produced in DUPLICATE to the customer/ Vendor/ Agency to whom service provided during entire contract period..

iii) Payment in terms of Royalty Fees (monthly basis) shall be made to TIA either in Advance or within 5th of the current month for preceeding months . If the agency fails to pay in time without written intimation should be penalized @ 2% of Royalty fees after 10th of the current month . Consecutive failure for three occasions will be treated seriously and necessary action including termination / black listing will be imposed on the Agency .

iv) However, no interest of security deposit shall be paid to the firm,. The payment of security deposit shall be withheld in case of violation of any EOI terms & conditions.



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08. GENERAL:

Unless otherwise stipulated all the works are to be done as per general conditions and general Specifications of the "Departmental Schedule" which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including up to date addenda and corrigenda, if any. The project should be executed as per IS code/IRC/MOST/MORTH standards regarding the quality of materials and various item of works. For general conditions and general specifications of items of works related to supply and carriage works, not appearing in the aforesaid Schedule of Rates in force including up-to-date addenda and corrigenda, if any, issued by the competent authority as applicable for the working at the time of submission of tender for the working area will be considered.

09. TERMS & CONDITIONS IN ORDER TO PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will override the other (only in so far as those are at variance) in the order of precedence as given below:

- Special terms and conditions
- Special specifications (Scope of work)
- General instructions.
- Notice Inviting e-Tender
- Schedule of probable items with approximate quantities
- Tender Form.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

10. UNSERVICEABLE MATERIALS:

The Agency shall remove all unserviceable materials, obtained during execution at place as directed. The Agency shall dressed up and clear the supplied site after completion of work as per direction of the Officer-in-Charge. No extra payment will be made on this account.

11. CHARGES AND FEES PAYABLE BY AGENCY:

- The Agency shall be all notices and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liability of every kinds for breach of such statute regulation or law.
- The Agency shall have save harmless and indemnify the department from and against all claims demands suit and proceedings for or an account of infringement of any patent rights design, trade mark of name of other Protected write in respect of any constructional Plant machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

12. COMMENCEMENT OF WORK:

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Work Order.

13. TIMELY COMPLETION OF WORK:

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

14. REJECTION MATERIALS:

All materials brought to the Office must be approved by the Officer in-charge . Rejected materials must be removed by the Agency from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Officer-In-Charge shall have the authority to cause such removal at the cost and expense of the Agency and the Agency shall not be entitled to claim for any loss or damage of that account.



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15. TENDER'S RATE:

The Agency should note that the tender is strictly based on the rates quoted by the Agency on the priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the Agency at the time of execution at the rate prescribed in the tender clause. No conditional rate will be allowed in any case.

16. APPROVAL OF SAMPLE (if required) :

Samples of all materials/ Items to be supplied by the Agency and to be used in the service shall have to be approved by the officer-in-charge and checking the quality of such materials shall have to be done by the concerned Department prior to utilization in work.

17. SAFETY, SECURITY AND PROTECTION OF THE ENVIRONMENT:

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

- Have full regard for the safety of all persons and the Works (so far as the same are not completed or occupied by the department),
- Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others,
- Ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.
- Take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.

18. TRANSPORTATION ARRANGEMENT:

The contractor shall arrange for all means of transport including Railways Wagons required for carriage and supply of materials and also the materials required for the construction work. The Department may however, at their own discretion grant necessary certificates, if required, for procurement of railways Wagons. But, in case of failure of the Department to help the Contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances. If Railways Wagons are not available, the Contractor will have to depend on transport of materials by road as necessary to complete the work in time and the contractor must consider this aspect while quoting rate.

19. FORCE CLOSURE:

In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

20. TENDER'S RATE:

The Agency should note that the tender/EOI is strictly based on the rates quoted by the Contractor on the priced schedule of probable item of service. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the planning prepared by agency and approved by the Department. If variations become necessary due to demand consideration and as per actual conditions, those have to be done by the agency at the time of execution at the rate prescribed in the tender /EOI clause. No conditional rate will be allowed in any case.

