



West Bengal Transport Infrastructure Development Corporation Limited

(A Government of West Bengal Undertaking)
Paribahan Bhaban - II, Transport Department
E.M. By Pass & Rash Behari Connector Intersection
(C.S.T.C. Kasba Depot Compound)
KOLKATA - 700 107
CIN: U63090WB1996SGC081274

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NIQ No. 78/WBTIDC/ENGG/2026-27

Dated. 31.07.2026

NOTICE INVITING QUOTATION

WB TIDC Ltd. invites Quotations from Bonafide, resourceful and experienced firms for undertaking the work – *“Engagement of Cook for Preparation and Serving of Refreshments, Snacks and Other Catering Services at WBTC Maidan Tent, Kolkata.”*

Schedule of items and rate & scope of work for the said work is enclosed. Rates to be quoted based on the specified schedule of items and rate/work. WB TIDC Ltd. reserves the right to accept or reject any quotation without any stating the reason whatsoever.

The intending bidder should submit copies of the following certificates enclosed/along with the quotation:-

1. Valid Trade License
2. Valid PAN Registration
3. Valid GST Registration

The Quotation paper shall be submitted in sealed cover within 06.08.2026 and the same shall be opened at 4.00 P.M on that day at the Office of WB TIDC Ltd., E.M. Bye-Pass & Rashbehari Connector Intersection, CSTC Kasba Depot Compound, Kolkata- 700 107.

Enclo. As stated.


Joint Managing Director
WB TIDC Ltd.

Copy forwarded for information and necessary action to:-

1. Chief Engineer, WB TIDC Ltd.
2. Chief Accounts Officer, WB TIDC Ltd.
3. Executive Engineer, WB TIDC Ltd.
4. Assistant Engineer, WB TIDC Ltd.
5. Accounts Officer, WB TIDC Ltd.
6. Website of WB TIDC Ltd.
7. Website of Transport Department.


Joint Managing Director
WB TIDC Ltd.

Scope Of Work for Engagement of Cook

The successful bidder shall provide cooking and catering services for preparation and supply of refreshments, snacks, tea, coffee, meals and other catering requirements as and when required by the Department/Office during official meetings, conferences, training programmes, workshops, inspections, VIP visits, ceremonial functions and other Government events.

The scope of work shall include, but not be limited to, the following:

1. Preparation of tea, coffee, snacks, breakfast, lunch, dinner, working lunch, high tea and other food items as per the menu and quantity approved by the Department.
2. Deployment of qualified and experienced cook personnel to ensure timely preparation and service.
3. Preparation of food in a hygienic manner using fresh ingredients and maintaining the highest standards of cleanliness, food safety and sanitation in accordance with the Food Safety and Standards Act, 2006 and FSSAI guidelines.
4. Serving of food and beverages at designated locations within the office premises or any other venue specified by the Department.
5. Cleaning of the cooking area, utensils, serving counters and disposal of food waste and garbage in an environmentally responsible manner immediately after completion of the event.
6. Compliance with all applicable statutory provisions relating to food safety, labour laws, minimum wages, ESI, EPF, GST and other applicable taxes and regulations.
7. Ensuring that all personnel deployed are medically fit, well-groomed, properly uniformed and maintain courteous behaviour while performing their duties.
8. Providing catering services at short notice, including on holidays or beyond normal office hours, whenever requisitioned by the Department.
9. The contractor shall maintain consistency in the quality, taste, quantity and presentation of food throughout the contract period.
10. The Department reserves the right to inspect the kitchen, ingredients, cooking process and food quality at any time. Any food found to be substandard, unhygienic or unfit for consumption shall be rejected, and the contractor shall replace the same immediately at no additional cost.
11. The contractor shall be solely responsible for any food safety issues, contamination or food poisoning arising out of negligence and shall indemnify the Department against any claims, losses or liabilities.
12. The contractor shall ensure uninterrupted services throughout the contract period and shall make alternative arrangements in case of absence of any deployed personnel.
13. The engagement shall be for three months from the date of actual effect.
14. Contract can be terminated at one month notice from either side.

Sd/-
Joint Managing Director
WBTIDC Ltd

**Schedule for Engagement of Cook for Preparation and Serving of Refreshments, Snacks and Other Catering Services
at WBTC Maidan Tent, Kolkata.**

SI No.	Description	Quantity	Unit	Rate (in Rs.)	Total Amount (in Rs.)
1	Cook Daily providing cook and catering services during official meetings, conferences, training sessions, and other events, including preparation and serving of tea, coffee, snacks, and meals as directed by the Employer. Cleaning of the kitchen, utensils, dining area, and disposal of waste after meal service. Maintaining attendance, discipline, and proper uniform of deployed cook staff. Complying with all statutory, health, and safety regulations applicable to food handling and catering services. Performing any other related cooking and catering duties assigned by the Employer within the scope of the contract. Note: The total cost would be determined per month based on the day-wise execution as per above mentioned schedule including service charge and manpower wages as per the minimum wages Act, 1948 (As amended).				
2	Cook per Month Basic Rate @ Rs. 12,777/- , EPF (on minimum wages per month) @ 13 % i.e. Rs. 1661.01 ESI (on minimum wages per month) @ 3.25 % i.e. Rs. 415.25 Bonus (on minimum wages per month) @ 8.33 % i.e. Rs. 1064.32 Total Amount (Basic rate + EPF + ESI + Bonus) per Month @ Rs. 15,917.58 [Rate is taken from as per prevailing minimum wages vide circular no 30/Stat/14/RW/24/2023/LCS/JLC Date 22/06/2026) of labour Commissioner alongwith EPF, ESI, GST & Bonus contribution as applicable as per Govt. rule.	1.00	Per Month	15,917.58	15,917.58
3	Service Charges including all other charges and applicable taxes with GST. No extra claim will be entertained and remains fixed throughout the contract period.	1.00	Per Month		

Total =

(Rupees) only

Note :- The rate of service charges shall be quoted in BOQ only.

GST and other charges as applicable would be paid or deducted over the total bill amount

Signature of the Quotationer
with Date & Seal