

Government of West Bengal  
Office of the Chief Medical Officer of Health  
District Health and Family Welfare Samiti, Cooch Behar  
Lalbagh: Cooch Behar  
Tel: 228874(03582) Fax: 228966  
E-mail: [cmoh.cbr@gmail.com](mailto:cmoh.cbr@gmail.com)

Memo No : 2183

Dated :- 23.04.2021

**QUOTATION NOTICE**

Sealed quotation is invited from reputed agency/ hotels/caterer/ event management group for arrange and supply food items for meeting. Interested parties are requested to submit their quotation in sealed cover addressed to the Chief Medical Officer of Health & Secretary, DH & FW Samiti, Cooch Behar Superscribing "Quotation for supply food items and arrangement meeting on 4-05-2021" Details will be available in DPMU section of the office of the undersigned on working days during working hours up to 30-04-2021.

Detailed specification of is mentioned below:-

Sl No	Name of the items	Specification	Quantity	Max Quoted rate
1.	Meeting hall	Accommodation capacity -20 round table with 4 sets (with separate electric power point) with podium and dais with chair. Projector and public address system should be available. A/C conference room will be preferable.	1 No	Rs.15,000/-
2.	Food items	Breakfast, Lunch and Evening snacks (buffet or foil packaging system)	100 Persons	Rs.450/Head (Breakfast, Lunch and Evening snacks)

Last date of submission of quotation is 30/04/2021 before 5.00 PM. Photocopy of trade license, last income tax return and PAN card & GST No must be submitted with the quotation document. Quotation will be opened on 30/04/2021 at 5.15 pm in the chamber of the undersigned.

CMOH & Secretary

Dist. H.& F. W. Samiti, Cooch Behar

Memo No:-

Dated :-

Copy forwarded for information and with the request to hanging the same in the notice Board:-

1. The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar
2. The District Magistrate, Office of the District Magistrate, Cooch Behar
3. Dy. CMOH-II, Cooch Behar
4. Dy. CMOH-III, Cooch Behar
5. Officer In Charge ( Health ) , DM Office, Cooch Behar
6. Accounts Officer, CMOH Office, Cooch Behar
7. District Information and Cultural Affairs Officer, Cooch Behar
8. The Station Manager, Railway Station, Cooch Behar
9. The Post Master, Head Post Office, Cooch Behar
10. The Superintendents, MJN District Hospital, Cooch Behar
11. Officer In Charge, NIC, Cooch Behar with request to upload the quotation notice in website [www.coochbehar.gov.in](http://www.coochbehar.gov.in) of Cooch Behar
12. Dispatch section of this Office to display the notice in the office Notice Board.

CMOH & Secretary

Dist. H.& F. W. Samiti, Cooch Behar

**QUOTATION DOCUMENT**  
**TECHNICAL AND FINANCIAL BIDS ON ACCOUNT OF THE MEMO NO. 2183**  
**DATED 23/04/2021 FOR SUPPLY FOOD ITEMS AND ARRANGEMENT MEETING**  
**UNDER CMOH OFFICE,**  
**COOCH BEHAR**

Sl. No.	Name of the items	Specification	Rate quoted inclusive of all taxes
1.		Accommodation capacity -20 round table with 4 sets (with electric power point) with separate podium and dais with chair. Projector and public address system should available. A/C conference room for 9hrs on 4-5-2021	
2.	Meeting hall	Accommodation capacity -20 round table with 4 sets (with electric power point) with separate podium and dais with chair. Projector and public address system should available. Non-A/C conference room for 9hrs on 4-5-2021	
3.	Food items	Mention items of buffet:- 1. Breakfast-  2. Lunch-  3. Evening snacks	RS.450/Head (Breakfast, Lunch and Evening snacks)
		Mention items of foil packaging :- 1. Breakfast-  2. Lunch-  3. Evening snacks	RS.450/Head (Breakfast, Lunch and Evening snacks)

Bidder should mention rate of meeting hall separately for A/C and Non-A/C conference hall and items of food which will be supply @ Rs.450/head. May use separate sheet for mentioning food items.

Date ;-----

Place ;-----

Sign of bidder with date or seal (if .....)