21. The Earnest Money may be forfeited if :-

- If the Bidder withdraws the Bid during the period of Bid validity.
- In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.
- Earnest Money converted to Security Deposit will be forfeited as per rules stated above.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S.



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Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27

DATE: 22.06.2026

Scope of Work

1. INTRODUCTION:

The service provider is required to provide the catering services round the clock to visitors of the Animal Resources Development Deptt along with Parastatal and Veterinary Hospital within the Campus of Prani Sampad Bhaban , LB-2, Sector-III, Salt Lake city , Kolkata-700106 that include Visitors coming from different district across the State of West Bengal , Departmental Officers' and Staff , Animal patient attenders, staff and doctors of Vety. Hospital . The caterer may also note that the requirement for catering services may increase/decrease based up on the activity level and requirements of the Department. 24X7 Services may be provided by the caterers so that visitors, staff and Officers would accessible to food in case of emergency. The Caterer shall be required to arrange executive meals at short notice for visiting VIPs/ dignitaries. Certain dishes as required by VIPs may be arranged from outside sources with prior approval of competent authority .

2. DEFINITION :

'PBGSBS' means Paschim Banga Go-Sampad Bikash Sanstha , having its Head Office at this Campus, LB-2, Sector -III, Salt Lake City , Kolkata-700106 (Location/ Site) .

'Contractor/ Caterer/ Agency' means successful bidder for providing catering services.

'Officer-in-Charge' means Chief Executive Officer (CEO) or in-charge of Animal Resources Development Department designated as such by the Deptt. and authorized to act for and on its behalf.

3. CATERING SERVICES

If the contract is awarded, the Contractor shall prepare and serve fresh and wholesome meals/snacks/beverages to the employees of the Department / Visitors and such others as approved by the Officer-in-Charge of PBGSBS only, from the date of contract .

4. SITE & INFRASTRUCTURE :

The TIA (Tender Inviting Authority) here as "PBGSBS" shall provide certain equipment and articles for canteen. Tenderer is advised to visit the site and see the equipment available. Rest of the things they have to procure themselves.

- Floor Space / Carpet Area : approx. 1600 sq. ft . including Kitchen, Serving Area , Sitting area, Washing zone , Toilet , Waiting zone etc.
- Location : LB-2, Sector -III, Salt Lake City , Kolkata-700106 , **Ground Floor canteen**
- Infrastructure : Included Electrical Wiring , Plumbing and sanitation (as per present requirement), Wall Fan , Split AC , Industrial oven (3 Nos.) , Fixed Dinning arrangement (36-40 seater)
- Parking : Only Officials / Departments / Hospital Emergency available

Sl. No.	Item	Qty	Sl. No.	Item	Qty
1.	Sweep Exhaust Fan (9")	2 Nos.	5.	SS commercial Kitchen Hood and exhaust (Chimney)	40 Ft
2.	Swing Gyro Cabin Fan (Wall mounting) – Crompton	7 Nos.	6.	2 Tr. Split AC (Voltas) -Non-Inverter	2 Nos.
3.	2 x 2 LED Crompton surface light (36 W)	14 Nos.	7.	S.S Kitchen Table	1 Pc.
4.	1 x1 LED Crompton (18W)	21 Nos.	8.	Burner (commercial) Double & single	1 Pc . each
Fixed Dinning arrangement (36-40 seater)- Chair-40 Nos. and Table-10 Nos.					



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The equipment/ Major Utensils / Items (if any) provided by the PBGSBS may takeover an undertaking for having received the items may also be given. All the items should be returned back to TIA intact & in working condition while vacating the canteen by the Service provider. Any damages to the properties/equipment shall be levied upon the Service provider only and deducted from the security deposit.

