



GOVT. OF ASSAM

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

Address: Ward No., PO & PS- Barpeta Contact Details:Phone No. 0366525212PIN-781301

Email:

No. DICC/BRPT/C-216/CMAAA 2.0/2025/324

Dated Barpeta the 3<sup>rd</sup> July, 2026

**SHORT NOTICE INVITING TENDER**

Sealed quotations affixing a Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty-Five Paisa) only are hereby invited from experienced vendors having hotels or restaurants and expertise of supplying stationary items & managing trainings for the supply of food items, Arrangement of training hall and stationary items in connection with the EDP training of 2396 Nos of CMAAA 2.0 beneficiaries, at the minimum base rates and on the terms and conditions mentioned below. The EDP training will be imparted in batches of 50 Nos. of participants for 3-days and to be completed in total of 49 Nos. of batches for 2396 Nos. of participants.

The quotations will be received by the undersigned up to 3:00 PM on 08.07.2026 and will be opened on the next working day at 2:00 PM in the presence of the quotationers or their authorized representatives in the Office Chamber of the DDC, Barpeta.

| SL. No. | Name / Items to be supplied                                                                      | Quantity               |
|---------|--------------------------------------------------------------------------------------------------|------------------------|
| 1       | Arrangement of Hall(18X26) include decoration, Podium etc.                                       | For 49 Nos of Batches. |
| 2       | Projector                                                                                        | For 49 Nos of Batches. |
| 3       | Sound System                                                                                     | For 49 Nos of Batches. |
| 4       | Banner(Backdrop)                                                                                 | 12 Nos                 |
| 5       | Standee                                                                                          | 24 Nos                 |
| 6       | Certificate and Pen Drive Containing training materials to each trainee                          | 2396 Nos               |
| 7       | Pen                                                                                              | 2396 Nos               |
| 8       | Pad                                                                                              | 2396 Nos               |
| 9       | Folder                                                                                           | 2396 Nos               |
| 10      | Refreshment (Morning)                                                                            | For 49 Nos of Batches. |
| 11      | Vegetarian lunch with Water Bottle                                                               |                        |
| 12      | Evening Tea Snacks                                                                               |                        |
| 13      | Water Bottle (20 Litre)                                                                          | 200 Nos.               |
| 14      | Remuneration Resource Person<br>Considering 8 sessions per batches as per approved Budget outlay | For 49 Nos of Batches. |
| 15      | Misc. LS                                                                                         | For 49 Nos of Batches. |

The vendor shall make arrangements for catering to an approximate maximum of **3000 (Three Thousand) persons**. However, this is only an estimate, and the actual number may increase or decrease depending upon the requirement.

### **Terms and Conditions**

1. The nature and quantity of food items to be supplied shall be entirely at the discretion of the DDC, Barpeta. Issue of supply orders shall be subject to actual requirement as determined by this office. Selection through this Short Notice Inviting Tender shall not confer any right whatsoever upon the selected catering firm/hotel/restaurant for placement of supply orders.
2. The DDC, Barpeta reserves the right to accept or reject any or all quotations without assigning any reason thereof. The DDC also reserves the right to select more than one supplier, provided the quoted rates are found reasonable and justifiable. In case of emergency or any unforeseen circumstances, the DDC, Barpeta may procure food items from any other suitable source.
3. The quoted rates shall be **inclusive of GST and all other applicable taxes**.
4. All packed meals and refreshments shall be supplied along with disposable glasses, plates, spoons, napkins, and other necessary disposable items.
5. The quality of food must be of a high standard. Random inspections may be carried out by the Food Safety Inspector. Any compromise in the quality of food supplied by the catering firm/hotel/restaurant shall be viewed seriously and may result in appropriate action.
6. Transportation charges for delivery of food items within Barpeta district shall be borne entirely by the supplier. No vehicle shall be provided by the District Administration for transportation of food items.
7. The supplier shall arrange all cookware, cooking utensils, and other necessary equipment at their own cost. No additional payment shall be made by the District Administration for such arrangements.
8. Food items shall be served daily, as per the requirement Scheduled by DC Office, Barpeta and DICC, Barpeta to Beneficiaries of CMAAA Scheme and other Personnel. The Refreshment Cell shall issue coupons to authorized personnel only and shall not be responsible for payment of bills relating to unauthorized supply of food.
9. Bills submitted by the supplier must be supported by the daily supply orders issued by the authorized official of the Refreshment Cell or by certificates issued by the authorized officers of the Refreshment Cell.
10. The supplier must possess a valid GST Registration Number.
11. Payment shall be made subject to the availability of funds under the respective Head of Account.
12. The following documents must be enclosed with the quotation:
  - GST Returns for the last **three financial years**.
  - Income Tax Returns for the last **three financial years**.
  - Copy of PAN Card.
  - Documentary evidence of similar work experience, if any.
14. An Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand only)** shall be submitted in the form of a Bank Draft pledged in favour of the **District Commissioner, Barpeta**. The EMD of unsuccessful bidders shall be refunded. In the case of the successful bidder, the EMD shall be retained as Security Deposit and shall be forfeited in the event of failure to supply the food items as per the supply order.

15. The supplier must have adequate experience in supplying cooked food and catering services. Attested copies of experience certificates shall be enclosed with the quotation.



**District Development Commissioner,  
Barpeta**

Memo no.DICC/BRPT/C-216/CMAAA 2.0/2025/

Dated Barpeta the 3<sup>rd</sup> July, 2026

Copy to:

1. The CEO, CMAAA Society, Udyog Bhawan, Bamunimaidam, Guwahati-21 for favour of kind information.
2. The District Commissioner, Barpeta- for favour of kind information
3. The DIPRO, Barpeta with arequest for widepublicity through printing and electronic media.
4. The DIO, NIC, Barpeta for uploading at District Website immediately.
5. Notice Board.



**District Development Commissioner,  
Barpeta**