

South Bengal State Transport Corporation
(A Govt. of West Bengal Undertaking)
Dr. B. C. Roy Avenue, Durgapur-713201, Dist: Paschim Burdwan.

Memo No: 265 (C)/SBSTC/2026-27

N.I.T NO: 08 (C)/SBSTC/2026-27(2nd call)

DATE: 13 / 10 /2026

NOTICE INVITING TENDER

Managing Director , South Bengal State Transport Corporation invites e-Tender in two bid system as per norms for **Fabrication, installation and operation of Food kiosk at City Center SBSTC terminus on Monthly rent basis.**

Tenderer must submit the self attested copy of the following documents along their tender document

- a) **Current trade license,**
- b) **G.S.T registration certificate.**
- c) **Pan card.**
- d) **Valid food license**
- e) **Latest ITR.**

The successful bidder has to set up the temporary food kiosk , make all arrangements for preparing tea , snacks & meals as per the rates quoted by him , display the rates in the rate board which to be hanged in front of the Temporary food kiosk. The electric rent as per meter reading to be paid by him. He will arrange to keep the area neat and clean and ensure that the place be washed daily. He will further ensure that the food kiosk be run hygienically.

The Corporation reserves the right to accept or reject any Tender without assigning any reason whatsoever.

Table-I of this Notice and Standard Bidding Document (SBD).

The detailed tender notice along with Tender Documents and other forms is available at “e-tender” link under <http://wbtenders.gov.in> website.

TABLE-I

Sl. No.	Name of the work (1)	Earnest Money (Rs.) (2)	Name of the Concerned Officer (3)	Eligibility of Contractor (4)
01	Fabrication, installation and operation of Food kiosk at City Center SBSTC terminus on Monthly rent basis.	Rs. 2,000/- (As per clause 3 f the special terms & condition)	Managing Director,SBSTC	Intending tenderers should be financially sound.

TABLE - II

2. DATE, SCHEDULE & DESCRIPTION OF WORK:-

A. a)	Name of the work	:	Fabrication, installation and operation of Food kiosk at City Center SBSTC terminus on Monthly rent basis.
b)	Eligible for submission of Tender	:	• Voter Card • PAN Card • GSTIN • Trade License • Valid food license
c)	Name & Address of the Tender Inviting Authority	:	Managing Director, SBSTC

Date and Time Schedule as follows

B:-	<u>PARTICULARS</u>	:	DATE & TIME
i)	Date of uploading of e-Tender, and Tender Documents online (Publishing Date)	:	13. 10 .2026 after 6.00 pm
ii)	Document downloaded / sale start date (on line)	:	13. 10 .2026 after 06.00 pm
iii)	Tender submission start date (on line)	:	13. 10 .2026 after 06.00 pm
iv)	Date of Pre bid meeting	:	27. 10.2026 after 12.00 pm
v)	Tender submission closing date (on line)	:	04. 11 .2026 after 03.00 pm
vi)	Tender opening date For Technical proposals (online)	:	07. 11 .2026 after 03.00 pm
vii)	Date of uploading list for Technically Qualified Tenders (on line)	:	To be intimated later after-finalisation of technical bid evaluation
viii)	Date and place for opening of Financial proposals (on line)	:	To be notified later(online).

NOTE :-

1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. 2 (B) vi) to x) of Table-II.

2) Qualification criteria:

The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as mentioned:

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in above.

