

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161-A, S.P.Mukherjee Road, Kolkata-700026**

**NOTICE INVITING TENDER**

**No 88/NIT/PSCWB**

**Date 09.07.2025**

Sealed tenders are invited from bonafide, resourceful and reputed agencies having at least five years experience in providing catering services( with valid FSSAI registration/License as a Food Business Operators) in establishments having employees strength of at least 350+ for providing said services throughout the year at the canteen of the Public Service Commission, W.B, located at 161-A S.P .Mukherjee Road, Kolkata 700026.

All interested bidders should send their tender documents as per technical specifications & price bid. Interested bidders may download the tender documents from the website: “psc.wb.gov.in”

The last date of submission of tender documents is 18<sup>th</sup> July,2025 upto 2.00 pm in the office chamber of A.O of the P.S.C, W.B & will be opened on 18<sup>th</sup> July,2025 at 3.00 pm.

The application form/bid complete in all respect should be submitted along with an amount of Rs 10,000/-as Earnest Money Deposit( E.M.D) . Earnest Money Deposit of the tenderer whose offer is accepted will be kept as Interest free security deposit till successful completion of the contract. The tenderer shall also deposit an amount of **Rs 500/-towards Non-Refundable Tender fee**. The Earnest Money deposited will be refunded without interest to the tenderer , who will not be selected.

Parties are requested to ensure that technical bid superscription “ TECHNICAL BID FOR P.S.C,W.B. CANTEEN” and financial bid superscriptions “ FINANCIAL BID FOR P.S.C,W.B. CANTEEN” are to be dropped separately in the Office Chamber of A.O, P.S.C, W.B. The Financial bid will be opened only if the bidder meets the technical requirements.

*Earnest Money of Rs 10,000/- and Tender Fee of Rs 500/-should be deposited Online.*

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161-A, S.P.Mukherjee Road, Kolkata-700026**

**Technical Bid**

Application form for licence of Business Establishment in the Ground Floor Canteen in the premises of P.S.C, W.B., Kolkata-700026.

Tender Fees (non-refundable) : T.R Challan No. \_\_\_\_\_  
( Rs 500/-) Issued from & date (Original Challan to be enclosed)

Earnest Money ( Rs 10,000/-) : T.R Challan No. \_\_\_\_\_  
Issued from & date (Original Challan to be enclosed)

1. Name of the Applicant/Firm :  
\_\_\_\_\_
2. Address ( Head Office ) :  
\_\_\_\_\_
3. Contact No. : \_\_\_\_\_
4. Experience Certificate for running  
Canteen as per N.I.T :  
\_\_\_\_\_
5. PAN No ( Enclose Copy ) :  
\_\_\_\_\_
6. GST No.( Enclose Copy ) :  
\_\_\_\_\_

7. Consent for payment of electricity charges  
on the meter basis regularly. :

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8. Consent for bringing all cooking utensils capable for 350 persons  
& other utensils like refrigerators, induction, micro-oven etc  
& other necessary items of their own.:

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9. Consent for no addition or subtraction in the existing  
building without written prior permission of P.S.C, W.B.:

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10. Copy of Food licence/ licence regarding Canteen business:

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11. Consent to follow all relevant Rules & Regulation  
of Labour Deptt, Govt of W.B. :

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12. Copy of Trade Licence :

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13. Last one year's audit report :

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[ Signature of tenderer with Stamp ]



## **PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161-A, S.P.Mukherjee Road, Kolkata-700026**

### **TERMS & CONDITIONS OF CONTRACT FOR RUNNING OF PROPOSED CANTEEN IN THE P.S.C,W.B PREMISES ( GROUND FLOOR )**

#### **1. Terms & Condition of Contract:-**

- a) The applicant should have experience of running the canteen in a Govt/Semi Govt organization having at least 5 years experience ( Suitable documentary evidence to be submitted along with application).
- b) The applicant have valid Trade & Food License
- c) The sub-licensing of the canteen by the contractor shall not be permissible.
- d) The applicant must have valid GST & PAN.
- e) There shall be no exemption relating to payment of electricity charges.
- f) The applicant should possess FSSAI License.
- g) The business hours of the canteen to be followed, as will be decided by commission time to time.
- h) The applicant will remit 5% of his profit per month to the government.
- i) The initial agreement will be for One year, which may be extended, after satisfactory completion of the period.
- j) The applicant must have fire licensee certificate.

