

**Empanelment of Agencies for Fabrication, Event Coordination and
Technical Arrangements at Biswa Bangla Mela Prangan for 2026-2027**

No: WBTPPO/ BBMP Empanelment Evnt Mangmt/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

West Bengal Trade Promotion Organization (WBTPO) invites expression of interest for Empanelment of Agencies for Fabrication, Event Coordination, Temporary Structure Creation and Technical Arrangements at Biswa Bangla Mela Prangan from the exhibitors and organizers of who book space at Biswa Bangla Mela Prangan. **Only the empaneled agencies will be allowed to work in BBMP.**

'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. This revamped facility has been added with:

- Two pavilions (over lakh square feet each),
- A three-storey business block (each floor spread over nearly 20,000 square feet) and
- An open space that includes around 2 lakh square feet of greenery.
- A new multi-level car parking to accommodate approx. 1,200 vehicles.
- A large expanse of open space with green landscape in front to accommodate 200 kiosks.
- Three food courts, each of which can accommodate approx. 200 visitors.

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. 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 and Information

1.	EOI Publish Date	12/2/2026
2.	Site Visit	11 am onwards contact Bapan Chakraborty- 7980911045
3.	Pre-Submission Meeting	17/2/2026, 4pm, Biswa Bangla Mela Prangan
4.	EOI Submission Start Date	12/02/2026, WBTP0, 23 Camac Street, Kolkata 700017 (Protiti)
5.	EOI Submission End Date	23/02/2026,4PM, WBTP0, 23 Camac Street, Kolkata 700017 (Protiti)
6	Publication of Selected Agencies	Will be notified
7.	Bank Details	WBTP0 Bank Details: Name of the Bank : ICICI BANK, Address: 22, R.N. Mukherjee Road, Kolkata -700001 A/c No.: 000601041826 IFSC Code: ICIC0000006

2) Offer

The empanelment will be on the basis of license fees

I) **Annual Empanelment Fees** - Rs 250000/- plus taxes as applicable.

II) **Event wise fees** - a) Rs 30000/- for one hall; b) Rs. 50000 for Two Halls,
Taxes as applicable will be additional.

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

3) Scope:

- The list of empaneled agencies will work as fabricators, event coordinators, technical support providers for the different exhibitors.
- Supply of necessary furniture and fixture.
- Construction of stalls, stage and set up, brandings and temporary structures
- Electrical, Sound and Digital Display set up
- Cleaning and Housekeeping. Garbage and wastes must be thrown at the demarked places.

- Construction and Dismantling as per guidelines of WBTPPO.
- All empaneled must ensure to construct, execute and dismantle as per guidelines of WBTPPO.
- The empaneled agencies must set up /temporary construct as per norms of WBTPPO, including electrical, sound and technical set up.
- They must ensure full care while using the facilities of BBMP. They must not cause any damage/loss/theft of any premise or property of BBMP while executing events. Damage of property will lead to deduction from Security Deposit.
- All exhibition items and wastes must be cleared from the sites of BBMP within the dismantling period. **Failure to vacate space within stipulated time will lead to penalty of Rs. 10000.**
- They must abide to all fire guidelines. Storing of combustible items is not allowed.
- Collection of necessary licenses/permissions.
- Agency must instruct their labours not to litter BBMP while execution.
- Detailed guideline will be mentioned in our empanelment letter.
- Agency must refrain from doing any unlawful activities and refrain from having child labour.
- Agency must clear payment of fees before event and collect Clearance from WBTPPO.
- No permanent construction is allowed.
- Do's and Don'ts will be mentioned in the empanelment letter.

4) Eligibility Criteria:

- a) The agencies must be in the similar business for 10 years.
- b) The agencies must have Average Annual Turnover for **Rs.1.5 crore** for 3 years.
- c) The agencies must have **single work order/invoice of Rs. 1 CRORE** and above for being event manager/fabricator etc. in the last 3 years or 3 orders of Rs.50 lakhs over the last 3 years.
- d) The agencies must be registered and have valid Trade License.
- e) The agencies should be registered under GST and PAN.

5) Tenure: The selected agencies will be empaneled for 3 year, renewable annually . 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 annual renewal fee within 10 days from being empaneled, through online mode to WBTPO and the receipt shall be submitted. The event specific is to be submitted to WBTPO and collect permit to operate.

7) 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 copy for being event manager/fabricator.
- 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 .

8) Submission:

In one envelope marked '**Empanelment of Agencies for Fabrication, Event Coordination and Technical Arrangements at Biswa Bangla Mela Prangan'** 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 of Applicant

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 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 organizing of any event and shall look after BBMP and prevent any damage and loss.

5. 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.

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

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

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	1 2 3
PAN No, GST No	