



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::KOKRAJHAR
(ELECTION BRANCH)

No.KEL.01/2024/4

Dated Kokrajhar, the 12th February, 2024

Short Notice Inviting Tender

Sealed quotations affixing court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paisa) only are hereby invited from experienced catering firm/ hotel and Restaurant owners for supply of following food items in connection with conduct of Parliamentary Election, 2024 with the following terms and conditions. The quotation will be received by the undersigned upto 3:00 PM on 27/02/2024 and will be opened on the same date at 4:00 PM in presence of the quotationer or their authorized representatives in the Office Chamber of the Election Officer, Kokrajhar.

(A) FOR LIGHT REFRESHMENT: -

Sl. No.	Name / Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Tea (80 ml) with two nos. (sweetened/salted) biscuits	Per cup	
2	Coffee (80 ml) (Black/Milk)	Per Cup	
3	Red Tea/Green Tea (80 ml)	Per cup	
4	Tea with milk (80 ml)	Per cup	
5	Samosa/Kachori)	Per Piece	
6	Sweets (Kalakand, Lalmohan.Kaju Barfi, Rosgolla) Big size	Per Piece	
7	Rolls: -		
	a. Veg	Per Piece	
	b. Egg	Per Piece	
	c. Chicken	Per Piece	
8	Chowmin:-		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken (Broiler)	Per Plate	
	d. Paneer	Per Plate	
9	Fried Rice		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken (Broiler)	Per Plate	
	d. Paneer	Per Plate	
8	Paratha (1 piece) & Sabji	Per Plate	
9	Puri/ Roti- 3 pieces & sabji	Per Plate	
10	Packet breakfast (2 Pieces Bread with butter, One boiled Egg, one banana, one sweet)	Per Packet	
11.	Chicken dry fry/ Chicken Butter Masala/Chilly Chicken	Per Plate	
12.	Mutton Fried/Masala	Per Plate	
13.	Fish Fry (medium size)/small fish fry	Per Plate	
14.	Naan Plain/Butter	Per Plate	
15.	Tandori Roti	Per Plate	
16.	Paneer Motor/ Paneer Masala/ Kadai Paneer	Per Plate	

(B) FOR MEAL

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Vegetable Meal- Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad etc.	Per Meal	
2	Non-Vegetable Meal(Fish)- Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Fish Curry	Per Meal	
3	Non-Vegetable Meal(Chicken)- Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Chicken Curry (minimum four pieces medium size)	Per Meal	
4	Non-Vegetable Meal (Mutton)- Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Mutton Curry (minimum four pieces medium size)	Per Meal	

PACKAGED BOTTLED

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Packaged drinking water 500 Ml.	Per Bottle	
2	Packaged drinking water 1Ltr.	Per Botle	
3	Packaged drinking water 2Ltrs.	Per Bottle	
4	Packaged drinking water 5Ltrs.	Per Bottle	
5	Mineral water Jar with dispenser 20 Ltrs.	Per Jar	

(D) MISCELLANEOUS ITEMS

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
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	Rate in Rupees (including all taxes)
1	Almond	Per 250 grm pkt.	
2	Cashew	Per 250 grm pkt.	
3	Dates	Per 250 grm pkt.	
4	Walnuts	Per 250 grm pkt.	
5	Pistachio	Per 250 grm pkt.	

The catering firm/ hotel have to make food arrangement for approximate maximum of 6000 persons. However, the number is just an estimate and there is every chance of increasing or decreasing of the given number.

Terms and conditions: -

1. The nature/ quantum of food items for supply will be at the discretion of DEO, Kokrajhar. 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 tender notice shall not entitle any right whatsoever for placement of supply order.
2. The undersigned 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 undersigned reserves the right to procure food items from the sources. The tender as invited is for fixation of rates.
3. The rates should be quoted inclusive of GST or any other taxes as applicable.
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, cup, spoon, plate, napkin etc.
6. Quality of food must be good which will have random test by the Inspector of Food. Any quality compromise by the catering firm/hotel & Restaurant owner will be viewed seriously.
7. Transportation cost in and around Kokrajhar 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 undersigned.
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/Trade License etc.
12. The payment will be made on receipt of fund from the Govt. No claim for advance payment will be entertained.

13. Documents to be furnished along with rate.
- i) GST return for the last 3 (three) Financial Years.
 - ii) IT return for the last 3 (three) Financial Years.
 - iii) PAN Card.
 - iv) Earlier experience, if any.
14. Earnest money Rs. 20,000/- are to be deposited in Bank Draft pledged in favour of District Commissioner, Kokrajhar. 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. The experienced firms under Kokrajhar District should be preferred considering election urgency.



District Election Officer &
District Commissioner,
Kokrajhar

Dated Kokrajhar, the 12th February, 2024

Memo No. KEL.01/2024/ 4 -A

Copy to:-

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The Addl. District Commissioner (E), Kokrajhar for information.
3. The Superintendent, Food, Public Distribution & Consumer Affairs, Kokrajhar.
4. The DIPRO, Kokrajhar. He/She is requested to publish the same in daily newspaper.
5. Notice Board of DC office, Kokrajhar/ Election office, Kokrajhar


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