



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN**

9/2, Block DJ, Sector II, Salt Lake, Kolkata-700091

Tender Notice No:- 11/E-Tender /2025-26

Date:- 28/11/2025

QUOTATION NOTICE

Sub:- Quotation for supply of Packaged Food and day-to-day office Canteen

West Bengal Council of H.S. Education invites sealed e-Tenders from reputed, experienced, and financially sound suppliers/caterers for a) the supply and delivery of high-quality, pre-packaged food items (snacks, meals, and beverages) to support various training programs, workshops, meetings, and events conducted by the institution across its designated locations and b) Canteen management and operation (Day-to-Day Services) of two separate canteens at Vidyasagar Bhavan and Kolkata Regional Office.

The tender process will be conducted online on the West Bengal e-Procurement system. Interested agencies are requested to visit Council website at www.wbchse.wb.gov.in and W.B. Govt. website at <https://wbtenders.gov.in> w.e.f. 04/12/2025 for details.

Secretary

W.B. Council of H.S. Education



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN
9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091

Tender Form

2025-2026

**a) Supply of Packaged Food
for Various Programmes of
Vidyasagar**

Bhavan, WBCHSE

**b) Canteen Management and
Operation**

(Day-to-Day Services)



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e-Tenders are invited from reputed and experienced agencies/firms for “Supply of packaged food for various programmes of Vidyasagar Bhavan and Canteen management and operation (Day-to-Day Services) of two separate canteens at Vidyasagar Bhavan and Kolkata Regional Office, WCHSE.

Scope of work :

Component- (a)

Supply, packing and delivery of hygienically prepared packaged food items at Vidyasagar Bhavan (and/or such other venue as may be intimated in writing) for different seminars, training programmes, meetings, examinations and other official programmes, as and when required, as per indent issued by the competent authority. Approximate requirement will vary programme-wise and no minimum off take is guaranteed.

Component- (b)

The Contractor shall provide day-to-day services including breakfast, lunch, light snacks, tea/coffee, and specialized meals (upon request) to staff, visitors, and students at subsidized or approved rates. This includes all procurement, preparation, service, cleaning, and waste disposal for both canteen locations.

List of Packaged food items (Programme Support) Component- (a) :

Bidders shall quote unit rate (inclusive of all taxes and charges) for each of the following standard items/ combos. Quantity and combination will be specified in individual programme wise orders.

Sl No.	Name of Item	Specification	Unit	Rate(Rs.)
1	Breakfast (type-1)	Food Packet- (Puri- 4 pcs, Aludom & Sweet- 1 pcs)	Per Packet	
2	Breakfast (type-2)	Slice fruit Cake packet- 45 gm, Boiled egg-1 pcs, Banana-1 pcs & Sweet-1 pcs	Per Packet	
3	Breakfast (type-3)	Veg Sandwich-1, Boiled Egg-1, Sweet-1 pcs & Banana-1 pcs	Per Packet	
4	Breakfast (type-4)	Non-Veg Sandwich-1, ,Boiled Egg-1, Sweet-1 pcs & banana-1 pcs	Per Packet	
5	Lunch Packet(type-1)	Chicken Biryani (Full), Salad, Sweet- 1 pc	Per Packet	
6	Lunch Packet(type-2)	Veg Biryani (Full), Salad, Sweet- 1 pc	Per Packet	
7	Lunch Packet(type-3)	Rumali Roti – 3, Chicken with Gravy- 3pcs, Sweet 1 pc	Per Packet	
8	Lunch Packet(type-4)	Rumali Roti – 3, Paneer with Gravy- 5 pcs, Sweet- 1 pc	Per Packet	
9	Lunch Packet(type-5)	Rice- 500 ml container full, Chicken with Gravy- 3pcs chicken, any type seasonal veg, Salad, Sweet 1 pc	Per Packet	
10	Lunch Packet(type-6)	Rice- 500 ml container full, Paneer with Gravy any type seasonal veg, Salad, Sweet- 1 pc	Per Packet	

SI No.	Name of Item	Specification	Unit	Rate (Rs.)
11	Lunch Packet (type-7)	Rice- 500 ml container full, Fish curry(Katla) 1 pcs, any type seasonal veg, Salad, Sweet 1 pc	Per Packet	
12	Lunch Packet (type-8)	Polao, Chicken Kosha – 3pcs, Sweet- 1	Per Packet	
13	Lunch Packet (type-9)	Polao, Paneer with Gravy – 5pcs, Sweet- 1	Per Packet	
14	Tea & biscuit (type- 1)	60 ml – milk tea, biscuit- 2 (Sugar Free)	Per Head	
15	Tea & biscuit (type- 2)	60 ml- lemon black tea, biscuit- 2 (Sugar Free)	Per Head	
16	Coffee & biscuit (type- 1)	60 ml – coffee with milk, biscuit- 2 (Sugar Free)	Per Head	
17	Water Jar	Water Jar 20 ltr with 100 pcs disposable glass	Per Package	
18	Drinking water	250 ml/500 ml (ISI marked)	Per Bottle	

All packs must be properly sealed, labelled by programme name/date if asked, and supplied in clean, food-grade containers/packets.