#### **2. Deposits :-**

- a) The selected bidder will be given the contract subject to fulfillment of the service & condition. The bidder will have to make a security deposit of **Rs 20,000/- ( Rupees Twenty thousand )** only in the form of **F.D.R** pledged in favour of the Secretary, P.S.C, W.B. The interest of the deposit will continue to accrue to the Contractor as per Bank rules.

#### **3. Termination of Contract :-**

- a) In case of breach of any terms of agreement or unsatisfactory standards of service, the commission reserves the right to terminate the contract after giving one month notice. In the event the contractor failed to vacate the premises within a week, the security deposit will be forfeited and steps will be taken for immediate eviction by the commission.
- b) The commission reserves its right to close the Canteen at any time without any prior notice to the contractor, if the Commission on the recommendation of Secretary is satisfied that there may be law & order problem in the office premises due to mismanagement of the canteen.

In such case the contractor will have no right to claim damages or demand compensation from the commission.

The agreement containing detailed terms & conditions will be executed by the contractor & PSC,W.B. Tenure of the agreement will be One Year,which may be extended if the service provided by the contractor is found to be satisfactory. The P.S.C, W.B shall have the right to terminate the agreement even before the expiry of the tenure/period of contract in the case of violations of any terms & conditions.

The Office Campus is a No Smoking zone, hence sale & use of tobacco is strictly prohibited.

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### 4. Employees:-

The appointment of all employees by the contractor shall be at their own risk. But the contractor shall not employ any Child Labour or engage any person who is involved in any criminal or unsocial activities, or suffering from any disease which is dangerous to others.

The contractor will furnish a list of workers employed for running & maintenance of the canteen. The particulars of the workers ( Name,address etc )should be informed to the police authorities concerened with a copy to this office.

Aadhar/EPIC is to be provided.

A) The contractor will bring his own tools, gas cylinder ( Commercial ),stove,cookers,hot-boxes,trolleys,utensils,plates,jug etc in sufficient quantity as needed to maintain Canteen services in addition to what is provided by the commission.

B) P.S.C, W.B shall provide the facilities as follows:

- 1) Space for dinning,kitchen,service area & store space.
- 2) Seating area.
- 3) Adequate light & fans
- 4) Water supply
- 5) Electric connection ( Electricity is not permitted for the purpose of cooking )
- 6) Dinning tables & Chairs.

C) The furniture & fittings etc as stated above shall remain the property of P.S.C W.B & the contractor shall be responsible for any loss, theft, misplacement or damage whatsoever for which the P.S.C,W.B shall be at liberty to claim compensation.

D) The contractor shall not use the canteen premises for any other activities other than the the purpose which it has been provided. No outsiders are allowed to avail the canteen service.

E ) On termination of the contract, the contractor will handover the furniture articles etc provided by the commission, in good condition, to P.S.C, W.B.

F ) The space to be allotted for Canteen should not be used by the contractor for other Commercial Purposes, including preparation of food for supply to anywhere other than P.S,C premises

G ) P.S.C,W.B reserves the right to claim from contractor compensation for causing any damage/destruction in the portion of PSC building provided to the contractor for running their business.

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**5. Labour Regulations:**

It will be the sole responsibility of the contractor to comply with all local/state & Central labour and welfare laws for his employees & provide insurance of the staff from accident etc. The commission shall not be responsible for any type of wages, claim & EPF etc. The contractor shall only be responsible for timely payment of the wages/salary of the laborers or employees of canteen.

**6. Utilities :**

The Electricity & other bills will be paid by the contractor regularly within the stipulated dates.

**7. Cost of Eatable Item :**

The sole objective of establishing the canteen is to provide tasty, nutritious & hygienic eatable items to the employees/officers & examiners. Price of each item of served should be priced reasonably.

The items prepared/supplied/served by the contractor in the canteen should be of good quality/standard. In case it is found that sub stranded material is being used in preparation/supply of the eatables, the office shall at liberty to impose penalties/forfeit the earnest money of Rs 10,000/- besides cancelling the contract/black listing the firm.

**8. Maintenance:**

a) PSC, WB shall not be responsible in any manner for any loss or damages if caused to the said establishment due to theft, robbery, dacoity fire subversion by natural act.

**b) The contractor will not make any alterations or modification or addition to the building without prior consent of the PSC, W.B.**

c) The contractor will be responsible for cleaning the canteen & its surrounding all the time and should appoint sufficient number of employees to meet the requirements.

