



No . 104/NIQ/2026-(Estt)-P.S.C.

The 30th January, 2026

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are hereby invited for providing Catering Services throughout the year at the canteen of Public Service Commission, West Bengal, located at 161A S. P. Mukherjee Road, Kolkata-700026. from recognized, resourceful and reputed suppliers/agencies (referred to as bidders).

The schedule of the NIQ will be followed as mentioned bellow -

1. Starting date of submission of the bids/quotations - **02/02/2026, from 11:00 a.m.**
2. Closing date of submission of the bids/quotations - **11/02/2026 up to 2.00 p.m.**
3. The bids/quotations so submitted will be opened on - **11/02/2026 at 03:p.m.**

The intending bidders who are willing to comply with the following terms and conditions should quote rate:-

1. Intending bidder has to submit bid/quotation with the photocopies of the following documents
 - i) Trade license
 - ii) PAN Card
 - iii) Address proof of the suppliers/agencies
2. The authority reserves the right to reject any or all quotations without assigning any reason whatsoever. The authority also has the right to extend the period of submission of bid/quotation, by issuance of notice through office notice board/website, if the circumstances so warrants.
3. Intending bidders should submit bid/quotation during office hours of the above-mentioned time period at the earmarked drop box to be kept at the corridor of 8th floor in front of the chamber of the Accounts Officer, P.S.C, W.B., 161A S. P. Mukherjee Road, Kolkata -700026.
4. Interested bidders are requested to follow all terms & conditions, before submitting the quotation.
5. Interested bidders shall have to submit bid/quotation as per following format :- (Lowest quote will be selected based on lowest price of at least 08 items).

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 have valid Trade License
 - b) The sub-licensing of the canteen by the contractor shall not be permissible.
 - c) The business hours of the canteen to be followed, as will be decided by commission time to time.
 - d) The initial agreement will be for One year, which may be extended, after satisfactory completion of the period.
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. 10,000/- (Rupees Ten 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 & P.S.C, 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.

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 concerned with a copy to this office.

- 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 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.

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 standard material is being used in preparation/supply of the eatables, the office shall at liberty to impose penalties, 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, dacoit 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.
- 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, Public Service Commission, West Bengal at the rate quoted against each.

Food Items/ Beverages	Price /Rate(Inclusive of all Taxes)
1. Tea (100 ml)	
2. Coffee (100 ml)	
3. Butter Toast (4 Pieces)	
4. Boiled Egg (Per Piece)	
5. Poached Egg (Per Piece)	
6. Omlette	
7. Puri (4 Pieces) & Sabji	
8. Veg Meal { Rice, Dal Sabji }	
9. Fish Meal { Rice, Dal Sabji, Fish (50 gm) }	
10. Chicken Meal { Rice, Dal Sabji Chicken (4 Pieces) }	
11. Egg Meal { Rice, Dal Sabji, Egg-1 Piece }	
12. Fried Rice & Chilli Chicken- 4 Pieces	
Total -	

(Signature of Proprietor with Stamp)