List of food items for Canteen (Day-to Day Services) Component- (b):

SI No.	Name of Item	Specification	Unit	Rate (Rs.)
1	Tea	One cup milk tea-60 ml	Per Cup	
2	Tea	One cup black tea -60 ml	Per Cup	
3	Coffee	One cup milk coffee-60 ml	Per Cup	
4	Breakfast (type-1)	Four Pieces of Bread with Butter with one boiled egg	Per Plate	
5	Breakfast (type-2)	Four Pieces of Bread with Jam with one boiled egg	Per Plate	
6	Breakfast (type-3)	Alu-paratha (2 pieces)/ Puri-sabji (5 pieces) , Pickle	Per Plate	
7	Lunch Veg Thali	Rice,/Roti, Two Plate seasonal Vegetables, Dal, Papad, Pickle, Dahi & Salads	Per Thali	
8	Lunch Non-Veg Thali (type-1)	Rice,/Roti, Two Plate seasonal Vegetables, Dal, Papad, Pickle, Dahi & Salads FISH [Rohu/Katla]One plate (100 gms/ One Piece)	Per Thali	
9	Lunch Non-Veg Thali (type-2)	Rice,/Roti, Two Plate seasonal Vegetables, Dal, Papad, Pickle, Dahi & Salads Chicken Curry with potato (200gms)	Per Thali	
10	Lunch Non-Veg Thali (type-3)	Rice,/Roti, Two Plate seasonal Vegetables, Dal, Papad, Pickle, Dahi & Salads, Mutton Curry with potato (150gms)	Per Thali	
11	Lunch Non-Veg Thali (type-4)	Rice,/Roti, Two Plate seasonal Vegetables, Dal, Papad, Pickle, Dahi & Salads, Egg curry (2pcs) with potato.	Per Thali	
12	Lunch Non-Veg	Chicken Biryani (Full), Salad	Per Plate	
13	Lunch Veg	Veg Biryani (Full), Salad	Per Plate	
14	Snacks (type-1)	Onion Pakora/Veg Pakora (6 pcs)	Per Plate	
15	Snacks (type-2)	Chicken Pakora (6 pcs)	Per Plate	



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-: Terms & Conditions:-

1. The Financial Bid should be submitted strictly in the format provided. Prices must be quoted as "All-Inclusive Unit Price (per unit)", including all costs, packaging, transportation, taxes (GST), and delivery charges to the location within Salt Lake, Kolkata-91.
2. Extra delivery charges payable for outside Salt Lake, Kolkata-91, rate will be allowed extra Rs. 20/- per KM.
3. Vendor should be selected for the scope of work (a) and (b) separately.
4. The bidder should be a proprietorship/partnership firm/company/registered catering unit with valid trade license for food/catering business for the current year. Possess valid Food Safety (FSSAI) license.
5. Food must be freshly prepared on the day of supply, using good-quality ingredients, in a clean and hygienic kitchen as per Food Safety norms.
6. Packaging must be in clean, food-grade, leak-proof containers/plates with spoons, tissue, etc. as applicable. The authority reserves the right to reject any item on grounds of quality, taste, hygiene, quantity, under-weight pack or delayed supply. In such cases, proportionate payment may be deducted and repeated deficiency may lead to termination of contract.
7. Food must be delivered at the specified venue within the stipulated time mentioned in the work order.
8. Earnest money of Rs. 20,000/- to be paid by Bank Draft in favour of W. B. Council of H. S. Education, payable at Kolkata and the original demand draft should be submitted physically at the Administration section, 3rd floor, Vidyasagar Bhavan, Salt Lake, Kolkata- 700091 on 17/12/2025. Online Net Banking or NEFT/RTGs is not applicable.
9. Agencies shall have to upload the completed tender form along with the following documents.
 - a) Photocopy of PAN Card
 - b) Up to-date Professional Tax Clearance Certificate
 - c) Up to-date Trade License
 - d) GST Registration Certificate
10. Have experience of supplying packaged food/catering to Government/PSU/educational Institutions/large organizations during last 3 (three) financial years.
11. Earnest money of the Agency shall be liable to be forfeited if the Agency withdraws his tender after acceptance of the tender by the Council.
12. Earnest money in respect of the successful Agency will automatically be converted into security deposit which will not carry any interest.
13. The authority reserves the right to cancel the tender, reject any or all bids, or terminate the contract at any time without assigning any reason.



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Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	04/12/2025
2	Documents download (online)	04/12/2025
3	Bid submission starting date (online)	04/12/2025
4	Bid Submission closing date (online)	18/12/2025 Or available server slot
5	Bid opening date for Technical proposal (Folder 1 : Prequalification documents and Folder 2 : Technical submission by bidder) (Online)	To be notified later
6	Date of uploading list for Qualified Bidder in Technical Proposal	To be notified later
7	Date for opening of Financial Proposal (online)	To be notified later



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