



Consulate General of the United States of America

Dear Prospective Supplier / Contractor:

The General Services Office of the U.S. Consulate General in Kolkata seeks to enter into contracts with qualified, reliable firms with sufficient resources, financing, and work experience for delivering and performing a variety of services and/or commodities. We do understand the significance of the relationships we develop with our suppliers/contractors. Our goal is to develop mutually beneficial relationships that will allow us and our suppliers/contractors to attain the highest level of excellence.

To this end, we are organizing a **Vendors' Day** to be held on **October 16th, 2014** at the American Center, 38A Jawaharlal Nehru Road, Kolkata-700071. **Timing: 08:00 a.m. to 11:00 a.m.**

There will be a presentation on the US Government's procurement process, followed by Q&A session and one to one discussions. Therefore, we cordially invite you to join us in this event that will provide you the opportunity to meet with the Consulate's procurement staff and technical evaluation panel members.

The representatives of the participating companies are requested to carry any of their identity proof for access in the American Center for this event. If you are interested, please register your name with either of the following contact persons between 9:00 am and 5:00 pm by October 15th, 2014.

1. Sukanta Chakraborty. E-mail: ChakrabortySX2@state.gov Mobile No. 99030-42392
2. Arvind Poddar. E-mail: PoddarAX@state.gov Mobile No. 98311-75215

We look forward to seeing you at the event on the date mentioned above.

Sincerely,

Andrew F. Ryan
General Services Officer