



IISWBM

NOTICE INVITING TENDER

Sealed tenders are invited by IISWBM, Management House, College Square (West), Kolkata - 700 073 from bonafide and resourceful Canteen Contractors with sufficient experience for running of Institution canteen for serving different kind of foods.

Tender document with all details including terms & conditions are available from the office of the AAO during office hours on all working days from 11th July 2026 to 17th July 2026 (Monday to Friday) between 11-00 am to 4-00 pm. You may also download tender documents from Institute's Web Site (www.iiswbm.edu). The last dated of submission of sealed tender completed in all respect including all required documents by 4.00 pm on or before 20th July 2026.

Bidder should submit the following documents:

1. The name, mail id and phone number of the authorised signatory of the bidder in the letter head .
2. Address Proof - Bidder should have an office in the state of West Bengal.
3. A copy of the valid Trade Licence (self-certified).
4. Self-certified photocopy of GST Registration Certificate
5. Self-certified copy of the PAN card of the bidder.
6. A copy of the valid FSSAI Certificate (self-certificate).
7. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
8. Copies of at least two (2) number of recent work orders in support of the experience (except that of IISWBM.)
9. Signed Tender documents including Annexure - I, II and III
10. Bidder should inscribe the company name, address, contact no. and e-mail ID on left bottom corner of the envelopes.

Bidder should submit Price Bid with the following items:

1. Rate should be quoted for each item as per Annexure - III
2. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.

Superintendent

Annexure – IDate: 10th July 2026

IT No. IISWBM/Canteen/01/26-27

Important Information:

Available date for collection of Tender Documents	Submission of Tender Documents
From 11 th July 2026 to 17 th July 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 20 th July 2026

For enquiry date and time: 11th July 2026 to 17th July 2026 from 11-00 am to 4-00 pm.
(Please contact at Administrative Dept. of the Institute)

Opening of Tender Documents: 21st July 2026 at 3.00 pm.

General Terms & Conditions:

1. In case of direct supply to the Institute against Purchase Orders, payment will be made by A/C Payee Cheque / NEFT against submission of Tax Invoice after successful completion of the work (for office order). However, the Institute's students, employees, etc. shall buy the foods directly from the canteen against spot payment. The Institute shall not bear any liability for this kind of supply.
2. The rate should be valid for 01 year.
3. Rate should be in INR and all inclusive. However, GST should be specified extra.
4. If necessary, the Institute may negotiate with the L-1 bidder (for the maximum number of items) in respect of the rates offered by him/her.
5. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
6. Tender papers should be signed in all pages with seal.
7. The tender should be prepared and submitted after carefully perusing the complete tender documents including the terms and conditions.
8. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.
9. Security Deposit: Rs. 15,000/- only . Security Deposit will be released after Dis-continuation of canteen service. Security Deposit shall not carry interest of any kind.
10. Institute will provide following items :-
 - i) Furniture (tables & chairs only).
 - ii) Water Supply.
 - iii) Electricity alongwith fans, lights etc.
 - iv) Water Cooler.
 - v) Conservancy Service (except kitchen and counter area).
 - vi) Repairing & maintenance (civil & electrical).
11. The Canteen Contractor shall arrange for all other necessary items including utensils, fuels and so on.
12. An agreement will be signed between the successful bidder and the Institute before handing over the site to them for running the canteen. The agreement shall be valid for one year. However, the same may be renewed under the same terms and conditions for a further period of one year subject to satisfactory performance of the contractor.
13. Area of the Canteen space with kitchen - 1850 Sft. (approx.)
14. Timing : 10.00 am to 6.00 pm. however time will be varied as per demand.

Annexure – II

NIT No. IISWBM/Canteen/01/26-27

Date : 10th July 2026

The Director
IISWBM
College Square (west)
Kolkata:700073

Sub: Application for running of Institution canteen for serving different kind of foods as per details given in the tender document against your Advertisement in the Newspaper/Institute's Web-site / Notice Board

Respected Sir,

In view of the above, we would like to apply for the same. Our detailed information are as stated here under:

Name of the organization	:
Address of the organization	:
Contact No.	:
e-mail ID	:
Trade licence No. (attach self-attested copy)	:
Fssai licence No. (attach self-attested copy)	:
PAN No. (attach self-attested copy)	:
IT Return (attach self-attested copy)	:
GST Registration No.(attach self-attested copy)	:
Experience Proof (attach at least 2 recent Work Orders except IISWBM)	:
Other details , if any	:

Thanking you,

Yours faithfully,

(Signature with seal)

Date: