

**Empanelment of Agencies for Catering Services  
At Biswa Bangla Mela Prangan  
2026-2027**

No: WBTPPO/ BBMP Empanelment for Catering/2026/1 dated 12/02/ 2026

Issued by:  
West Bengal Trade Promotion Organisation (WBTPPO)  
23, Abanindranath Thakur Sarani,  
Camac Street, Ground Floor  
Kolkata – 700017

## Expression of Interest

### Introduction:

West Bengal Trade Promotion Organization (WBTPO) invites expression of interest for **Empanelment of Catering Agencies at Biswa Bangla Mela Prangan** from the exhibitors and organizers of who book space at Biswa Bangla Mela Prangan.

'Biswa Bangla Mela Prangan' is the primary exhibition and convention Centre for Kolkata, India. With "Project Area" of 89,030 sq.m which include 31,894 square metres (343,300 sq ft) of exhibition space, it is the largest exhibition center in Kolkata.

Built in 2008 to provide space for exhibitions and fairs, BBMP was the venue of Kolkata International Book Fair. With an expense of approx. INR 350 Cr, the state government has transformed this old large expanse of open space to a state-of-the-art facility spread over 22 acres of land.

### Offer

The interested agencies are advised to carefully read the Terms and Conditions contained in this EOI:

The applications submitted by the intending agencies will be evaluated as per the norms laid down in this regard.

1. Interested parties will have to submit their documents and if qualified shall remain empaneled with WBTPO for 3 years, renewable annually .The Annual Empanelment Fees will be Rs. 250000/- non refundable(plus taxes as applicable). Security Deposit – Rs. 200000/-, will be refunded at the end of empanelment.
2. During events, the selected parties will have submit event wise fees to cater events.
3. The empanelment will be on the basis of event wise fees.

#### Event wise Fee-

**Daily Charges for Kitchen and other facilities Rs. 10000 per day**

**Taxes extra as applicable**

Any damage of property and facilities will lead of fine/demurrage charges as per decision of WBTPO.

**Security Deposit** – Rs. 200000/- to be paid as Security Deposit within 15 days of empanelment.  
*This will be refunded at the end of empanelment.*

WBTPO reserves the right to accept/reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the applicants.

### 1) Schedule of Dates

1.	EOI Publish Date	<b>12/02/2026</b>
2.	Site Visit	11 am onwards contact Bapan Chakraborty- 7980911045
3.	Pre-Submission Meeting	17/2/2026 4.00pm, BBMP
4.	EOI Submission Start Date	12/2/2026, WBTPO, 23 Camac Street, Kolkata 700017 (Protiti)
5.	EOI Submission End Date	24/02/2026,4PM, WBTPO, 23 Camac Street, Kolkata 700017 (Protiti)
6	Publication of Selected Agencies	Will be notified
7.	Bank Details	WBTPO Bank Details: Name of the Bank : ICICI BANK, Address: 22, R.N. Mukherjee Road, Kolkata -700001 A/c No.: 000601041826 IFSC Code: ICIC0000006

### 3) Scope:

- i. On selection of being the empaneled catering service provider, the name will appear on our list, which will be shared with our exhibitor. Once the exhibitor selects you as their catering agency, you will have to connect with WBTPO for further process.
- ii. The catering agencies should have prior knowledge of BBMP and its facilities.
- iii. The catering agencies must use the facilities with full care and no damage of the property and infrastructure of WBTPO.
- iv. The catering agencies must ensure that they follow all fire safety norms. They must use heating appliances as per the power access norms and cook using fire at destined place only. Storing of any fuel, gas cylinder, combustible items is not allowed.

v. The catering agencies must look after the cleanliness, stainlessness, waste management. They must daily clean their cooking and food preparation area after area, pack all garbage and throw at destined area.

vi. No food waste can be thrown open. All wastes are to packed in garbage bags and disposed at the garbage area of BBMP.

**Failure of above will lead to an imposition of penalty of Rs. 10000.**

vii. The catering service agencies will have created their own makeshift temporary cooking area in consultation with WBTPPO.

viii. The catering agencies have to comply with the drainage norms. No wastes can be dumped in drains. Failure of such will lead to an imposition of penalty of Rs. 3000 and even cancellation of empanelment.

ix. All do's and don'ts will be given in the empanelment letters which have to be compiled in full.

x. List of all staffs (with identity document) on duty will have to be submitted to WBTPPO, 15 days before event.

xi. No permanent structure will be allowed. Only portable/temporary structure will be allowed. No food stalls will be allowed inside halls. Cooking area/kitchen space (bare space) will be given by WBTPPO for you to make arrangements.

#### **4) Eligibility Criteria:**

a) The catering agencies must be in the similar business for 10 years.

b) The catering agencies must have handled 5 large events (2000+ people) in last 5 years. Work order or Invoice for such must be attached as documentary proof.

c) The catering agencies must have Average Annual Turnover for Rs. 25 lakhs for the last 3 years.

d) The catering agencies must be registered and have valid Trade License.

e) The catering agencies should be registered under GST and PAN.

f) The catering agencies must have ESI CERTIFICATE, EPFO CERTIFICATE, FSSAI certificate, Food Safety Licences, ISO 9001, 2015,2018 CERTIFICATES and other related credentials for food and beverage operation.

**5) Tenure:** The selected agencies will be empaneled for 3 years. However every year, we may invite fresh offers for empanelment. Existing parties may renew themselves by just paying their annual fees, while new agencies will add up.