Terms & Conditions:

1. Eligible applicants should submit their "Financial Offer" in words as well as in figures on lump sum basis.
2. However, if the offer is found to be below the reserve price (not to be disclosed), it will not be considered for acceptance.
3. Bid shall remain valid for a period of not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
4. Earnest Money, as specified in this notice shall be paid by online internet bank transfer or NEFT or RTGS. Every such Transfer shall be done on or after the date of publication of the NIT. Any Bid without such Transfer of EMD shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document.
5. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the sites shall be at his own expense.
6. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of SBSTC reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
7. Refund of EMD : Refund will be made as per Para-3 (Refund and Settlement process) of GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal.
8. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids
9. **Conditional / Incomplete tender will not be accepted under any circumstances.**
10. The intending Bidders are required to quote the rate **online**.
11. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
12. Managing Director, SBSTC reserves the right to cancel the E-tender due to unavoidable circumstances and no claim in this respect will be entertained.
13. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Managing Director within 2 (two) days from the date of opening of technical bid and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
14. Before issuance of the Possession Letter, the tender inviting authority may verify the credential and other documents of the highest tenderer if found necessary. After verification if it is found that the documents submitted by the highest tenderer is either manufactured or false, in that case work order will not be issued in favour of the said Tenderer under any circumstances.

Sd/-

Managing Director
South Bengal State Transport Corporation

Terms and conditions

1. Premises

- The space measuring approximately **100 (One Hundred) sq. ft.** is being allotted for establishment and operation of a **Temporary Food Kiosk** on a monthly rental basis.

2. Lease Period

- The initial lease period shall be **03 (Three) years**, subject to **renewal every year** based on satisfactory performance, compliance with the terms and conditions of the lease, and approval of the competent authority.

3. Rent Enhancement and payment

The monthly rent shall be enhanced by **5% (Five Percent)** at the time of each annual renewal over the rent applicable during the preceding year. The successful bidder/lessee shall deposit **six (06) months' lease rent in advance**, including applicable GST, before execution of the agreement and taking possession of the allotted premises. Thereafter, the lessee shall continue to deposit **six (06) months' lease rent in advance** before the commencement of every subsequent six-month period throughout the lease tenure

4. Construction of Kiosk

- The successful bidder/lessee shall **design, fabricate, install and commission the temporary kiosk entirely at his/her own cost and risk.**
- No financial assistance or reimbursement shall be provided by the Corporation.

5. Nature of Structure

- Only a **temporary, detachable and non-permanent structure** shall be permitted.
- No permanent civil construction, foundation, brick masonry or RCC work shall be carried out without prior written approval of the Corporation.

6. Statutory Approvals

- The lessee shall obtain all necessary licences, registrations and statutory permissions required for operating the food kiosk, including FSSAI registration, Trade Licence, Fire Safety requirements (where applicable), GST registration (if applicable), and any other permission required under prevailing laws.

7. Utilities

- Electricity, water supply, drainage connection and any other utility required for operation of the kiosk shall be arranged by the lessee at his/her own cost, wherever feasible and subject to approval of the competent authority.
- All recurring utility charges shall be borne by the lessee.

8. Maintenance and Cleanliness

- The lessee shall maintain the kiosk and the surrounding area in a **clean, hygienic and sanitary condition** at all times.
- Proper waste bins shall be provided by the lessee.
- Daily cleaning and disposal of garbage shall be the sole responsibility of the lessee.
- Dumping of waste, wastewater, oil, grease or food remnants within the bus terminus/depot premises or into drains shall be strictly prohibited.

9. Food Safety

- The lessee shall maintain proper food hygiene and quality standards and shall be solely responsible for the quality and safety of food served.
- The Corporation shall not be responsible for any food-related complaint, illness or legal liability.

10. Repairs and Upkeep

- All repairs, maintenance, painting and upkeep of the kiosk shall be carried out by the lessee at his/her own cost throughout the lease period.

11. Damage to Corporation Property

- Any damage caused to Corporation property due to installation, operation or negligence of the lessee shall be repaired by the lessee at his/her own cost or the cost shall be recovered by the Corporation.

12. Use of Premises

- The premises shall be used **only for operating a food kiosk**.
- No other commercial activity shall be carried out without prior written permission of the Corporation.

13. Subletting

- The lessee shall not assign, transfer, mortgage or sublet the allotted premises or any part thereof to any other person or agency.