**9. Obligations:**

a) The contractor will use branded raw material with FPO/AGMARK marking for preparation of items & decision of the Canteen Committee shall be final in the matter.

**b) The contractor will be required to display the daily menu and rate chart of all the food items ( as per quoted list), to be sold in canteen.**

- c) The contractor should take all safety measures ( including fire ),while running the canteen. He will keep first aid box in the canteen for the persons deployed to work in canteen.
- d) Contractor must ensure daily removal of garbage from the canteen premises. However the garbage before disposing off may be checked by the security personnel.

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- e) PSC, WB reserves the right to claim from contractor compensation for causing any damage/destruction in the portion of PSC building provided to the contractor for running their business.
- f) The fuel to be used for cooking will be only LPG & shall be arranged by the contractor. No Kerosene oil/coal to be used in the canteen premises.
- g) The contractor will be permitted to sell eatables, meals, aerated cold drinks, tea & Coffee only. The rates once fixed shall remain unchanged for one year.
- h) The canteen timing will be from 8 am to 6 pm on all working days of the office & shall remain open during such days/hours including holidays as decided by the office.
- i) Due to any unforeseen reason, if the canteen remains closed for some time,it shall be the responsibility of the contractor to provide food to the employees on the same cost as agreed upon in tender.
- j) The contractor will ensure high standard of hygiene & sanitation in & around the canteen round the clock. In this regard, inspection shall be carried out by canteen committee at any point of time.
- k) Payment will be made by individual customer. This office will make payment to the Canteen only for which specific work order issued by authorized officer.
- l) The contractor must ensure no use of left-over food of yesterday.

**10. Arbitration:**

Any dispute arising out this agreement between PSC,W.B & the contractor or between Contractor & the customer or about any matter concerning the canteen & its administration shall be referred to the Chairman, PSC, WB for its decision which shall be final & binding on all concerned.

Deputy Secretary  
Public Service Commission,  
West Bengal.

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161-A, S.P.Mukherjee Road, Kolkata-700026**

**Financial Bid**

Recommendation for menu items to be served in the Ground Floor Canteen at the rate quoted against each.

<b>A) Breakfast Items</b>	<b>Rate</b>	<b>Specifications(Num/Quantity)</b>
Kochuri & Torkari		
Roti/Chapati & Torkari		

Note: At least two alternatives of different categories should be provided in each day & same item should not be repeated in consecutive day.

<b>B) Lunch Items</b>	<b>Rate</b>	<b>Remarks</b>
<b>1.Veg Meal:</b> Boiled Rice, Dal, Sabjee, Bhajee/papad, chatney		
<b>2.Egg Meal:</b> Boiled Rice, Dal, Sabjee, Bhajee/papad, chatney, Egg curry ( 1 Piece)		
<b>3.Fish Meal :</b> Boiled Rice, Dal, Sabjee, Bhaje/papad, chatney, Fish curry ( 1 Piece-75 gm.)		
<b>4.Chicken Meal:</b> Boiled Rice, Dal, Sabjee, Bhajee/papad, chatney, Chicken curry ( 2 Piece-100 gm)		
<b>5.Extra Rice per table spoon</b>		
<b>6.Plain Chapati per piece</b>		
<b>7.Egg Curry ( 2 piece)</b>		
<b>8.Fish Curry ( 75-100 gm piece)</b>		
<b>9.Chicken Curry ( 2 piece, 100 gm )</b>		
<b>10.Mutton Curry</b>		

**Note:**

1. Sabjee provided with meal in successive days, should be different.
2. Sabjee & Dal should be provided as complementary with extra rice.
3. Special menu should be offered once in a week with advance order.

<b>C) Beverages &amp; Snacks</b>	Rate	Remarks
1. <b>Tea:</b> 150 ml		
2. <b>Coffee:</b> 150 ml		
3. <b>Cold Drinks:</b> 250/300 ml		
4. <b>Vegetable Chop</b> ( 1 piece )		
5. <b>Egg Chop</b> ( 1 piece )		
6. <b>Fish Fry</b>		
7. <b>Sweets</b> ( Rasogolla & Sandesh )		
8. <b>Sandwitch</b>		
9. <b>Chowmin</b> ( Veg/ Non-Veg )		
10. <b>Roll</b> ( Egg / Chicken )		
11. Any other item which vendor feels suitable		

[Signature of tenderer with Stamp]

