



THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.

Registered Office & Head Office: 24A Waterloo Street, Kolkata - 700 069

Memo No. HO/MD/NIQ/2313/2025-26

Date: 12/12/2025

Notice Inviting Quotation

Quotations in sealed envelope are invited on behalf of The West Bengal State Co-operative Bank Ltd from the firms having knowledge of catering food supply in financial institutions and/or Govt. Organizations. The tender is intended to select supplier of food services (buffet system) for 23.12.2025 to be supplied at **Mahajati Sadan**, Kolkata.

Pre-qualification criteria:

- The bidder must have a valid trade licence.
- The average annual turn over of the bidder in the financial year 2022-23, 2023-24 & 2024-25 should no be less than 10.00 lakh.
- The bidder should have at least a single contract value of ₹3.00 lakh in the last 3 years ending on 31.03.2025.
- The bidder should have its own well-equipped kitchen having (i) Licenced kitchen area from Health Department of Minimum 300 sq. ft. (ii) Distance of Kitchen from the venue must be within 25 KM (by roadway).
- The bidder should have applicable and valid registrations with statutory authorities, viz. (i) Food & Drug (FSSAI) (ii) Income Tax (PAN), (iii) Goods & Service Tax (GST) etc.

The bidders complying the pre-qualification criteria (please submit valid supporting documents) may apply with their commercial proposals in their letter head pad for the following items to be served under buffet system for 100 guests as per the following format:

Sl No	Items to be supplied	Quantity	Price (₹)
1	Peas Rice	100 heads	
2	Mixed vegetable		
3	Fish Fry (Vetki)		
4	Pabda Fish		
5	Cauliflower Roast		
6	Chicken (200 gms)		
7	Sweets (Rosogolla)		
8	Ice Cream (Vadilal or equivalent)		
9	Curd (Sour)		
10	Raita		
11	Mineral Water (Bisleri-500 ml)		
	Total		

[In word **Total ₹** _____]



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Terms & Conditions:

- 1) The sealed quotations to be reached to the General Manager (Banking), The West Bengal State Co- operative Bank Ltd, Head Office, 24-A, Waterloo Street, Kolkata-700069 within 4:00 P.M. of 19.12.2025 and after that no quotation will be accepted. The sealed envelope shall be superscribed with “Commercial proposal in respect of NIQ No. HO/MD/NIQ/2313/2025-26 dated 12/12/2025”.
- 2) The bid shall be opened on 19.12.2025 at 4:15 PM. Interested bidders may participate the bid opening to be held at 24A, Waterloo Street, Kolkata-700069.
- 3) That the bidder for clear understanding of the Bank’s requirement may contact the General Manager (Banking) before submission of their quotation.
- 4) That the Bank will not accept the items if quality, taste, hygiene of required standard is not maintained.
- 5) That the Bank reserves the right to modify the terms and conditions or even cancel the tender at any stage before awarding the contract without assigning any reason.

[Sujan Sarkar]
Managing Director