

Government of West Bengal
Information and Cultural Affairs Department
Nabanna, 9th Floor
325, Sarat Chatterjee Road, Howrah-711102

Memo No: 2566/ICA(N)/2025

Date:03.07.2025

NOTICE

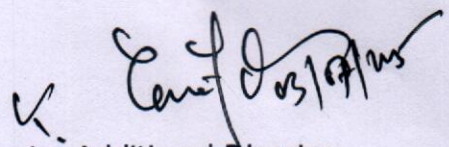
In connection with the empanelment of Star/Non-Star category Hotels ,reputed Government Guest Houses and empanelled Government Circuit House in Kolkata as well as Catering Service providers at N.S.C.B.I. Airport, Kolkata for accommodation & refreshment of State guests and other dignitaries for a period of two years w.e.f. 01/09/2025, proposals from the bona fide and reputed Hotels , Government Guest Houses and Catering Service providers at N.S.C.B.I. Airport in Kolkata & empanelled Government Circuit House are hereby invited on behalf of the Information & Cultural Affairs Department, Government of West Bengal, in sealed covers as per prescribed format.

The application form in prescribed format along with other terms and conditions will be available at the '**Hospitality & Protocol Wing', Information & Cultural Affairs Department, Government of West Bengal, Room No - 906, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102, from 02.07.2025 to 01.08.2025** during office hours or may be downloaded from the website : <https://egiyebangla.gov.in/documents-notification.aspx>

Last date of Submission is 01-08-2025.

Accordingly, the filled-in format along with other required documents is to be submitted to the above address by 01/08/2025 during office hours.




Senior Additional Director
Information & Cultural Affairs Department
Government of West Bengal

Annexure: 1**Name of the Hotel/Guest House.....**

Sl. No	Category of the room	Maximum No of rooms that can be allotted	Rate of Room only		Rate of Room with Complimentary Breakfast		Rate of Room with Complimentary Breakfast & One major Meal (Either Lunch or Dinner)		Rate of Room with Complimentary Breakfast, Lunch & Dinner	
			Present (valid upto 31.08.2025)	Proposed	Present (valid upto 31.08.2025)	Proposed	Present (valid upto 31.08.2025)	Proposed	Present (valid upto 31.08.2025)	Proposed
1										
2										
3										
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I/we do hereby declare that the rates are exclusive of Tax and% of GST will be applicable.**Food & Beverage :****We offer following rate &percentage of discount on Food & Beverage as noted below.**

Sl. No	Type of Item	Actual Rate	Proposed Rate	Percentage of Discount	Remarks

Signature:

APPLICATION FOR EMPANELMENT

[illegible]

11.	Common facilities available in rooms	
12.	Type of cuisine available	
13.	Facilities during medical emergency, if any:	
14.	Facilities of business centre, if any	Yes/No
15.	Availability of free Wi-Fi in room	Yes/No
16.	Availability of car rental facilities, if any	Yes/No
17.	Other information if any:	
18.	Experience /Empanelment in Central/any Govt./ PSU/ etc. if any	
19.	Availability of room Dine-in facility	Yes/No
20.	Availability of Conference Room facility, if any **If yes, please provide necessary details & facilities offered in a separate sheet	Yes/No
21.	Availability of Interpreter facility, if any	Yes/No

Signature.....

Designation.....

APPLICATION FOR EMPANELMENT

[illegible]

[illegible]

Signature.....

Designation.....

Official Seal.....