



संयुक्त आयकर आयुक्त का कार्यालय, (टीडीएस) रेंज-3, कोलकाता ।
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, (TDS) R-3, KOL.
भवन-प्रभारी
BUILDING- IN-CHARGE
10बी, मिडलटन रो कोलकाता -700071 10B, MIDDLETON ROW KOLKATA -700071

F.No..JCIT/R-3(TDS)/BLDG/Canteen/KOL/2026-27/591

Dated : 15/10/2026

Tender Notice

The office of the Commissioner of Income Tax, TDS, Kolkata & Building in charge of Middleton Building invites sealed offers from interested persons/concerns willing to provide canteen services at the 5th floor of this Income Tax Building i.e 10B, Middleton Row, Kolkata-700071 for a period of **one year** starting from the date which will be mentioned at work order being qualified in **Technical Bid and Financial Bid (L1 Vendor)**. The contract may be extended further after completion of the initial contract (for one year) subject to satisfactory service provided by the contractor. All types of forms related to this Tender are attached with this Tender Notice and these will be available also at the official tender website of Income Tax Department.

The sealed Tender forms on the cover marked "Canteen/Building" should be addressed to The Commissioner of Income Tax, TDS, Kolkata & Building-in-Charge and should be submitted in the office of the A.O. (Bldg), Middleton Row, Kolkata at 6th floor. The tender form filled in all respects should reach the above said office on or before **4 pm of 30/10/2026**.

Willing/Interested vendor may visit the Canteen Hall for inspection on or before 28/10/2026 from 12pm to 4pm after contacting Building Care taker at mobile number 8902199208. Willing vendor also visit for any information regarding Canteen matter with Administrative Officer on or before 28/10/2026 from 12 pm to 4 pm .

The tender forms shall be opened at **2 pm on 02/11/2026** in the chamber of Addl.CIT, Range-1, TDS, Kolkata (Chairman) office at 7th floor, Income tax Office, Middleton Row, Kolkata-700071 in the presence of vendors or their representatives. The tenders will be opened by the Chairman of the Canteen Committee who is empowered for this purpose.

The Commissioner of Income Tax, TDS, Kolkata reserves the right to cancel or/ and postpone the tender or reject any bid without assigning any reason whatsoever.

Encls:- Terms & Conditions, Technical Bid & Minimum Rate Chart
attached in Annexures.


(Turja De)

Administrative Officer, Building
For CIT(TDS), Kolkata & BIC, MR
10B, Middleton Row, Kolkata-700071

तुर्जा दे / Turja De

प्रशासनिक अधिकारी, बिल्डिंग
Administrative Officer, Building
सी.आई.टी. (टी.डी.एस.) एवं बी.आई.सी. कार्यालय, एम. गार. बिल्डिंग, कोलकाता
O/o the CIT (TDS) & BIC, MR Building, Kolkata
10B, Middleton Row, Kolkata-700071



Terms & Conditions/Technical Eligibility Criteria:-

1. The bidder should have experience in running Canteen/Providing catering service/running restaurant satisfactorily in reputed institutes/Government sector/similar organizations.
2. Each bidder should have license of food business operator.
3. That the allotment of the canteen in favour of the licensee is purely temporary and the same shall be treated as a bare license, which can be revoked at any time without assigning any reason, and in the event of revocation of license on account of breach of any of the terms and constitutions of the license, the licensee shall be bound to vacate the premises/canteen within one week of the notice of revocations of the license.
4. That the licensee will be required to pay the license fee of **Rs.3000/-** per month in advance before the first day of each English calendar month of succeeding month.
5. That the Lessor can revise the license fee from time to time on expiry of the licensee period.
6. Water, electricity, furniture, as well as space for the canteen shall be provided by the Department. Cost towards cooking gas, fuel, foods provided etc. shall be borne by the contractor. The proposed space for kitchen activities i.e. cooking, washing, storage, etc. may be inspected by prospective bidders before quoting the rates.
7. It is the sole responsibility of the Contractor for disposal of all the household refuses like foot waste, vegetable waste etc. The Contractor shall provide adequate number of dustbins to deposit Bio Degradable waste and Non-bio degradable wastes. The dustbins must be cleaned every day to maintain cleanliness in the areas of operation. The disposal of wastes should be made by the contractor at their own cost.
8. The licensee will also be required to keep enough number of fire extinguisher and other accessories for combat with fire incident. Contractor should have first-aid-kit to be able to attend to any such eventuality.
9. The licensee have to sell food items at rates prescribed by the authorised person/team nominated by the Commissioner of Income tax-TDS, Kolkata.
10. That the licensee shall not sublet/assign or otherwise part with or transfer the possession of use of premise or part thereof for any other purpose including residence/stay of workers/employees.
11. That the licensee shall maintain proper hygiene cleanliness and shall keep the premises neat and clean. A very high standard of hygiene must be maintained in all respect. Quick and day-to-day disposal of waste material and refuse shall be maintained. Failure to maintain a high



