



WEST BENGAL STATE COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Chetana Bhavan, 26/B, Block DD, Salt Lake, Kolkata - 700064

Phone : (033) 2334 4616, 2334 2969 Fax : (033) 2334 2969

পশ্চিমবঙ্গ রাজ্য বিজ্ঞান ও প্রযুক্তি সংসদ

বিজ্ঞান চেতনা ভবন, ২৬/বি, ব্লক-ডিডি, বিধাননগর, কোলকাতা - ৭০০০৬৪

দূরভাষ : (০৩৩)২৩৩৪ ৪৬১৬, ২৩৩৪ ২৯৬৯, ফ্যাক্স : (০৩৩)২৩৩৪ ২৯৬৯

Website : www.wbhed.gov.in • Email : wbscst@gmail.com

No. 271 /WBSCST/A/0428/25

Date: 25.08.2025

TENDER NOTICE FOR CANTEEN SERVICES AT VIGYAN CHETANA BHAVAN, SALT LAKE

Tenders are invited from reputed Canteen Service providers/Catering agencies for providing in-house canteen services for a period of One year, extendable annually for a period of up to three (3) years. The canteen will cater to the needs of employees of the office, visitors and invited guests on regular basis especially during official meetings and programs.

Sl.	Name of the Work	Providing Canteen services at Vigyan Chetana Bhavan
1	Duration of Work	One Year (extendable annually up to three years)
2	Value of Tender	As per rate chart
4	Caution Money Deposit(EMD)	Rs.20,000 (Rupees Twenty Thousand only)
5	Date of issue of tender notice	25/08/2025, 14:00 Hours
6	Last date for submission	01/09/2025, 14:00 Hours
7	Date & Time of opening of Tender	04/09/2025, 15:00 hours

Note: Selection of the agency will be at the sole discretion of the competent authority of the Council (West Bengal State Council of Science & Technology) who reserves its right to accept or reject any or all the proposals.

Detail documents with terms and instructions and contact numbers for the tender process are available in the website <https://dstbt.bangla.gov.in>

Applications in a sealed envelope, with all supporting documents is to be submitted to the undersigned at the office of the Council at 4th floor, Vigyan Chetana Bhavan.


Administrative Officer, WBSCST

No. 271(6) /WBSCST/A/0428/25

Date: 25.08.2025

Copy for information to:

1. Commissioner Bidhannagar Municipal Corporation, Poura Bhavan, Salt Lake (for circulation)
2. S.D.O. Bidhannagar, Prasasanik Bhavan, DJ4, Sector II, Kolkata 91 (for circulation)
3. Addl. Secretary (GCH), DSTBT, GoWB
4. Finance Officer, WBSCST
5. Personal Secretary to Secretary, DSTBT
6. Notice board of Vigyan Chetana Bhavan and website of DSTBT


25/8/2025

Menu Chart for Vigyan Chetana Bhavan Canteen

Sl No.	Menu	Rate
1	Lunch – Veg Thali (Rice, Dal, veg sabji, alu bhaja, papad, chatni)	
2	Lunch – Egg Thali (Veg thali + one egg curry)	
3	Lunch – Fish Thali (veg thali + one pc Rohu / Katla fish)	
4	Lunch – Chicken Thali (Veg thali + two pcs chicken curry)	
5	Lunch – Mutton Thali (Veg thali + two pcs mutton curry)	
6	Plain Ruti	
7	Ghugni plate	
8	Alur Dam (4 pcs alu)	
9	Veg Sabji	
10	Veg Maggi/Chowmin/Noodles	
11	Egg magi/Chowmin/Noodles	
12	Butter toast	
13	Egg toast	
14	Milk Tea	
15	Black Tea, Green Tea	
16	Coffee	
17	Packaged drinking water (200 ML)	
18	Misti Doi	
19	Sweets/ Rasogolla	
20	Green Salad	
21	Veg Noodles	
22	Egg Noodles	
23	Egg – Chicken Noodles	
24	Plain Paratha	
25	Luchi (4 pcs) + sabji	
26	Veg Pakora (plate of 6)	
27	Chicken Pakora (plate of 6)	
28	Boiled egg	
29	Omlet / Poach	
30	Veg fried rice	
31	Mixed fried rice	
32	Chili Chicken	
33	Chili Paneer	
34	Chicken Cutlet	
35	Fish Fry	
36	Tarka Dal/Chana Dal	

INSTRUCTION TO BIDDERS

ELIGIBILITY CRITERIA:

- (a) The bidder should have experience in Catering/Canteen services for at least **one year** in Government/ Autonomous public sector undertakings/ reputed establishments during the last three (3) years.
- (b) A Certificate of Satisfactory Performance in respect of the same from such clients including the duration of service is to be submitted.
- (c) The Bidder should possess PAN Card. Photocopy has to be submitted.
- (d) The Contractor should fulfill the various criteria and fill up the information as specified in the documents.

