

Government of West Bengal
Information & Cultural Affairs Department
Nabanna, 325, Sarat Chatterjee Road, Howrah- 711 102

Memo No. 588/DI/ICA/21

Dated:19/07/2021

NOTICE

In connection with the empanelment of star/non-star category Hotels and reputed Guest Houses in Kolkata for a period of two years w.e.f. **01/09/2021** for accommodation of State guests and other dignitaries, proposals in sealed covers are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed Hotel and Guest House authorities of Kolkata in the 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- 711 102** from **22.07.2021** to **02.08.2021** during office hours or may be downloaded from the website: www.wb.gov.in / www.egiyebangla.gov.in. For details, instruction in the website to be followed.

Sd/-

Director of Information
& Ex-Officio Joint Secretary

Instruction

The proposal, (as per Instruction, Application form & Annexure) in sealed cover, on top of which should be written "PROPOSAL OF TARIFF FOR STATE GUESTS" with filled in **Annexure-I, Annexure-II**, addressed to the Director of Information, Information & Cultural Affairs Department, Government of West Bengal to be submitted to the above address during office hours within 4 PM from 22.07.2021 to 02.08.2021.

The authority reserves the right to accept or reject any or all proposal(s) without assigning any reason whatsoever.

APPLICATION FORM

From:
.....
.....

(Name & address of the applicant)

To: The Director of Information
Information & Cultural Affairs Department
Government of West Bengal
Nabanna
325, Sarat Chatterjee Road
Howrah- 711102

Sir,

In reference to your letter/Newspaper advertisement (vide no.Dated
...../...../.....) for empanelment of star category Hotels and reputed Guest Houses in Kolkata for a
period of two years w.e.f. 01/09/2021, for boarding/ lodging of state guests and other dignitaries, I/ we, the
undersigned do hereby offer the rates in the prescribed format:-

If our rate is accepted, we undertake to:

- 1) Accommodate all guests as per your order throughout the year during contract period as per accepted rate from Govt. of West Bengal.
- 2) Abide by the terms & conditions of contract during contract period.
- 3) Declare that the proposal and other papers which are enclosed here is signed by the authenticated person.
- 4) Not claim any cancellation charges against Govt. boarding/ reservations as per current practice.

Dated the day of .

Signature.....

(In the capacity of Duly Authorised to sign on behalf of)

Proposal

Name of the Hotel/Guest House :.....

| Sl. No. | Category of the room | No. of room | Rate of the Room only | | Rate of the Room with complimentary Breakfast | | Rate of the Room with complimentary Breakfast and one major meal either Lunch or Dinner | | Rate of the Room with complimentary Breakfast, Lunch and Dinner | |
|---------|----------------------|-------------|-----------------------|----------|---|----------|---|----------|---|----------|
| | | | Present | Proposed | Present | Proposed | Present | Proposed | Present | Proposed |
| 01. | | | | | | | | | | |
| 02. | | | | | | | | | | |
| 03. | | | | | | | | | | |
| 04. | | | | | | | | | | |
| 05. | | | | | | | | | | |
| 06. | | | | | | | | | | |
| 07. | | | | | | | | | | |
| 08. | | | | | | | | | | |
| 09. | | | | | | | | | | |
| 10. | | | | | | | | | | |

I/we do hereby declare that the rates are exclusive of Tax and _____% of Tax will be applicable.

Food & Beverage :-

We offer following percentage of discount on Food & Beverage as noted below :

| Sl. No. | Type of Item | Percentage of discount | Remarks |
|---------|--------------|------------------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature :.....

APPLICATION FOR EMPANELMENT

1. Name of the Hotel / Guest House:
2. Category of the Hotel:
(Not applicable for Guest House)
3. Address of the Hotel / Guest House:
4. Name of contact person
5. E-mail:
6. Mobile No:
7. Year of business started in Kolkata:
8. General facilities available in the Hotel / Guest House for all guest:
9. No. of rooms are offered for state guests:
10. Categories of rooms:
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:
15. Facilities of gymnasium or yoga centre, if any:
16. Availability of free Wi-Fi
17. Availability of car rental facilities, if any & offered rate:
18. Other information if any:
19. Experience / Empanelment in Central / any Govt. / PSU / etc. if any:

Signature :.....