ASANSOL DURGAPURDEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(under Urban Development & Municipal Affairs Department)

सत्यमेव जयते
ADDA

1st AdministrativeBuilding,
City Centre,
Durgapur–713216

Vivekananda Sarani, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol-713305

MemoNo.:ADDA/ Durp/ESTT/11021(99)/36/2025/143 **Date:** 21.08.2026

NOTICE INVITING TENDER (2nd Call)

Online electronic tenders (e-Tenders) are invited under the two-bid system (Technical and Financial) from reputed, experienced, and financially sound catering service providers (individual/firm/company/SHG) for the **Operation of ADDA Office Canteen for public purpose on a License Basis** at the corner of Office garden, City Centre, Durgapur-16

Terms and Conditions:

1. **Technical Bid Requirements (Documents to upload):** (1) Copy of Valid Trade License (2) Copy of GST Registration No./Certificate (3) Copy of Pan Card (4) Copy of Valid FSSAI license (5) Copy of EMD payment receipt (6) Copy of Audited balance sheets for the last 3 financial years (7) Signed and stamped copy of the entire Tender Document (8) credential certificate for minimum 3 years of continuous experience running a corporate, institutional, or government office canteen to be submitted.
2. **Financial Bid Structure (BOQ format):** Price bid quoted Monthly License Fee offered to the Organization (Highest Bidder / H1 basis) in the prescribed BOQ.
3. The Technical Bid will be opened first and if specific documents are found acceptable as per terms and conditions laid down above, the second part that is **Financial Bid** will be opened. No conditional participant will be accepted and the Authority reserves the right to reject it without showing any reason.
4. An amount of **Rs.50,000/- (Rupees Fifty Thousand) only** in the form of **Earnest Money Deposit (EMD) A/C through NEFT/RTGS** as per order of the Finance Department should be deposited along with the tender as EMD. The EMD of the unsuccessful bidders to be returned immediately and that of the successful bidder may be kept in custody of ADDA and released after completion of work.
5. The canteen space will be provided for 01 (One) year on your quoted monthly license fee and Extendable up to 01 year based on performance after evaluation prepared and accepted by the Authority.
6. License fees of 01 (One) Year should be paid in advance.
7. The timings of office canteen will be maintained from 9.30 AM to 9:30 PM.
8. The opening of canteen is mandatory on office days (even on Sunday)/ during holidays as per requirement of the Authority.
9. You will be required to display the rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen notice board.
10. Entire amount of electricity of the office canteen will be borne by you as per reading in the sub-meter (Electricity) of the canteen.
11. Hygienic cooking utensils have to be used.
12. You shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen at your own cost.
13. Selling of Alcohol / tobacco products & smoking is strictly prohibited in canteen Premises.
14. You have to maintain of cleanliness and hygiene in the canteen by adopting pest control measures regularly.
15. You have to take sole responsible for segregation of wet and dry waste as per municipal norms and also wholly responsible for disposal of the garbage on daily basis. Necessary permission to be taken by the O&M selected agency separately from DMC as per norms.
16. The official of this Authority shall always have the right to inspect the canteen premises. The canteen committee members and other staff shall randomly inspect the premises.
17. You shall not deploy any minors for the canteen works and shall engage skilled based personnel. All labour laws must be complied with.
18. You will have no authority to sub-let the said canteen premises.
19. No extension/alteration in the canteen premises will be allowed.
20. The canteen will run in the name approved by the Authority in favour of O&M agency and any other name should not be used. The walls and surroundings of the canteen should not be used for paintings/ advertisement.
21. Payment for availing canteen services by the Authority/officers/Staffs/Beneficiaries etc. will be paid to you by the user directly. Rate concession to be given for food items to the ADDA Officers / staff.

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22. You will supply tiffin/lunch/dinner to this Authority on requisition of the Authority. Payment will be made after submission of bill.
23. In case of damage of electric equipment and canteen building, you shall replace the items broken or damaged with items of same quality and quantity at your own cost.

The schedule of dates:-

1	**Date of Publication**	**27.08.2026**
2	**Last date of submission**	**11.09.2026**
3	**Technical Bid Opening Date**	**14.09.2026**
4	**Financial Bid Opening date**	**To be informed**

Note:- In case of any unscheduled holidays on the aforementioned dates, the next working date will be treated as scheduled prescribed date for the same purpose.

For details visit our website www.addaonline.in

Chief Executive Officer
Asansol Durgapur Development Authority

Memo.No.ADDA/ ESTT/DDP/11024(99)/30/2025/143(9) **Dated** 21.08.2026

Copy forwarded for information with request to paste a copy of the Tender Notice on the office notice board for wide publicity to:-

1. The S.D.M Office, City Centre, Durgapur-16.
2. The M.D, S.B.S.T.C, Durgapur-01.
3. The Assistant Executive Officer, ADDA, Durgapur.
4. The Assistant Executive Officer, ADDA, Asansol.
5. The Finance Officer, ADDA.
6. The Secretary, Durgapur Municipal Corporation, City Centre, Durgapur -16.
7. The System Manager, ADDA with a request to upload this notice in ADDA website.
8. The Post Office, City Centre, Durgapur – 16.
9. Office Notice Board.

Chief Executive Officer
Asansol Durgapur Development Authority