

Government of West Bengal  
Directorate of Horticulture  
Department of Food Processing Industries and Horticulture  
Benfish Tower, 4<sup>th</sup> Floor, GN Block, Sector V  
Salt Lake City, Kolkata – 700091.

NOTICE INVITING QUOTATION

NIQ No. 18/DOH/2025

Date: 10-12-2025

Quotations are invited by the Director, Directorate of horticulture (DOH) under the administrative control of Department of Food Processing Industries and Horticulture (FPI&H), Government of West Bengal from the reputed and experienced agencies for arrangement, supply and serving of food items during the "State Level Review Meeting" at Webel Tower - I IT Park (10<sup>th</sup> & 4<sup>th</sup> Floor), BN Block, Plot - 4, Salt Lake, Sector - 5, Kolkata - 700091, West Bengal on 24th December 2025.

1) Scope of Work

a) Food menu for 115 heads

- i) Morning (09.30 am --11.00 am) : Coffee, Cookies, Sandwich
- ii) Afternoon (02.00 pm – 02.30 pm) : Lunch: Salad, Fish Fry/Paneer cutlet – 1 pc, Roasted Cauliflower, Polao, Mutton – 4 pc /Kadai Paneer, Pineapple Chutney, Papad, Sandesh 1 pc, 250 ml packaged drinking water
- iii) Afternoon (04.00 pm – 04.30 pm) : Tea, Cookies
- iv) 250 ml packaged drinking water

b) Lunch packets for 30 heads

- i) Fried rice
- ii) Chilli Chicken / Paneer
- iii) Packaged drinking water
- iv) Tissue with disposable spoon and fork

c) Tea/Coffee, Cookies, Sandwich, and Drinking water to be served from the corridor of the loth floor auditorium. Necessary table arrangements to be made by the agency for their own.

d) Two tables will be provided by WEBEL authority at the 4th floor Conference Hall. Lunch to be served from the corridor of the 4th floor conference hall. Lunch plates, Spoons, Bowls, Tissue papers, Dustbin to be arranged by the agency for their own.

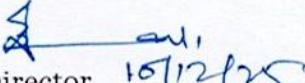
2) All necessary arrangements to be made well in advance by the agency. Items must be reached at the venue at least an hours before as per given schedule. Quoted rates should be inclusive of all taxes, transport, setup, dismantling of food stall counters and service charges.

3) The Directorate reserves the right to reject any or all quotations without assigning any reason thereof.

4) No advance payment will be made.

5) Payment will be made only after satisfactory completion of the work and submission of proper tax invoice.

6) Quoted rates along with all supporting documents should be reached at the Director, Directorate of Horticulture (DoH), Government of West Bengal, Benfish Tower, 4th Floor, GN Bock, Sector V, Salt Lake City, Kolkata – 700091 on or before 4.00 pm of 17th December 2025.

  
Director 10/12/25  
Directorate of Horticulture