



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: DARRANG :: MANGALDAI
(PLANNING BRANCH)

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Website : <http://www.darrang.nic.in>


NOTICE INVITING TENDER

Sealed quotations affixing court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paise) only are hereby invited from **experienced catering firm/ hotel and restaurant owners** for supply of following food items in connection with upcoming Panchayat Election 2024-25 with the following terms and conditions. The quotations are invited from 26/12/2024 up-to 2:30 PM of 07/01/2025 and will be opened in the same date at 3:00 PM in presence of the quotationers or their authorized representatives in the office of the District Election Officer, Darrang, Mangaldai. Quotations will have to be deposited at the tender box kept at Planning Branch DC's Office, Darrang, Mangaldai.

(A) FOR LIGHT REFRESHMENT

Sl. No	Name / Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Tea with two nos. (sweeten/salted) biscuits	Per Cup	
2	Coffee (Black/Milk)	Per cup	
3	Red Tea/Green Tea	Per cup	
4	Tea with milk	Per cup	
5	Samosa, Kachori, Veg Paties, Egg Paties	Per Piece	
6	Sweets (Kalakand, Lalmohan, Kaju Barfi, Rosogola, Gilapi)	Per Piece	
Rolls			
7	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
Momo			
8	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
Chowmin			
9	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
Fried Rice/ Polao			
10	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
Biryani			
11	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
12	Paratha with Sabji	Per Plate	

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13	Puri- 4 pieces & sabji	Per Plate	
14	Roti- 2 pieces & sabji	Per Plate	
15	Packet breakfast (4 Pieces Bread with butter/jam, one boiled Egg, one banana, one dry golla)	Per Packet	
16	Chicken dry fry/ Chicken Butter Masala/ Chilly Chicken	Per Plate	
	Chicken curry/ Chicken gravy/ Kadai Chicken	Per Plate	
17	Mutton Fry/ Masala	Per Plate	
	Mutton Curry/ Mutton gravy	Per Plate	
18	Fish Fry (medium size)/small fish fry	Per Plate	
19	Naan (Plain), Naan (Butter)	Per Piece	
20	Tandori Roti	Per Piece	
21	Paneer Mattar/ 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, Mix Veg (dry), One gravy Sabji, Papad, Salad (carrot, tomato, beetroot, cucumber, onion, chilli) Brinjal Fry, Aloo Pitika, two piece lemon (cutting), 500 ml water bottle	Per Meal	
2	Non-Vegetable Meal (Fish)- Rice, Dal, Mix Veg (dry), One gravy Sabji, Papad, Salad (carrot, tomato, beetroot, cucumber, onion, chilli) Brinjal Fry, Aloo Pitika, two piece lemon (cutting), Fish Curry, 500 ml water bottle	Per Meal	
3	Non-Vegetable Meal (Chicken)- Rice, Dal, Mix Veg (dry), One gravy Sabji, Papad, Salad (carrot, tomato, beetroot, cucumber, onion, chilli) Brinjal Fry, Aloo Pitika, two piece lemon (cutting), Chicken Curry (minimum 4 pieces medium size), 500 ml water bottle	Per Meal	
4	Non-Vegetable Meal (Mutton)- Rice, Dal, Mix Veg (dry), One gravy Sabji, Papad, Salad (carrot, tomato, beetroot, cucumber, onion, chilli) Brinjal Fry, Aloo Pitika, two piece lemon (cutting), Mutton Curry (minimum 4 pieces medium size), 500 ml water bottle	Per Meal	

(C) PACKAGED WATER BOTTLES

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

(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.	
5	Disposable Bati	Per 1000 pcs.	
6	Disposable Spoon medium size	Per 1000 pcs.	

(E) FRUITS


Sl. No	Name / Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Apple	Per Kg.	
2	Mango	Per Kg.	
3	Banana	Per Kg.	
4	Watermelon	Per Kg.	
5	Grapes	Per Kg.	
6	Mosambi	Per Kg.	

(F) 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.	
6	Saffron	Per 5 grm pkt	

(G) BEVERAGES

Sl. No	Name / Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Juice (mix fruit) (Real, Mazza, Tropicana, Fruty) 200 ml, 500 ml, 1 Ltr.	Per pkt.	



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2	Cold Drinks (Pepsi, Coca cola, Sprite, Mirinda, Mountain dew) 200 ml, 500 ml, 1 Ltr	Per bottle.	
3	Energy Drink (Red Bull, Monster energy)	Per can	
4	Lemon Juice (Limka, Nimbuz)	Per bottle, packt	
5	Curd 100gm	Per bati	
6	Lassi 200ml	Per pkt.	

The catering firm/ hotel have to make food arrangement for approximate maximum of 8000 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, Darrang. 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 DEO, Darrang 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 DEO, Darrang reserves the right to procure food items from the sources.
3. The rates should be quoted inclusive of GST or any other taxes.
4. Proper cleanliness & hygiene should be maintained by the concerned suppliers/vendors during the overall process.
5. 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.
6. Packing and providing of meal & other light refreshment must be accompanied by the supply of disposal glass, spoon, plate& napkin etc.
7. 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.
8. Transportation cost in and around Darrang will be random and have to be borne by the suppliers. No party vehicle will be provided for carrying food items from one place to another.
9. The suppliers will have to arrange cookware and other cooking utensils. No cost will be borne by the District Administration.
10. 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.
11. 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.
12. Caterer/ supplier should have a valid registration No. of GST.
13. The payment will be made on receipt of fund from the Govt.
14. 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) Similar earlier experience, if any.
 - v) FSSAI licence (for A & B items)
15. Earnest money Rs. 10,000/- are to be deposited in Bank Draft pledged in favour of


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Darrang : Mangaldai



District Commissioner, Darrang. 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.

- 16 The experienced firms under Darrang District should be preferred considering election urgency.



District Commissioner
as
District Election Officer
Darrang, Mangaldai.

Memo No.: DPL/PE/2024/Tender/26/4-8 -A

Dated Mangaldai, the 26th Dec, 2024

Copy to:

1. The Secretary, Assam State Election Commission, Assam, Dispur, Ghy-06 for kind information.
2. The DIPRO, Darrang, Mangaldai for wide publication of this tender.
3. The DIO, NIC, Darrang, Mangaldai for wide digital publication of this tender.
4. The FSO, Darrang, Mangaldai. He is requested to present during the opening time of the tender.


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