5. SCOPE :

- Water** will be supplied free of cost for the usage of (drinking and washing of the utensils) Canteen only when available. The Service provider is instructed to use the water economically. In case of water shortage contractor shall procure the water at his own cost.
- Electricity** will not be supplied free of cost for general illumination, refrigeration and aeration of the canteen / store and cooking. Submeter / Separate meter will be provided . Service Provider has to pay the exact amount to PBGSBS / Electricity Board. The Service provider is forbidden from using any additional electrical equipment or appliances without the written permission of the TIA (PBGSBS) /competent authority. Maintenance of lights/fuses/chokes/motors/electrical sockets etc. that are used to supply electricity to canteen shall be the liability of Service provider till the period of contract. All such maintenance should be done by the Service provider at his own cost.
- The Service provider should **display prices** of every item sold in a prominent place of the canteen. Accommodation will be made available for running canteen free of cost in working premises on prior approval.
- In case **any damage** is caused to the Sanstha property, the amount assessed will be recovered from the Security Deposit of the Service provider. In all such cases, the decision of the Chief Executive Officer or competent authority will be final and binding on the part of the contractor. The interior decoration, if required , and the wall paintings shall be done by the contractor on his own with the prior approval of the competent authority (TIA).
- Canteen shall be meant for **serving refreshments**, snacks, tea, meals etc. and such other items and such prices, as may be settled between the Service provider and the Sanstha.
- The Canteen will **run on all days** as may be decided by the Sanstha. Canteen facilities should be available at all times from **08.00 hours to 21.30** hours on all the working days and Sundays & Public Holidays as and when specifically required due to administrative exigencies.
- The Canteen Service provider may be considered for entrusting **catering for various conferences, meetings and functions** that may be held in this Campus , depending upon quality of items supplied at the same rates as would be finalised. This is at the option of the Sanstha authorities/ Organizers. Further, the canteen premises and resources are not to be used for cooking / storing of food material meant for use of entities other than Departmental Users . If it happens approval to be taken from competent Authority on priority basis.
- The contractor selected for canteen service to ensure consistent **quality of service**, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons (include Chef, Kitchen Helpers, Waiters/ Dining Hall helpers, etc.) under his employment and utensils for serving the food. He/She shall arrange for periodical medical tests of the personnel, at his cost, at an approved laboratory. The Service provider shall provide liquid hand wash at hand wash area and hand drier for the visitors of the canteen and shall undertake other hygienic precautions as per instructions of Sanstha (PBGSBS/ TIA).
- The Service provider shall keep canteen, wash area, utensils, serving vessels and plates **clean and disinfected**. It is the responsibility of the Service provider to keep the tables and chairs ready for service to clear the plates kept by users of canteen on the table/counters. The Service provider also shall make arrangements for disposal of garbage and left-over food in black / green covers in bin in regular basis. Cleaning of plates & utensils shall be done with hot water, soapy water, duly cleaned and dried.



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6. STAFF & PERSONNEL :

- The Service provider must employ adult and skilled labour only. **Employment of child labour will lead to the termination of the contract.** The Contractor shall be fully responsible for the conduct of his staff..
- All **manpower** required for cooking, serving and cleaning work shall be under **own** arrangements of the Service provider. Service provider shall provide identity cards and uniforms to all personnel at their own cost.
- The contractor shall employ a minimum number of persons at all times and bring additional strength when ever required. In addition, **Adequate staff** shall be provided for cooking, cleaning of utensils, cleaning of dining halls and wash areas/ toilets attached with the dining halls.
- The Service Provider shall ensure that the engaged staff shall always be neatly turned out with hair, nails, beards trimmed and in proper uniform & footwear (uniform-dress code, caps, name badges and gloves while serving). **Serving staff** should preferably wear trousers, and full sleeves shirts, gloves, cap & shoes or as directed by the TIA. Torn, worn out, dirty shabby uniforms are not acceptable. Same to be replaced, failing which the staff will not be allowed to undertake duty and may attract penalty.
- The Service provider shall be responsible for his employees in observing all security and **safety regulations** and instructions as may be issued by the Sanstha (PBGSBS/TIA) from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers to fulfill his obligations under this agreement.
- The Service provider shall **be responsible for payment of wages and allowances** to their staff members in compliance with prevailing rates as per statutory norms. PBGSBS shall in no way be responsible for any default/ dispute with regard to statutory obligation related to manpower engaged by the agency.
- All applicable acts and the rules related to the **labour law** as amended from time to time shall be strictly followed by the service provider. The Sanstha(TIA) shall not be a party to any dispute for such cases.
- The Tender Inviting Authority shall **provide CCTV coverage** to the Cooking area, Serving area and entry and exit of the canteen for better surveillance on mutual discussion as required by the TIA .
- The contractor shall maintain and provide all **necessary documentation**, registers and records in connection with the performance of catering services and other related documents including for complying with any statutory requirements and provisions of applicable laws.

