

West Bengal State Council of Science & Technology

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

Memo No. 102 / WBSEST/F / 0814/26

Date : 17.07.2026

**To: All Empanelled Fabricators and Event Managers of
Biswa Bangla Mela Prangan, Kolkata (BBMP)**

NOTICE

Invitation of Quotation for Arrangement of Conference session at BBMP, Kolkata on 28th July 2026

Empanelled Fabricators and Event Managers of BBMP are invited to submit quotations for arrangement and management of 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 general Terms & Conditions and the requirement are as follows:

SCOPE OF WORK:

1. Head table with seating arrangement for 4 (four) persons. (VIP standard)
2. 'U' shaped sitting arrangement for 90 persons. (VIP standard). Table to be covered with white cloth/ cover, conference chairs with neat cover.
3. Display screen with Laptop (1), laser pointer and audio video facility (support staff to operate) and public address system for all members seated at the head table and U table.
4. Buffet High Tea arrangement in the breakaway Room, with sitting arrangement for 100 VIPs and Carpeting of the floor of Breakaway room.
5. Flower arrangements in both the room and Registration table and space for Media gathering.
6. Six numbers of Standee and Signage Room freshener.
7. Still photography and Video Recording for entire program (3-4 hrs. duration).

General Terms and Conditions:

- i. Only authorised event management agencies empanelled with the BBMP, Kolkata having valid registration as on/ upto 31.07.26 are be eligible to offer the rate quote.
- 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, empanelment certificate of BBMP Authority, past credentials must be enclosed with the rate offer with a forwarding letter.
- v. The service should include arrangement, installation, operation, management and dismantling of the requirements through a team of capable workers.
- vi. The vendor must have the capacity to cater additional arrangement as required for this 'scientific conference' kind of event and VIP delegates, in case of any emergency.
- vii. The Council 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.
- viii. Payment shall be made as per the terms of WB State Council of Science & Technology.
- ix. The quoted offer shall remain valid for a period of 90 (ninety) days from the last date of submission of this LTI.
- x. Unsatisfactory quality of work, installations, service and conduct during the said event will invite consequent penalty imposed by the Council and Department.

TOTAL RATE TO BE QUOTED FOR THE ENTIRE WORK (in a sealed envelope)


Administrative Officer, WBSCST