**6) Payment:** The selected agencies must submit their empanelment fees with 10 days of getting selected. The event fees within fifteen days before event and collect Permit to Operate

### **8) List of Documents to be submitted**

- a. Annexure A.
- b. EOI Form.
- c. A company incorporated under the Indian Companies Law i.e. the Companies Act 1956 or 2013 (as amended or re-enacted and restated and notified from time to time), (copy of certificate of incorporation, and charter documents including the most recent Memorandum and Articles of the Association of the Applicant should be submitted).
- d. Limited liability partnership duly incorporated under the Limited Liability Partnership Act, 2008.
- e. Partnership firm registered under the Indian Partnership Act (copy of registered partnership deed should be submitted, including any amendments or supplements thereto).
- f. A registered Proprietary firm in India.
- g. JV/ Consortium having maximum 2 (two) business entities.
- h. PAN and GST certificates.
- i. Work order or Invoice copies.
- j. Copies of Income Tax Return, GST returns and other statutory applicable returns filed in previous three Financial Years
- k. Financial Statements of Last three Financial Years . If audit is not completed, CA certificate is required for certifying the turnover.

### **9) Submission:**

In one envelope marked '**Empanelment of Agencies for Catering Services at Biswa Bangla Mela Prangan for 2024-2025'** to ED WBIDC and AO, WBTPO  
West Bengal Industrial Development Corporation Ltd  
"Protiti", 23, Abanindranath Thakur Sarani, (Camac Street),  
Kolkata – 700017

**9) Termination:**

At any point of time if any complaint is received from any exhibitor/organizer or the catering agency is found involved in malpractices, not adhering to the rules of WBTPPO or involved in fights, quarrels and creating unpeaceful environment in BBMP, the empanelment of the catering agency will be cancelled.

**10) Clarification:** Somdatta Basu, OSD WBIDC & WBTPPO-9836623371

11) WBTPPO has the right to reject any offer or entire process without assigning any reason whatsoever.

12) The decision to select is solely at discretion of WBTPPO.

**Signature of Applicant With Seal**

**EOI Form**  
**Letter Comprising the Bid**

**(On the letterhead of the Company)**

To,  
ED- WBIDC & AO WBTPO  
23, Abanindranath Thakur Sarani,  
(Camac Street), Ground Floor, Kolkata – 700017  
Phone: +91 33 2255 3700 – 705

Dear Sir/Ma'am,

1. With reference to your EOI No WBTPO/Catering Emp/..... document dated \_\_\_\_\_, I/We, having examined the EOI document and understood its contents, hereby submit my/our application for the aforesaid collaboration with WBTPO via the mentioned fee model.

2. I/ We acknowledge that WBTPO will be relying on the information provided and the documents accompanying such application by us for selection for the aforesaid collaboration, and we certify that all information provided and in Annexes are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such application are true copies of their respective originals.

3. We shall make available to the WBTPO any additional information it may find necessary or require supplementing or authenticate this APPLICATION.

4. We will abide by the guidelines of WBTPO from execution and catering of any event and shall look after BBMP and prevent any damage and loss.

5. We shall give complete and correct information on the no of heads we have catered per event.

6. I/ We certify that in the preceding 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by

any public authority nor have had any contract terminated by any public authority for breach on our part.

7. We/ satisfy(s) the selection criteria and meet(s) all the requirements as specified in the EOI document and am/ are qualified to apply.

8. In the event of us being declared as the Empaneled Catering Agency, I/we agree to pay the license fees as per prescribed.

9. I/We agree and undertake to abide by all the terms and conditions of the EOI document.

10. I/ We hereby submit Annexure A, and all information mentioned are true and correct.

In witness thereof, I/ we submit this application under and in accordance with the terms of this document.

Yours faithfully,

Date

(Signature, Name and Designation of the Authorized Signatory)

Place:

Seal

### Declaration by Agencies to collect Permit to Operate

Name of Event		
Name of Organizer		
Name of Catering Agency		
Contact of Service Manager		
Dates of Catering		
Days of Gathering with number of heads per day	<b>Day 1</b> <b>Day 2</b> <b>Day 3</b> <b>Day 4</b>	<b>No of Heads</b>
Kitchen fees of Rs,10000		
<b>Amount Paid as event fees</b>		

List of staffs/labours on duty with identity proofs to be attached herewith.

We ..... catering for the event..... have understood and agree to abide by the terms, condition and rules of WBTPPO for working at BBMP. We have paid the event wise fees. We have submitted our staff list. We will abide by all fire safety rules. We will dispose garbage in the best possible manner and keep the surroundings clean. We will abide by all rules of WBTPPO.

We hereby indemnify WBTPPO against any and all Loses/Liabilities/Damages to the extent attributable to or arising out of the gross negligence/inattention or disregard of rules of WBTPPO and general safety norms.

<b>Signature of catering Agency</b>	
<b>Signature of Organizer</b>	
<b>Date</b>	

The above will have to be submitted to WBTPPO 15 days before event and WBTPPO shall issue permission.

### Annexure A

Name of the Firm	
Year of Incorporation/registration	
Registered office	
Postal address	
Tel./Fax/e-mail	
Type of Firm (Work area that the firm is involved in)	
Details of directors, etc.	
Details of registration of firm / company etc.	
Authorized Signatory Name: Designation: Qualification: With the company since: Line of experience/ expertise:	
Total Revenue Year wise	<b>1</b> <b>2</b> <b>3</b>
Name of 2 events large events handled in last 5 years with not of people catered per event	
PAN No , GST No , FSSAI License No,	