7. RAW MATERIALS AND INPUT :

- The **quality of the raw materials** to be used for preparation of food in the canteen should be of highest standard and fresh. AGMARK spices and condiments, Grade -1 dhal's and commodities and fresh Vegetables, Non-Veg & Fruits to be used. Rice should be fine, good quality, free from contaminants and should be of Agmark variety. The contractor shall ensure that no stock of raw material /consumables beyond expiry date are stored, used, or sold in the canteen premises. . Cooking oil, Masalas and other spices shall be branded and should **have FPO registration/FSSAI** norms. The Sanstha's authorised representatives will have the authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- The fuel to be used for cooking **will only be LPG** and shall be arranged by the contractor.



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- iii) There shall be **no compromise on the quality of food** supplied by the Service provider and if any such incidence or food adulteration is found, action deemed fit, **including black listing** the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
- iv) The sale and use of **Liquor (alcohol)** is also strictly prohibited in canteen area.
- v) Contractor shall purchase and keep the major raw **materials stock of minimum 3 days** required for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the local Government laws relating to stocking of food grains, sale of food etc. and shall obtain the necessary licenses from the Competent Authority at his own cost, wherever applicable. The Sanstha at its discretion through its authorized representative may check the stock position of all the items to see that the above is being complied by the Contractor.
- vi) Competent Authority (TIA) have every right to access the premises in 24x7 day . Agency should have to allow and submit a set of KEY of that premises during engagement .

8. PAYMENT :

- i) Tenderer quoting the **Highest rate (H1)** which should be justifiable with market price of the items with relevant parameters will be considered as the successful Tenderer and may be called for further negotiations/ rate finalization. Prices quoted by the tenderer shall be unchangeable during the contract period except any variation in case of statutory payments. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- ii) The successful bidder/contractor shall have the capacity to commence the services within 7 days from the date of the acceptance of the Offer. The failure, delay or evasion on the part of the successful bidder/contractor to commence the services within the period mentioned above will also result in termination of the contract .
- iii) **Before or at the time of entering into this contract the selected Agency shall have to furnish/adjust a security deposit of Rs. 1,00,000/- (Rupees One Lakh only) only in form of Demand Draft / NEFT in the favour of " PASCHIM BANGA GO SAMPAD BIKASH SANSTHA" payable at Kolkata. The Security money will be refunded back to the Agency after expiry of the validity of service tenure for specified period. The Security money will not carry any interest.**
- iv) **Selected Agency must have to make Payment (Royalty) based on invoice from the Sanstha for proving Catering service on Monthly basis as fixed through the Tender .**
- v) Applicable taxes will be deducted at source at the time of settlement of bills unless the bidder produces the certificate to the contrary from the Income Tax authorities. Payment for Electricity Bill or others outstanding bills / taxes if not paid by the Agency as per tender terms and condition in due time will be paid by the Sanstha from Security deposit , kept at Santha's custodian .
- vi) For providing credit facilities ,the Agency is sole responsible for collection of their outstanding dues / credit from the customers (Govt. Officials/ Staff / Visitors & Others).