SECURITY/ CAUTION MONEY DEPOSIT

The selected vendor shall have to deposit a sum of **Rs. 20,000/- (Twenty Thousand only)** in the Council to use the space in the 1st floor of Vigyan Chetana Bhavan to operate the canteen.

On successful completion of the term of contract, this sum will be refunded, without any interest.

The financial bid shall be valid for a period of 180 days from the date of opening of the bid.

Non transferability: This tender is non transferable

GENERAL TERMS & CONDITIONS:

1. The Tenders/ bidders/ Individual / Organization including its Partners/ Shareholders who have been blacklisted/ prosecuted by any departments/ statutory bodies in any State or by any Court of Law, shall not be entertained.
2. Each bidder shall submit **only one tender** either by himself or as a partner in joint venture or as a member of consortium.
3. The bidder shall submit full details of his Agency / firm or, if the bidder is proprietor / partnership or a Private Limited Company, full details of ownership and name of the partners.
4. The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document.
5. The Administrative Officer, WBSCST will award the contract to the successful evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the work satisfactorily as per the terms and conditions.
6. The successful bidder will be required to execute an agreement within a period of 30 days from the date of issue of Letter of Award.
7. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.
8. All disputes relating to this tender shall be resolved by the Council/ Department only.
9. The Canteen Service Contract Period is initially for one year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to a maximum of three years (including the initial one year)
10. **The Canteen Contractor maybe offered to cater food for various conferences, meetings and functions that may be held in this Office, depending upon quality of items supplied.**

11. The contractor has to provide by himself the utensils, fuel, gas and all other ingredients for cooking purposes.
12. **Subletting of canteen contract is strictly prohibited** and violation would amount to termination of contract. It is the responsibility of contractor to maintain facilities provided to him in proper condition.
13. **Electricity bill (for the space) is to be paid monthly** and it is to be used for general illumination, refrigeration and aeration of the kitchen / canteen / store, but no electricity will be permitted for cooking.
14. The Contractor is instructed to use the water judiciously for cooking purpose only and provide safe drinking water to the customers.
15. The Contractor must employ adult and skilled labour only. **Child labour is strictly prohibited.**
16. The Contractor is expected to pass on the benefit of accommodation and water in the form of **subsidized/ reduced cost of food items while quoting the rates.**
17. The Contractor has to quote the price for all the items mentioned in the annexure list and the contract shall be awarded to the bidder who has the sufficient work experience and the capability in running office canteen and whose grand total quoted for the items mentioned in the bid **is lowest.**
18. The Contract/ tender, if awarded, shall be initially for one year from the date of award of contract **subject to continuous satisfactory performance** and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the Contract.
19. The price of the items to be sold has to be displayed at prominent places in the Canteen.
20. The Contractor may sell other admissible items in addition to the items mentioned in the document. Further the packaged food items should be sold at MRP or below.
21. The Contractor shall **maintain utmost hygiene standards** with regards to the food items, utensils for cooking as well as serving and personnel cooking and serving food should maintain hygiene to the satisfaction of the customer and quality of all food items must be excellent in all cases.
22. **The food items supplied shall be contamination-free, and fresh.** No left-over or balance food item shall be served. The contractor shall keep kitchen, wash area, utensils, serving vessels, plates etc. clean and disinfected and shall make arrangements for disposal of waste/ left-over of food.
23. The contractor should work to the satisfaction of the office authorities, else the contract will be terminated with, one month notice.
24. Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, a fine may be imposed. No spent cooking oil must be used again.
25. A penalty of Rs.1000/- will be imposed on the contractor for each day of unauthorized closing of canteen on working days.
26. The Contractor will vacate the canteen space on the expiry of the term of the contract or on termination of the contract. Security Deposit of the Contractor will be forfeited in case of breach of any condition stipulated here in.
27. The Administrative Officer reserves the right to accept or reject any or all the Tenders without assigning any reasons therefore.

FACILITIES AND SCOPE OF WORK FOR THE CANTEEN

Facilities
Space (600 sqft.), Scullery with sink, Illumination and Pedestal fans, Electricity Connection, tap water Supply, Water Filter for drinking water, Canteen Tables & chairs

Scope of Work/ Operation:

The timing of the Canteen will be between 10.00 AM to 5.30 PM on all days (except state holidays) and the timings may extend/ change depending upon the situation.

1. The breakfast items should be available between 10.00 AM to 12.00 Noon.
2. The lunch items should be available between 12.00 Noon to 03.00 PM.
3. Tiffin and Snacks items should be available all day.
4. Services for providing tea, coffee, and packaged snack items should be made available on demand all day.
5. To supply food packets during meeting proper packaging may be required.
6. To supply of food items from outside (if required or by pre-order) delivery/ supply charge should not exceed more than 5% of the price of the item/ packet.

Electricity bill has to be paid on monthly basis as per the consumption.

Any damages to the properties/equipment shall be levied upon the contractor only and deducted from the security deposit.

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
2. I/We are duly authorized to sign the above undertaking.

Signature of the Bidder

Full name and address

Date:

Place: