



GOVT. OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER: :: NAGAON
03672-233185, 233193, 250006, 233222(F) 231111 (F)
e.mail-deo-nagaon@nic.in

No. NE. 11/2026/05

Dated. 05.03.2026


NOTICE INVITING TENDER

Sealed quotations affixing court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paisa) only are hereby invited from local **experienced catering firm/ hotel and Restaurant owners** for supply of food items (As per list enclosed as **Annexure-I**) in connection with the General Election to Legislative Assembly-2026 Assam with the following terms and conditions. The quotation will be received by the undersigned up to **2:00 PM on 13.03.2026** and will be opened on Same day at 3:00 PM in presence of the tenderer or their authorized representatives in the **Office Chamber of the Election Officer, Nagaon.**

Terms and conditions: -

1. The nature/ quantum of food items for supply will be at the discretion of Chairman. Further issuance of supply order will be only in the event of essentiality as decided by this office and more selection of the catering firm/ hotel/ restaurant through this short tender notice shall not entitle any right whatsoever for placement of supply order.
2. The Chairman, reserves the right in all circumstances to accept or reject any order without assigning any reason thereof, besides the rights of accepting tender of more than one supplier (provided the rates are found justifiable). In the event of any emergency and also based on the demand of the situation or any other eventuality, the Chairman reserves the right to procure food items from other sources.
3. Sealed envelopes should be labeled as **“Quotation for Supplying Food & Refreshment for the Assembly Election-2026”**
4. The rates should be quoted inclusive of GST or any other taxes. Further, the rate of a particular item should not exceed the MRP of the item/prevaling market rate.
5. The bidder must be a registered firm/individual and submit self-attested copies of Firm's Govt. Registration Certificate / valid Trade License / valid GST Registration Certificate with upto date record of return filed / PAN Card and IT return of last 3 (three) years/ FSSAI Registration/License for food business and Bank Account details with the Quotation.
6. The bidder must comply with Labour Laws (ESI, EPF, Minimum Wages Act) wherever applicable.
7. The supplier must be well experienced in dealing with supply of food items/ cooked food and have to submit experience certificate for similar work (of catering at least to 7500 persons at a time) performed in Elections held during last 05 years within the state of Assam.
8. The supplier firm must have sufficient manpower and organizational ability to supply the food items against time to time on requisition to all persons engaged in election duties.
9. Packing and providing of meal & other light refreshment must be accompanied by the supply of disposal glass, spoon, plate & napkin etc.
10. Quality of food must be fresh, hygienically prepared, and of standard quality which will have random test by Inspector of Food. Any quality compromise by the catering firm/Hotel & Restaurant owner will be viewed seriously. The supplier shall be fully responsible for food safety and any health-related complaint arising from consumption. In case of food poisoning or contamination, the supplier shall bear all medical expenses and legal consequences.
11. Transportation cost in and around Nagaon will be random and have to be borne by the suppliers. No vehicle will be provided for carrying food items from one place to another.
12. The suppliers will have to arrange cookware and other cooking utensils. No cost will be borne by the District Administration.

13. All food items will have to be served to the election related persons per day as per requirement fixed by the Refreshment Cell. The Refreshment Cell will issue coupon against all persons to whom refreshment will be served and shall not be responsible for non- payment of any bill for serving unauthorized food to any person at any period of time.
14. All bills are to be submitted by the suppliers along with work orders issued by the authorized official of refreshment cell and certificates of completion to be issued by the authorized officers.
15. Payment will be made subject to the availability of fund in respective Head of Accounts.
16. Non-refundable of bid processing fee of cash Rs.1000/- (Rupees One hundred) only to be paid at the time of collecting bid documents and EMD/Bid Security of Rs. 50,000/- (Rupees Fifty thousand) only to be deposited in form of Bank Draft from Nationalized Bank pledged in favour of District Commissioner cum District Election Officer, Nagaon. Tenders without EMD shall be summarily rejected. EMD of successful bidder shall be converted to Security Deposit.
17. If a tenderer gets L1 rate and further he/she denies to supply that particular item, he/she will be barred from supplying the items during the entire election process.
18. Delay in supply will attract Penalty @ 10% of order value per occasion. In case of non-performance at critical event/Non-supply will attract 20% penalty with risk purchase at supplier's cost. Repeated default (more than 3 occasions), Contract will be terminated and the individual / firm will be blacklisted up to 5 years.
19. The bidder shall submit an affidavit that he/she/firm has not been blacklisted by any Government Department. If found false at any stage, the contract shall be cancelled and Security Deposit will be forfeited.
20. All people to be engaged by the supplier must wear clean uniform, gloves, caps and should obtain Identity Card from I/c I-Card Cell well in advance.
21. Chairman has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.

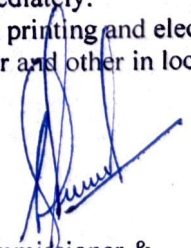

District Commissioner &
District Election Officer
Nagaon

Memo No.NE. 11/2026/ 05 -A

Date:-05.03.2026

Copy to:-

1. The Addl. District Commissioner(Election), Nagaon.
2. The Addl. District Commissioner, I/C Refreshment Cell, Assembly Election-2026.
3. The Election Officer, Nagaon.
4. The Finance & Account Officer, Nagaon.
5. The DIO, NIC, Nagaon for uploading at District Website immediately.
6. The DIPRO, Nagaon with a request for wide publicity through printing and electronic media. He will at least publish in one English Daily Newspaper and other in local vernacular newspaper.
7. Notice Board.


District Commissioner &
District Election Officer
Nagaon