



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER ..... BARPETA.  
(Census Branch)

Address :  
Ward No-5, P.O- Barpeta, P.S- Barpeta  
Pin-781301

Contact details :  
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No. BDD-130/2026/Census2027/ Printing/12-14

Dated: 09/06/2026

**Short Notice Inviting Quotation**

Sealed quotations affixing court fee stamp of ₹ 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 Census- 2027 with the following terms and conditions.

The quotation will be received by the undersigned upto 3:00 PM on 15/06/2026 and will be opened on the same working day at 4:00 PM in presence of the Agency/Firm or their authorized representatives in the O/o the District Commissioner, Barpeta.


(A) FOR LIGHT REFRESHMENT			
Sl. No.	Name/Item to be Supplied	Quantity	Rate in Rupees (including all taxes)
1.	Tea with two nos. (sweeten/salted) biscuit	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.	Fried Rice		
	a. Veg	Per plate	
	b. Egg	Per plate	
	c. Chicken	Per plate	
	d. Paneer	Per plate	
10.	Paratha one piece & Sabji	Per plate	
11.	Puri/Roti-4 pieces & sabji	Per plate	
12.	Chicken dry fry/Chicken Butter Masala/ Chilly Chicken	Per plate	
13.	Mutton Masala	Per plate	
14.	Fish Fry	Per plate	
15.	Mattar Paneer /Paneer Masala /Kadai Paneer	Per plate	
16.	Veg Thali	Per plate	
17.	Egg thali (Curry)	Per plate	
18.	Chicken Thali	Per plate	
19.	Mutton Thali	Per plate	
20.	Paneer Thali	Per Plate	

<b>(B) PACKAGED BOTTLED</b>			
<b>Sl. No.</b>	<b>Name/Item to be Supplied</b>	<b>Quantity</b>	<b>Rate in Rupees (including all taxes)</b>
1.	Packaged drinking water bottle 500 ml	Per bottle	
2.	Packaged drinking water bottle 1ltr	Per bottle	
3.	Mineral Water 20 Ltr	Per Jar	
<b>(C) MISCELLANEOUS ITEMS</b>			
<b>Sl. No.</b>	<b>Name/Items to be Supplied</b>	<b>Quantity</b>	<b>Rate in Rupees (including all taxes)</b>
1.	Disposable Glass (Standard)	Per 1000 Pcs	
2.	Disposable Glass (Best)	Per 1000 Pcs	
3.	Disposable Plate (Standard)	Per 1000 Pcs	
4.	Disposable Plate (Best)	Per 1000 Pcs	

**Terms and conditions:**

1. The nature/ quantum of food items for supply will be at the discretion of District Commissioner, Barpeta Further issuance of supply order will be only in the event of essentiality as decided by this office and mere selection of the catering firm/ hotel/ restaurant through this short notice inviting quotation shall not entitle any right whatsoever for placement of supply order.
2. The District Commissioner, 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 exigency the District Commissioner, Barpeta reserves the right to procure food items from any other source.
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 Census 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 Food Supply Officer. Any quality compromise by the catering firm/Hotel & restaurant owner will be viewed seriously.
7. Transportation cost in and around Barpeta District will be random and have to be borne by the suppliers.
8. All food items will have to be served to the Census related persons as per requirement fixed by the Census Cell
9. All bills to be submitted by the suppliers must be accompanied either by the supply orders to be issued daily by the authorized official of Census Cell or by the certificates to be issued by the authorized officers of the Census Cell.
10. The Caterer/ supplier should have a valid registration No of GST.
11. The payment will be made subject to the availability of fund in respective Head of Accounts.
12. Documents to be furnished along with rate.
  - i) GST Registration Certificate
  - ii) Up to date Trade License
  - iii) Valid PAN Card.
  - iv) Earlier experience, if any.

13. Earnest money ₹10,000.00/- are to be deposited in Bank Draft /FD pledged in favour of District Commissioner, Barpeta. Earnest money, in case of unsuccessful tender will be refunded and in case of successful tender the same will be retained as Security Deposit which will be forfeited in case of failure to supply the materials on order as required.
14. 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


  
District Commissioner &  
Principal Census Officer,  
Barpeta

Memo No. BDD-130/2026/Census2027/ Printing/12-14-A

Dated: 09/06/2026

Copy to:

1. The Director, Directorate of Census Operation, Amingaon, Kamrup, Assam, for kind information.
2. ✓ The DIO, NIC, Barpeta for kind information and necessary action. He is requested to upload the SNIQ in the District Website.
3. The DIPRO, Barpeta for information and necessary action. She is directed to publish it in a local newspaper.

  
District Commissioner &  
Principal Census Officer,  
Barpeta