



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: :: NAGAON
(Sub-Divisional Planning Branch)

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No. NE.3/2025/ 02-05

Dated. 21/03/2025

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 Panchayat Election 2025 with the following terms and conditions. The quotation will be received by the undersigned up to **2:00 PM on 30/03/2025** 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 eventually the Chairman reserves the right to procure food items from other sources.
3. 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.
4. 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.
5. Packing and providing of meal & other light refreshment must be accompanied by the supply of disposal glass, spoon, plate & napkin etc.
6. Quality of food must be good which will have random test by Inspector of Food. Any quality compromise by the catering firm/Hotel & Restaurant owner will be viewed seriously.
7. 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.
8. The suppliers will have to arrange cookware and other cooking utensils. No cost will be borne by the District Administration.
9. 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.
10. All bills to be submitted by the suppliers must be accompanied either by the supplier orders to be issued daily by the authorized official of refreshment cell or by the certificates to be issued by the authorized officers of the Refreshment Cell.
11. Caterer/ supplier should have a valid registration No. of GST.
12. Payment will be made subject to the availability of fund in respective Head of Accounts.
13. Documents to be furnished along with rate.

- i) GST return for the last 3 (three) Financial Year.
 - ii) IT return for the last 3 (three) Financial Year.
 - iii) PAN Card.
 - iv) The firm should have previous experience of catering at least to 5000 persons at a time.
14. Non-refundable of bid processing fee of Rs.100/- (Rupees One hundred) only and Earnest money Rs. 20,000/- are to be deposited in Bank Draft pledged in favour of District Commissioner, Nagaon. Earnest money, in case of unsuccessful tenderer will be refunded and in case of successful tenderer the same will be retained as Security Deposit which will be forfeited in case of failure to supply the materials on order as required.
15. 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.
16. The details of the items can be collected from the Election Officer, Nagaon.
17. The supplier must be well experienced in dealing with supply of food items/ cooked food and have to enclose attested copy of experience certificate along with quotation
18. All people to be engaged by the supplier should obtain Identity Card from I/c I-Card Cell well in advance
19. 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.



Addl. District Commissioner,
Nagaon &
Chairman, Procurement Committee
Panchayat Election, 2025

Memo No.NE.3/2025/ 02-05

Date:-21/03/2025

Copy to:-

1. The Addl. District Commissioner cum SDPLO, Nagaon.
2. The Election Officer, Nagaon.
3. The Finance & Account Officer, Nagaon.
4. The DIO, NIC, Nagaon for uploading at District Website immediately.
5. The DIPRO, Nagaon with a request for wide publicity through printing and electronic media. She will at least publish in one English Daily Newspaper and other in local vernacular newspaper.
6. Notice Board.



Addl. District Commissioner,
Nagaon &
Chairman, Procurement Committee
Panchayat Election, 2025

TENDER No. NDP 3/2025/02-05 dated 21.03.2025

ITEMS FOR LIGHT REFRESHMENT

Sl No.	Name /Items to be supplied	Quantity	Rate in Rupees (Including all taxes)
1	Tea with 2 Nos. (sweeten/salted) Biscuits	Per cup	
2	Coffee(Milk)	Per cup	
3	Coffee(Black)	Per cup	
4	Red Tea	Per cup	
5	Green Tea	Per cup	
6	Tea with Milk	Per cup	
7	Juice (250 ML)	Per cup	
8	Coconut Water	Per Cup	
9	Samosa/Kachori	Per Piece	
10	Bread & Butter (02 pieces)	Per Plate	
11	Boil Egg	Per piece	
12	Sweets-		
	a. Kalakand	Per Piece	
	b. Lalmohan	Per Piece	
	c. Kajubarfi	Per Piece	
	d. Rasgolla	Per Piece	
13	Petis-		
	a. Veg	Per Piece	
	b. Paneer	Per Piece	
	c. Chicken	Per Piece	
14	Rolls-		
	a. Veg	Per Piece	
	b. Egg	Per Piece	
	c. Chicken	Per Piece	
15	Chowmein-		
	a. Veg	Per Piece	
	b. Egg	Per Piece	
	c. Chicken	Per Piece	
	d. Paneer	Per Piece	
16	Fried Rice-		
	a. Veg	Per Piece	
	b. Egg	Per Piece	
	c. Chicken	Per Piece	
	d. Paneer	Per Piece	
17	Pulau-		
	a. Veg	Full Plate	
		Half Plate	
	b. Egg	Full Plate	
		Half Plate	
	c. Chicken	Full Plate	
		Half Plate	
	d. Paneer	Full Plate	
		Half Plate	
18	Biriyani		



