



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER :: :: :: :: BARPETA

(Election Branch)

Address:

Ward No- 5, PO-Barpeta, PS- Barpeta

PIN- 781301

Contact Details:

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No. BEL-10/2024/NIT/Refreshment/LS'2024/1-4

Date:- 08/02/2024

SHORT 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 Parliamentary Election 2024 with the following terms and conditions. The quotation will be received by the undersigned **upto 3:00 PM on 28/02/2024** and will be opened on next working day at 2:00 PM in presence of the quotationer or their authorized representatives in the **Office Chamber of the Election Officer, Barpeta.**

(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 plate	
2	Coffee (Black/Milk)	Per cup	
3	Red Tea/Green Tea	Per cup	
4	Tea with milk	Per cup	
5	Samosa/Kachori	Per Piece	
6	Nimki	Per Piece	
7	Sweets (Kalakand, Lalmohan, Kaju Barfi, Rosgola)	Per Piece	
8	Rolls: -		
	a. Veg	Per Nos.	
	b. Egg	Per Nos.	
	c. Chicken	Per Nos.	
	d. Paneer	Per Nos.	
9	Chowmin:-		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
10	Fried Rice		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
11	Paratha one piece & Sabji	Per Plate	
12	Puri/ Roti- 4 pieces & sabji	Per Plate	

13	Packet breakfast (2 Pieces Bread with butter. One boiled Egg, one banana, one sweet)	Per Packet	
14	Chicken dry fry/ Chicken Butter Masala/Chilly Chicken	Per Plate	
15	Mutton Fry/Masala	Per Plate	
16	Fish Fry (medium size)/small fish fry	Per Plate	
17	Naan Plain/Butter	Per Plate	
18	Tandori Roti & Sabji	Per Plate	
19	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, 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 (Rou/Bhokua)	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	

(C) 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 1 Ltr.	Per Bottle	
3	Packaged drinking water 2 Ltrs.	Per Bottle	
4	Packaged drinking water 5 Ltrs.	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 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.	
6	Saffron	Per 250 gm pkt.	

The catering firm/ hotel have to make food arrangement for approximate maximum of 10000 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, Barpeta. 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, Barpeta 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, Barpeta reserves the right to procure food items from the sources.
3. The rates should be quoted inclusive of GST or any other taxes.
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 Barpeta 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.
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) Similar earlier experience, if any.
14. Earnest money Rs. 10,000/- are to be deposited in Bank Draft pledged in favour of District Commissioner, Barpeta. 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 details of the items can be collected from the Election Office, Barpeta.
16. 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
17. All people to be engaged by the supplier should obtain Identity Card from I/C I-Card Cell well in advance

Sd/-

District Election Officer &
District Commissioner,
Barpeta

Memo No. BEL-10/2024/NIT/Refreshment/LS'2024/1-4 Date:- 08/02/2024

Copy to:-

1. The I/C, Refreshment Cell, Parliamentary Election, 2024 for information and necessary action.
2. The Election Officer, Barpeta for information
3. The Deputy Director, FCS&CA, Barpeta for information and necessary action
4. The DIPRO, Barpeta with a request for wide publicity through printing and electronic media
- ✓ 5. The DIO, NIC, Barpeta for uploading at District Website immediately.
6. Notice Board.


Addl. District Commissioner,
Barpeta 