9. SAFETY , CLEANLINESS & SECURITY :

- i) The Pest & Rodent control also stray animals & Hygiene of canteen area is "**Zero Tolerance Zone**" and therefore, the Service provider is entirely responsible for proper pest, rodent control and stray animals in the whole canteen area and shall undertake all the measures necessary (incl. use of good quality disinfectants, floor and other cleaners, rat traps, pesticides, Pesto-O-Flash).



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- ii) The Service provider shall ensure that all flammables, disinfectants, cleaning agents, pesticides are stored in a separate demarcated area under lock & key at all the times with restricted access.
- iii) The Service provider shall bear all the expenses for running the canteen and the **Sanstha** shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to the workmen during discharging of their duties.
- iv) The contract either **in full or in part shall not be sublet** or assigned by the bidder to others under any circumstances. If anything found by TIA / Sanstha/ PBGSBS administrative action as deemed fit will be initiated against the caterer.
- v) The contractor shall take all pre-cautionary measures to ensure the safety of the workmen employed by it and PBGSBS / ARD Deptt. will not be responsible in case of any eventuality.
- vi) The party shall keep, at a conspicuous place in the said premises a complaint/ suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief Executive Officer or any other officers of the Sanstha so deputed by him. The party shall put up the complaint register once in a Month. The Chief Executive Officer will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Chief Executive Officer or his authorized officials.

10. LIABILITY TOWARDS INDEMNITY :

- i) The Contractor shall indemnify the Sanstha (PBGSBS) for any loss occurred to the Sanstha by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him.
- ii) All the personnel engaged by the Contractor shall wholly and purely be in the employment of the Contractor and no claim of individual / collective nature on Sanstha's employment by any of the employees or claim of any nature on the Sanstha shall be tenable. The Contractor shall at all times keep the Sanstha fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed / omitted to be done by the Contractor including the demand which the Contractor's employees individually / through their Unions may have raised against the Sanstha arising out of this agreement or as a result of the termination therefor or earlier determination of the Contract.
- iii) The Contract shall be in force for the period of **2 (Two) years** in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same for any period.
- iv) The contract will be initially for a period of **2 (two) years** and may be extended / renewed for further period of one year as per the terms mutually decided by both the parties. On renewal, a fresh contract shall be executed.
- v) Contractor shall ensure that peace and order is maintained in the canteen and if peace and order in the canteen is disturbed due to lapse on the part of the contractor, a penalty of Rs. 1000/- per occasion for such lapse leading to disturbance of peace/order may be imposed by the Sanstha.



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- vi) Contractor shall use the canteen only for the purpose of this agreement / contract and he shall not make or permit it to be made, any structural additions or alterations to the same without the prior approval in writing of the Sanstha (TIA/ PBGSBS) .
- vii) In the event of the Contractor suspending or abandoning catering services without giving prior notice to the Sanstha, without handing over charge of the canteen infrastructures entrusted to him by the Sanstha, the whole of security money and other dues payable to him shall stand forfeited to the Sanstha and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- viii) In case of a dispute or difference between the Sanstha/ PBGSBS and the Service provider relating to any matter arising out of or connected with this agreement such dispute or difference shall be referred to an arbitrator to be nominated by the Chief Executive Officer or any officer whom the Chief Executive Officer may appoint. The award of the arbitrator shall be final and binding on the parties of this contract.

11. TERMINATION OF CONTRACT :

- i) The Agency, by written notice of 30 days (Thirty days) sent to the Sanstha /Tenderer, may terminate the contract, in whole or in part at any time if any of the stipulated conditions are not met or service not satisfactory.
- ii) If it is found that the quality of items supplied by the contractor and/or the services rendered are unsatisfactory or that the contractor has violated any terms and conditions of the contract and agreement, then in that event, the Sanstha will be entitled to terminate this contract, at any time without assigning any reasons whatsoever and without notice.
- iii) If at any stage during the period of the Contract any case involving moral turpitude is instituted in a Court of Law against the contractor or his employees, the Sanstha reserves the exclusive and special right for the termination of the contract and the contractor shall not be entitled to any compensation from the Sanstha whatsoever.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S



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DATE: 22.06.2026

APPLICATION FORMAT (FORM – I)

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To
Chief Executive Officer
Paschim Banga Go-Sampad Bikash Sanstha,
LB-2, Sector-III, Salt Lake City,
Kolkata – 700 106.