standard of hygiene will make the contractor liable to pay fine which may extend to Rs.2000/- per occurrence.

12. That the licensee shall abide by the municipal by laws relating to sale of food articles/drinks, etc. and would obtain all necessary license from the competent authority.
13. That the licensee shall keep a complaint/suggestion book at a conspicuous place in the canteen premises in which the complaints may be recorded and which shall be open to inspection by person duly authorised by the Commissioner of Income tax-TDS, Kolkata.
14. That the licensee shall purchase the crockery, kitchen utensils, etc. at his own cost. The cutlery and crockery as also cooking utensils will be kept clean by cleaning with standard washing powder.
15. The licensee shall devote his full attention to the work of purchase, preparation of food, beverages and shall discharge his obligations under this agreement most diligently and honestly to the full satisfaction of the Department.
16. The licensee would be required to provide snacks and lunch at canteen counter on all working days from 9.30 A.M. to 6 P.M. If needed the caterer will open the canteen during holidays and meeting days also.
17. Rate should be all-inclusive and shall be subject to any change/revision only after the approval of The Commissioner of Income tax, TDS, Kolkata.




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RATE CHART/Financial Bid

Sl. No.	Items	Amount (Rs.)
1	Roti	Rs.4/-
2	Sabji	Rs. 15/-
3	Tea	Rs. 6/-
4	Sweet	Rs. 10/-
5	Veg Meal [Rice/Roti, Dal, One type vegetables, Chatni]	Rs. 50/-
6	Non-Veg Meal (Chicken) [Rice/Roti, Daal, One type vegetables, Egg/Fish/Chicken, Chatni, papad]	Rs. 60/- EGG Thali Rs. 70/- Fish Thali Rs. 70/- Chicken thali

N.B. Any additional food items may be prepared and rate may be fixed by the vendor with the prior discussion with the authorized person (Chairman of the Canteen Committee) nominated by the Commissioner of Income tax-TDS, Kolkata & Building-in-Charge of Middleton Row Building, Kolkata-700071.




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TECHNICAL BID DOCUMENT

1.	Name of the person/concern	
2.	Postal Address of the person/concern (with tel. no & Mobile No. & valid email-id)	
3.	Contract person(s) with Mobile No.	
4.	Details Work Experience of serving at reputed organisation, institution, government organisation or similar establishment.	
5.	PAN	
6.	Additional information, if any	
7	Food License Certificate as Food Business Operator.	
11	Aadhar number of the proprietor	
13	Trade License if available	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge, I understand that in case any deviation is found in the above statement at any stage, the person/concern shall be blacklisted and shall not have any dealing with the department in future.

[Signature of Authorised Signatory with Date]



SELF ATTESTED COPY

(To be submitted along with the Technical Bid)

I/We(Name)_____

Contractor/Firm/Individual_____

do hereby solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt./Public Sector/Corporation/office or any other entity.

DEPONENT

DATE&TIME

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DEPONENT

DATE & TIME

