

**OFFICE OF THE MUNICIPAL COUNCILLORS OF
BARASAT MUNICIPALITY
RISHI BANKIM CHANDRA CHATTERJEE ROAD
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Date: 01/12/2025

Memo No. - 1964-BM/53/2025-26

**From: Chairman,
Barasat Municipality**

Quotation Notice.

Sealed quotations are hereby invited from reputed, renowned, and quality food suppliers/caterers for the supply of cocked food items for the Viswakarma Puja event organized for the employees of the Barasat Municipality.

Scope of Work:

- 1) The selected supplier will be responsible for the preparation, packaging, and timely delivery of high-quality food.
- 2) **Estimated Quantity:** Approximately 2000 plates of foods
- 3) The food must be prepared hygienically and packed in sealed, disposal containers suitable for serving.

The intending tenderers should submit the rate including all taxes and submit with the Tender / quotation along with all necessary up to date documents (Trade License ,PAN,GST) required to attend the tender. Authority has every right to reject or accept any tender / quotation without assigning any reason. The detailed description and specification of food items is mentioned in the attached annexure. Your offered rate should reach the undersigned on or before 10/12/2025 within office hours (from 11:00 AM to 2:00 PM) and will be opened at 3:00 PM on the same day i.e 10/12/2025.

Thanking you.

Yours faithfully ,


**Chairman,
Barasat Municipality**

**Barasat Municipality
Dated: 01 / 12 / 2025**

Memo No. 1964(1-13)-BM/53/2025-26

Copy forwarded for information and necessary action to the:

1. Vice Chairman, Barasat Municipality
2. All CIC Members, Barasat Municipality
3. Executive Officer, Barasat Municipality
4. Finance Officer, Barasat Municipality
5. Members of Tender Committee, Barasat Municipality
6. Office Superintendent, Barasat Municipality
7. Head Clerk, Barasat Municipality
8. Accountant, Barasat Municipality
9. Cashier, Barasat Municipality
10. Receive & Dispatch section, -do-
11. Office Notice Board,
12. Municipal Website: www.barasatmunicipality.org.
13. O.C IT Dept., Barasat Municipality.


**Vice-Chairman
Barasat Municipality**

BARASAT MUNICIPALITY

Item Rate BoQ

NIQ NO. 1964-BM/53/2025-2026,

DATED: 01/12/2025

Name of work: Supply & delivery of cooked food (Best Quality) for Viswakarma Puja event organized for the employees of Barasat Municipality.

SL NO	NAME OF ITEM	UNIT	QTY.	BASIIC RATE WITHOUT GST	AMOUNT
1	Veg fried rice (750 Gr.), Chilli chicken (25 g X 4 Pc. = 100 Gr.), 01 Pc. Sweet (Golap Jamun) with 01 Pc. 300 ml water bottle and the food must be prepared hygienically and packed in sealed with suitable disposable containers for serving.	Packed	2000		
A	Total Amount				
B	Add GST @ 5 %				
C	Grand Total				


Vice-Chairman
Barasat Municipality


Chairman
Barasat Municipality