14. Safety Measures

- The lessee shall provide adequate fire extinguishers and observe all fire and electrical safety norms.
- The Corporation shall not be liable for any accident, theft, fire or damage to the kiosk or its contents.

15. Inspection

- The Corporation or its authorized representatives shall have the right to inspect the kiosk at any time to ensure compliance with the lease conditions.

16. Termination

- The Corporation reserves the right to terminate the lease by giving **30 (Thirty) days' notice** in case of violation of any lease condition, non-payment of rent, unauthorized activities, public nuisance, or any act prejudicial to the interest of the Corporation.

17. Vacating the Premises

- On expiry or termination of the lease, the lessee shall remove the temporary kiosk and all fixtures installed by him/her at his/her own cost and restore the site to its original condition to the satisfaction of the Corporation.

18. No Ownership Rights

- The allotment of the premises shall not confer any ownership, tenancy or permanent right upon the lessee beyond the lease period.

19. Compliance with Laws

- The lessee shall comply with all applicable Central, State and Local Government laws, rules, regulations and directions issued by competent authorities from time to time.

20. Decision of the Corporation

- The decision of the Corporation in respect of interpretation of these terms and conditions and all matters relating to the lease shall be final and binding on the lessee.

Sd/-
Managing Director
South Bengal State Transport Corporation

SECTION - A INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

- i. **Registration of Bidder:**
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of SBSTC the contractor is to click on the link for e-Tendering site as given on the web portal).
- ii. **Digital Signature certificate (DSC):**
Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iii. The bidder can search & download Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender/Tender Documents.
- iv. **Participation in more than onework:**
A prospective bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of a firm for a single or more enclosures subject to conditions as detailed in clause 1 of Special Terms & Conditions detailed above.
- v. **Submission of Bid:**
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

5(a). Statutory Cover containing the following documents:

i) PREQUALIFICATION DOCUMENTS:

Prequalification Application (Sec-B,
Form -I)

ii) Notice Inviting E-Tender proposal.

(Including corrigendum, if any, downloaded properly and upload the same Digitally Signed).

iii) TECHNICAL DOCUMENTS

Financial adequacy certificate

iv) TECHNICAL OFFER

- v)
- vi) **FINANCIAL PROPOSAL:-**
 - a)) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

(b). Non-statutory Cover Containing the following documents:

- Voter Card
- PAN Card
- GSTIN
- Trade License

- Credential for running similar facilities

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. : A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	• VoterCard • PANCard • GSTIN • Trade License • Credential for running similar facilities
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) -Structure & Org.] (if available) Partnership Firm (<i>Partnership Deed, Trade License</i>) (if available) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) (if available) Society (<i>Society Registration Copy, Trade License</i>) (if available) Power of Attorney, Memorandum of Association and Articles of Association of the Company. (if available)

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of SBSTC will function as Evaluation Committee for selection of Technically Qualified Bidders.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate (lump sum basis) online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including E-tender Notice.& B.O.Q. will be the part of the contract documents.

Sd/-
Managing Director
South Bengal State Transport Corporation

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To
Managing Director
S B S T C

Ref. : E-tender For _____
(Name of work) _____

E- tender. No.:

Dear Sir,

Having examined the Statutory, Non-statutory & E-tender Notice documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of _____ in the capacity
_____ duly authorized to submit the offer.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Enclosure(s) : e-Filing -
1) Statutory Documents.
2) Non Statutory Documents.

Date :

SECTION – B

FORM – II
Personal Details

APPLICATION FOR THE KIOSK NO:

1) Nameof Bidder : _____

2) PresentAddress : _____

3) PermanentAddress : _____

TelephoneNo. : _____

Mobile : _____

Email. : _____

4) Name and Addressof Bankers : _____

BANK IFS Code: _____

AccountNo: _____

5) Occupation _____

Signature of applicant
including title
and capacity in which
application is made