

**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HORTICULTURE  
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE  
BENFISH TOWER (4TH FLOOR), GN - 31, SECTOR - V, KOLKATA - 700091**

**NOTICE INVITING QUOTATION**

NIQ No. \_14/2025

Dte. 29.07.2025

Sealed quotations are hereby invited from reputed and resourceful vendors/service providers for supply, installation and service of the following items for the purpose of conducting the Review Meeting with District Horticulture Officers and ADMs (related to Horticulture) scheduled to be held on 11th August, 2025 from 10.00 am to 2.00 pm.

Approximately 50 officers (Pax) will attend the meeting.

**Scope of Work / Items Required**

Venue and catering services to be finalized through tender process.

1. Tentative Food Menu:
  - a. Morning & Afternoon: Tea/Coffee, Cookies, Sandwich.
  - b. Lunch: Soup, Salad, Steamed Rice, Dal, One Fry, Mixed Vegetable Dish, Katla Fish.Preparation, Mutton Curry, Chutney, Papad, Two types of Dessert.
2. Projector setup with screen.
3. Sound system including two cordless microphones.
4. Seating and dining arrangement for 50 Pax with a Podium.

**Terms and Conditions**

1. The bidder must have experience in similar type of event services.
2. Quoted rates should be inclusive of all taxes, transport, setup, dismantling and service charges.
3. Items must be delivered and installed at the venue at least 2 hours before commencement of the programme.
4. The Directorate reserves the right to reject any or all quotations without assigning any reason thereof.
5. No advance payment will be made.
6. Payment will be made only after satisfactory completion of the programme and submission of proper tax invoice.

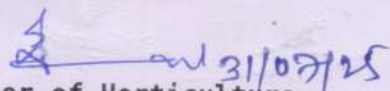
**Documents to be submitted**

1. Trade License
2. PAN Card
3. GST Registration Certificate
4. FSSAI License

The quotation should be submitted in a sealed cover superscribed with "NIQ for Meeting Arrangement - 11.08.2025" within the stipulated date and time mentioned in the notice board/website.

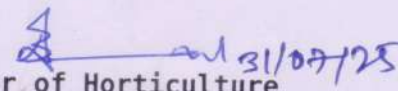
Bids are to be submitted from 31st July, 2025 to 8th August, 2025 up to 03:00 PM. Bids will be opened on 8th August, 2025 at 03:30 PM at the Conference Hall of the Department of Food Processing Industries & Horticulture.

This issues with the approval of the competent authority.

  
Director of Horticulture  
Directorate of Horticulture  
Government of West Bengal

Copy forwarded for kind information and necessary action to:

1. The Pry. PS to the Secretary, Department of FPI & Horticulture
2. The Managing Director, WBSFP&HDCL.
3. The Director, Directorate of FPI
4. MIS-in-Charge, Department of FPI & Horticulture with a request to upload a copy of NIQ in the Departmental Website
5. Office Copy

  
Director of Horticulture  
Directorate of Horticulture  
Government of West Bengal