



GOVERNOR'S (HOUSEHOLD) SECRETARIAT
WEST BENGAL
LOK BHAVAN, KOLKATA

[Tel. 22001641, Fax-22001649, Email-hsecretariat@gmail.com]

No.: 1903 M

Date: 29.07.26

NOTICE INVITING QUOTATION

Sealed quotations are invited from the reputed suppliers/agencies for supply and arrangement of Food and Refreshments on the program of Independence Day Celebration on 15th Aug, 2026, to be held at Raj Bhavan as per specification mentioned below for the Governor's (Household) Secretariat, Lok Bhavan in the following terms and conditions for the Financial Year 2026-27.

Scope of Work

The successful bidder shall supply and serve quality food and refreshments as per the approved menu and schedule.

SL No	Name of the Item	Category
1	Hawaiian Orange Colada with Ice Cream	Shakes and Smilies (200 ml each)
2	Ginger Ale blended with Soda & Crushed ice	
1	Makai Paneer & Green Peas Sandwich	Snacks (Bite-Sized)
2	Creamy Cole Slaw Sandwich	
3	Dal Vada	
4	Vada Pao	
5	Paneer Spring Roll	
6	Hing Kachori	
7	Samosa	
8	Veg Spring Roll	
1	Gulab Jamun	Confectionery/Sweetmeat (Bite Sized)
2	Motipak-Motichur Milk Barfi	
3	Dab (Tender Coconut) Sandesh	
4	Jal Bhara Mini	
1	First Flush Darjeeling Black Tea / Fresh Arabica Black Coffee	Tea and Coffee (100 ml each)
2	Milk Tea/Cappuccino	

Terms & Conditions

- 1) Duly signed quotation must be submitted on company letter head in a sealed envelope super scribed **"Quotation for supply and arrangement of Food and Refreshments on the program of Independence Day Celebration on 15th Aug, 2026 at Governor's (Household) Secretariat, Lok Bhavan"**.
- 2) Trade License, PAN card, Name, GST certificate , Address & Contact number of the supplier must be clearly indicated in the quotation.
- 3) Rate for per plate has to be quoted considering the overall Three Thousand (3000) head.
- 4) Food served shall be fresh, hygienic and the Shakes and Smilies [Items at Sl No. 1&2] has to be served at the respective guest Chair.



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- 5) The entire service has to be split among 15 counters having all the food items. Each counter has to be fully equipped. Besides one team has to cover the VIP sitting enclosure behind the stage.
- 6) If any guest requests multiple number of one particular item, the agency shall be ready to serve accordingly.
- 7) Adequate number of staff to be present and all serving staff shall be properly uniformed and maintain cleanliness.
- 8) Transportation, serving arrangements, disposable/crockery items and manpower shall be included in the quoted rates.
- 9) The agency shall be in a position to provide 10% excess food, if there is increase in number, within 3000 budget likewise, the office will pay the lowest quoting agency full payment even if the number is less than 3000.
- 10) The agency having experience in respect of supply and service of Refreshment on similar occasion in Govt. Programmes shall be preferred.
- 11) This office reserves the right to accept or reject any or all quotations without assigning any reason. No correspondence in this regard will be entertained.
- 12) Sealed quotations may be dropped at the designated box earmarked at the Cash Section of the office of Governor's Household Secretariat.
- 13) Sealed quotations may also be sent by 'Speed Post' at the office of Governor's Household Secretariat, Lok Bhavan, Kolkata, PIN code-700062.
- 14) The date and time for submission of quotation starting from 29.07.2026 to 07.08.2026 (2.00 Noon). The quotations will be opened at 3:00 Noon on 07.08.2026. Willing bidders may be present at the time of opening quotation.
- 15) For any assistance, shri Soumyadeep Dutta, Computer Supervisor, mobile no. 6290801071 may be contacted.

Deputy Secretary to the Governor of West Bengal
& Dy. Comptroller

No.: 1903 /1(6)M

Date: 29.07.26

Copy forwarded for information and necessary action to:

- 1) The Home & Hill Affairs Department, Govt. of W.B., Nabanna, Howrah – 711102.
- 2) I & CA Dept, Govt of West Bengal, Nabanna, 9th Floor, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.
- 3) Notice Board of Governor's (Household) Secretariat, Lok Bhavan, Kolkata
- 4) Notice Board of Governor's Secretariat, Lok Bhavan, Kolkata
- 5) Shri Soumyadeep Dutta, Computer Supervisor- for uploading the same to website of Lok Bhavan, Kolkata.
- 6) Office copy.

Dy. Secretary to the Governor of West Bengal
& Dy. Comptroller