



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

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

No.: 2012 M

Date: 8.8.24

NOTICE INVITING QUOTATION

Sealed quotations may be invited from the registered traders/ suppliers for supply and arrangement of Food packets for 'At Home' program of Celebration on 15th Aug, 2026, to be held at Lok Bhavan as per specification mentioned below for the Governor's (Household) Secretariat, Lok Bhavan in the following terms and conditions.

Scope of Work

The successful bidder may be able to supply and serve quality food packets as per the approved items.

Details of Food Packets

SL No	Name of the Item	Quantity	Remarks
1	Veg Sandwich	2 pcs	1500 Packets.
2	Cake	1 pc	
3	Veg Cutlet	1 pc	
4	Tomato Sauce	1 pouch	
5	Water bottle (500 ml)	1 pc	
6	Motichur Laddu	1 pc	
7	Sandesh	1 pc	
8	Napkin	1 pc	
9	Fruty Packet	1 pc	

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 Packets on the program of Independence Day Celebration on 15th Aug, 2026 at Governor's (Household) Secretariat, Lok Bhavan"**.
- 2) TAN Number, Name, Address & Contact number of the supplier must be clearly indicated in the quotation.
- 3) Unit rate for Food packet must have to be quoted considering the overall One Thousand Five Hundred (1500) head.
- 4) Food served shall be fresh, hygienic.
- 5) The agency must have to be ready to distribute the packets to the respective guests.
- 6) Adequate number of staff must be present and all serving staff may be properly uniformed and maintain cleanliness.
- 7) Transportation, serving arrangements and manpower must be included in the quoted rates.
- 8) 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.
- 9) Sealed quotations must be dropped at the designated box earmarked at the Cash Section of the office of Governor's Household Secretariat.
- 10) Sealed quotations may also be sent by **'Speed Post'** at the office of Governor's Household Secretariat, Lok Bhavan, Kolkata, PIN code-700062.



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- 11) The date and time for submission of quotation starting from 08.08.2026 (from 12 Noon) to 12.08.2026 (upto 2.00 PM). The quotations will be opened at 3:00 PM on 12.08.2026. Willing bidders may be present at the time of opening quotation.

N.B. For any assistance, shri Soumyadeep Dutta, Computer Supervisor, mobile no. 6290801071 may be contacted.

Deputy Secretary to the Governor of West Bengal
& Dy. Comptroller, Governor's (Household) Secretariat

No.: 2012/1(5)M

Date: 8.8.26

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) Office copy.

Dy. Secretary to the Governor of West Bengal
& Dy. Comptroller, Governor's (Household) Secretariat