Subject : “e-Tender on Empanelment of Agency for running canteen on Royalty Basis at Prani Sampad Bhavan Campus at LB-2, Sector-III, Salt Lake City , Kolkata-700106”.

Ref: Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27 DATE: 22.06.2026

Dear Sir,

With reference to your EOI under reference, I am/we are furnishing my/our rates tendered for as per your specification, terms & conditions.

Should this EOI be accepted, the work shall be completed within stipulated period from the date of work order.

I/We further declare that I/we have inspected the site and are fully conversant with all aspects of the site and appraised the condition of the site in regards to the execution of this contract.

I / We understand that: -

- Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- Tender Inviting and Accepting Authority reserve the right to reject any tender without assigning any reason.

I/We also agree that the decision of the Chief Executive Officer, Paschim Banga G-Sampad Bikash Sanstha in all matters in respect of this tender will be final & binding on me.

Yours faithfully,

Date: Signature & office seal:
Name of the Firm:
Address with PIN:



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(FORM – I,PART-A)

A. STRUCTURE AND ORGANISATION

A..1. Name of applicant :: _____

A. 2. Office Address :: _____

Telephone
No. :: _____

e-Mail ID. :: _____

A.3. Name & address of Bankers :: _____

A.4. Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data

Separate Sheet of the same must be uploaded.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Sanstha,

Date :

Signature of applicant
including title and capacity in which application is made



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DECLARATION BY THE TENDERER

(FORM-II)

(Mandatory to be uploaded in e-NIT)

(To be uploaded under Company letter head with full address, phone no., mail id etc., duly signed & sealed)

Ref : Notification No.: PBGSBS/CANTEEN/EOI-286 /26-27 DATE: 22.06.2026

I/We have awarded the site of supply and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting EOI and other tender documents mentioned therein along with the scope of work. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Tender/EOI to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work/supply in due time as mentioned in Award of Contract/ supply order to the full satisfaction of the Officer-In-Charge, **Otherwise necessary Clauses as per rules will be imposed on me/us . We will supply the genuine product branded as mentioned in EOI (not any adulterate products) for the same.**

I/We also agree to procure/own utensil, raw materials, tools and plants, at my/our own cost required for the service during the entire contract period.

**Signature & Seal of the Bidder
with Date**

Site Visit Inspection report duly signed by the Officer In-Charge , TIA , PBGSBS remains present during site visit

.....
Official Seal & Signature



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(FORM – III) FINANCIAL STATEMENT

Certificate from Chartered Firm

(To be furnished in the Chartered Firm Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

This is to certify that I/We have examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at It is also certified that Annual Turnover of the firm for the Financial years 2020-21, 2021-22, 2022-2023, 2023-2024 & 2024-2025 are Rs.....lakh., Rs.....lakh. Rs.....lakh., Rs.....lakh. & Rs.....lakh respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorized signatory (bidder)



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Affidavit Proforma

(On Non Judicial Paper worth Rs. 100/-)

(FORM – IV)

Notification No. PBGSBS/CANTEEN/EOI-286/26-27 dated 22.06.2026

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Quotation Notice)

I, Sri/Smt. the Chief Executive Officer/Proprietor (etc.) of the Firm. ,.....
(Name of the firm)

At (address).....

P.O....

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States .
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the quotation submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this quotation are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
6. That I promise to abide by all the stipulations of the contract documents and to carry out the service in due time as mentioned in Award of Contract to the full satisfaction of the Officer-In-Charge/ TIA, **Otherwise necessary Clauses as per rules will be imposed on me/us**

Signature of the Deponent(s).

