

West Bengal State Council of Science & Technology

Vigyan Chetana Bhavan, 26/B, Block DD, Sector 1, Salt Lake, Kolkata -700064

Memo No. 101 / WBSEST/F/0814/26

Date : 17.07.2026

To: All Empanelled Caterers of
Biswa Bangla Mela Prangan, Kolkata (BBMP)

NOTICE

Quotation for Arrangement and Catering of High Tea in a Conference program at Biswa Bangla Mela Prangan, Kolkata (BBMP), Kolkata on 28th July 2026

Empanelled Fabricators and Event Managers of BBMP are invited to submit quotations for arrangement and catering of **High Tea (Food & Beverages)** for a Conference program of the Department of Science & Technology and Biotechnology, Govt. of West Bengal at **Biswa Bangla Mela Prangan, on 28th July 2026** fulfilling the requirement and general Terms & Conditions as follows:

SCOPE OF WORK:

1. High Tea for 100 VIPs with serving. (20 quantities to be packed)
2. Two rounds of Tea and Coffee with cookies, snacks, cashews during the meeting (for 100 guests) to be served in the meeting hall.
3. Water bottles (500 ml) bottles for all the guests.
4. Arrangement of Tea, cookies, for 20 media persons.

General Terms and Conditions:

- i. Only authorised catering agencies empanelled with the BBMP, Kolkata having valid registration as on/ upto 31.07.26 are eligible to offer the rate quote. The service should include arrangement, catering and overall management.
- ii. The price offer in a **sealed envelope** should be sent to - **The Administrative Officer, West Bengal State Council of Science & Technology, Vigyan Chetana Bhavan, 26/B, Block DD, Sector 1, Salt Lake, Kolkata -700064** OR can be put in the drop box at the office (4th floor), of the given address before the last date.
- iii. Last Date of submission of the offer is 24.07.2026 before 02.00 PM
- iv. Copy of supporting documents like Trade License, GST, PAN, enlistment certificate of BBMP Authority, past credentials must be enclosed with the rate offer with a forwarding letter.

Total rate to be quoted for the items mentioned with list of items to be served.


Administrative Officer, WBSCST