	a. Veg	Full Plate	
		Half Plate	
	b. Egg	Full Plate	
		Half Plate	
	c. Chicken	Full Plate	
		Half Plate	
	d. Mutton	Full Plate	
		Half Plate	
19	Paratha & Sabji	Per Plate	
20	Puri-4 Pieces & sabji	Per Plate	
21	Roti-4 pieces & sabji	Per Plate	
22	Packet Breakfast (2 pieces Bread with Butter, one boiled Egg, one banana, one sweet	Per Packet	
23	Chicken dry fry/Chicken Butter Masala/Chilly Chicken	Per Plate	
24	Mutton Fry/Masala	Per Plate	
25	Fish Fry (medium size/small fish fry)	Per Plate	
26	Naan Plain/Butter	Per Plate	
27	Tandori Roti	Per Plate	
28	Panner Motter/Paneer masala/Kadai paneer	Per Plate	
(A) FOR MEAL			
Sl No.	Name /Items to be supplied	Quantity	
1	Vegetable Meal- Rice, Dal, Dry sabji, one Liquid sabji, papad, salad, Brinjal Fry/pitika	Per Meal	
2	Non-vegetable Meal(Fish)- Rice, Dal, Dry sabji, one Liquid sabji, papad, salad, Brinjal Fry/pitika, Fish curry	Per Meal	
3	Non-Vegetable Meal (Chicken)- Rice, Dal, Dry sabji, one Liquid Sabji, Papad, Salad, Brinjal Fry/pitika, chicken curry (minimum four pieces medium size)	Per Meal	
4	Non-Vegetable Meal (Mutton)- Rice, Dal, Dry Sabji, One Liquid sabji, papad, salad, Brinjal Fry/pitika, Mutton Curry (minimum four pieces medium size)	Per Meal	
5	Non-Vegetable Meal (Egg)- Rice, Dal, Dry Sabji, one Liquid Sabji, Papad, Salad, Brinjal Fry/pitika	Per Meal	
(C) PACKAGED BOTTLED			
Sl No.	Name /Items to be supplied	Quantity	
1	Packaged drinking water 200 ML	Per Bottle	
2	Packaged drinking water 500 ML	Per Bottle	
3	Packaged drinking water 1 LTR	Per Bottle	
4	Packaged drinking water 2 LTR	Per Bottle	
5	Packaged drinking water 5 LTR	Per Bottle	
6	Mineral water jar with dispenser 20 Ltrs	Per Jar	
(D) MISCELLANEOUS ITEMS			
Sl No.	Name /Items to be supplied	Quantity	
1	Disposable Glass (Standard)	Per 1000 pcs	
2	Disposable Plate (Standard)	Per 1000 pcs	
3	Disposable Glass (Best quality)	Per 1000 pcs	
4	Disposable Plate (Best quality)	Per 1000 pcs	

(E) DRY FRUITS			
Sl No.	Name/Items to be supplied	Quantity	
1	Almond	Per 250 gm pkt.	
2	Cashew	Per 250 gm pkt.	
3	Dates	Per 250 gm pkt.	
4	Walnuts	Per 250 gm pkt.	
5	Pistachio	Per 250 gm pkt.	