Name in Block letters :

Designation :



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(FORM-V)

(To be furnished in the Official Letter Head of Firm/Bidder with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

WORKING (CREDENTIAL) **(Mandatory)**

1. Name of Applicant:

2. List of similar type of work completed / ongoing:

Description of Work	Place & State	Contract No & date	Name of Address of employer	Value of contract (Rs. In Lakh)	Stipulated period of completion	Value of works remaining to be completed (Rs. Lakhs)*	Anticipated date of Completion
1	2	3	4	5	6	7	8

N.B : Suppression of any fact regarding work-in-hand will be liable for non-responsive of bid

Note : Copy of Work Order or Completion Certificate from the employer to be attached.

Signature of applicant including title and capacity in which applicant is made



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CHECK LIST (FORM – VI)

Information about Bidders under Company Letter-Head (To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	Registered Address with PIN, Phone No, Fax No. E-mail address etc. Sole owner or Partnership Firm/Company	
3	Name of the Person authorized to enter into & execute contractual agreement	
4	Earnest Money Transaction slip, whether uploaded, if not, Exemption Certificate to be uploaded	
5	Application Form as per FORM-I whether uploaded.	
6	Self-declaration as per FORM-II whether uploaded.	
7	Original PAN Card whether uploaded.	
8	Original Prof. Tax Clearance Cert./Paid Challan (valid up to 31/07/2026) whether uploaded	
9	Original GST registration Certificate whether uploaded.	
10	IT returns of 2024– 2025 Financial year whether uploaded.	
11	Trade License / Certificate of Incorporation valid up to 31/07/2026 whether uploaded	
12	Credential of similar nature of work whether uploaded.(FORM-V)	
13	Certificate from Chartered Firm in the official pad whether uploaded. (The agency / company should have minimum annual turnover of Rs. 10.0 lakh) (FORM-III)	
14	Audited balance sheet for the last 3 years whether uploaded.	
15	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency whether uploaded. (FORM-IV)	

Signature & Seal of the Bidder with Date



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PROFORMA FOR AGREEMENT OF CONTRACTUAL CONTRACT

Agreement for _____ **[as per specification**
mentioned in N.I.e-T. Ref. No..... & Tender ID No.]

This Agreement is signed and executed on this day of....., 2026 At Kolkata.

BY AND BETWEEN

Paschim Banga Go-Sampad Bikash Sanstha, having its registered office at LB-2, Sector-III, Salt Lake City, Kolkata – 700106 represented by its Chief Executive Officer unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of PBGSBS hereinafter referred to as the **First Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **ONE PART**.

AND

....., a company registered under the Company's Act/a partnership firm/Proprietorship Firm (delete whichever is not applicable) having its Registered Office at represented by its unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of..... hereinafter referred to as the **Second Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **OTHER PART**.

WHEREAS the **First Party** is desirous that the work of "e -Tender on

....." wanted to execute the said work and for the purpose floated open Tender on line.

AND

WHEREAS the **Second Party** offered his price against the said Tender and being eligible, his Tender having been accepted agreed to execute and complete the said work as detailed in the tender document along with bill of quantities and all other conditions.

Now, therefore, this agreement witnessed as follows:-

That the word and expression shall have same meanings as are respectively assigned to them in the general condition of the contract hereinafter referred to.

That the **Second Party** shall abide by all statutory obligations and payment statutory dues as are obligatory on the part of the **Second Party** and that any failure on his part if attracts any liability on the **First Party** the **Second Party** will, on intimation from the **First Party**, immediately compensate the same. If any dispute or question arises any time between the parties about the rights and liabilities of each of them relating to the terms and conditions stated hereinabove shall unless and otherwise mutually resolved between the parties, the aggrieved party may refer the matter to the sole Arbitrator as may be appointed by the Govt. of West Bengal, ARD Department on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties.

In witnesseth whereof:

The parties have set and subscribed their hands on this Agreement on the day, month and year first written.

Contractor
Seal

Chief Executive Officer, P.B.G.S.B.S
Seal

Witness and address: –

1.

2.

Witness and address: –

1.

2.