



**GOVERNMENT OF ASSAM**

**OFFICE OF THE DISTRICT COMMISSIONER ::: TINSUKIA DISTRICT**

**(FOOD & REFRESHMENT CELL, GENERAL ELECTIONS TO HOUSE OF THE PEOPLE (LOK SABHA), 2024)**  
No. TSM. 01/LOK SABHA/2024/26

Dated Tinsukia, 8<sup>th</sup> March, 2024

**NOTICE INVITING TENDER**

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paise) only, are hereby invited from experienced catering firm / hotel and restaurant owners having sufficient manpower and managerial ability to supply food / cooked food items for providing Light Refreshment and Meal to the Officers and staff engaged in duties in connection with the conduct of **General Elections to House of the People (Lok Sabha), 2024** with the terms & conditions as detailed below –

The tenders shall be received in office of the District Commissioner, Tinsukia, up to **3:00 P.M. on 19/03/2024** and shall be opened on the same day at **4:00 P.M.**

Intending bidders may obtain the tender papers from Food, Public Distribution & Consumer Affairs Branch of the District Commissioner's Office, Tinsukia during office hours up-to **1:00 P.M. till 19/03/2024** and also can be downloaded from the website [www.tinsukia.assam.gov.in](http://www.tinsukia.assam.gov.in)

**TERMS AND CONDITIONS**

1. The intending bidders must have valid GST registration.
2. The intending bidders must have valid FSSAI registration.
3. The intending bidders must have valid registration / license under local bodies.
4. The intending bidders must possess a valid Labour registration License.
5. The intending bidders shall have to furnish the copy of latest ITR / Acknowledgement.
6. The intending bidders should have sufficient manpower to cater to the demand of 800-1000 persons at a time.
7. Priority will be given to the bidder having past experience in supplying Food & Refreshment during past elections in the State of Assam.
8. Care must be taken to pickup and destroy the waste products such as food waste, disposable cutleries, water bottles etc. from the dining hall & cooking shelter by the supplier himself.
9. Cleanliness should be maintained by the supplier concerned in an eco friendly manner.
10. Timely delivery & servicing of food items must be ensured by the supplier.
11. The nature / quantum of food items for supply shall be at the discretion of DC, Tinsukia. Further, issuance of supply order shall be only in the event of actual requirement as decided by this office and mere selection of the catering firm / hotel / restaurant through this short tender notice shall not entitle any right what so ever or placement of supply orders.
12. The D.C., Tinsukia reserves the right in all circumstances to accept or reject any tender 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 eventuality, the District Commissioner, Tinsukia reserves the right to procure food items from other sources.
13. The rates should be quoted inclusive of all taxes.
14. Bids submitted with unrealistic rates will be summarily rejected.
15. The supplier firm must have sufficient manpower and managerial ability to supply the food items against time to time on requisition to all persons engaged in election duties.
16. Transportation cost incurred in supply of food items shall have to be borne by the suppliers. No vehicle shall be provided for carrying food items from one place to another.
17. The suppliers shall have to arrange cookware and other cooking utensils at their own. No cost shall be borne by the District Administration in this connection.
18. All food items shall have to be served to the election related persons per day as per requirement fixed by the refreshment cell. The refreshment cell shall issue coupons/orders against all persons to whom refreshment shall be served and shall not be responsible for payment of any bills for serving unauthorized food to any persons without coupon / orders at any period of time.

19. All works related to supply of food items, cooking process and serving to election related personnel shall be done by the suppliers under strict supervision of Inspector / Sub-Inspector of Food, Public Distribution & Consumer Affairs or any other Officer / persons duly authorized by the i/c ADC, Food & Refreshment Cell. Authorized officers may give directions from time to time to ensure smooth distribution of food items to the personnel engaged in election duties maintaining quality of food and the supplier have to comply with such directions and non compliances of directions resulting in untoward situation will lead to cancellation of contract at any point of time.
20. All food items (readymade or cooked) shall be tested by the Food Safety Officer or any other persons duly authorized by the District Commissioner, Tinsukia or competent authority before serving to any person engaged in election duty.
21. The supplier must be an experienced person/firm having minimum 5 (five) years experience in dealing with supply of food items / cooked food and shall have to enclose a copy of experience certificate along with the quotation.
22. All people to be engaged by the suppliers should obtain Identify Cards from the i/c Identity Cards Cell well ahead the scheduled date of election, for security reason, by providing proper ID & Address proof duly verified by the supplier.
23. All bills to be submitted by the suppliers must be accompanied either by supply order issued daily by the authorized officials of refreshment cell or by the certificates issued by the authorized officers of the refreshment cell.
24. The selected supplier/s shall have to sign a MOU with the District Commissioner or his representative prior to starting the work.
25. The suppliers must be a duly registered firm /contractor dealing with above items and should have labour registration / license as well GST registration. Pan card along with the attested copies of up to date Income Tax clearance certificate from the competent authority with the technical bid. Bidders without said documents shall be rejected.
26. The bidders shall have to deposit an earnest money (Refundable) in the form of demand draft worth Rs.10,000.00 (Rupees ten thousand) only payable to District Commissioner, Tinsukia from any scheduled bank along with the quotation.
27. The successful bidder/s shall have to deposit a sum of Rs. 1,00,000/- (Rupees One Lakh) only, in the form of Bank Draft from any Nationalized Bank pledged in favour of the District Commissioner, Tinsukia as security money which shall be refundable on satisfactory completion of the assigned job.
28. If the suppliers fail to execute their responsibilities on time along with good quality of the job entrusted, the District Commissioner, Tinsukia reserves the right to reject the supplier and no compensation shall be paid for any service provided till such date since rejection of the supplier and the security money shall stand forfeited.

**District Commissioner,  
&  
District Election Officer  
Tinsukia**

Dated Tinsukia, 8<sup>th</sup> March' 2024.

Memo No. TSM. 01/LOK SABHA/2024/26 -A-

Copy :-

1. All members of the committee constituted for fixation of price of food items and selection of suppliers / caterers etc. for supply and catering of food & refreshment during the process of General Elections to House of the People (Lok Sabha), 2024.
2. The District Information & Public Relation Officer, Tinsukia for information and for wide publicity through local dailies.
3. The DIO, NIC, Tinsukia with a request to upload the Tender Notice in official website.
4. Notice Board of the District Commissioner's Office, Tinsukia.

**District Commissioner,  
&  
District Election Officer  
Tinsukia**

## TENDER FORM

**(Ref: Notice Inviting Tender No. TSM. 01/LOK SABHA/2024/26 Dated, Tinsukia, March, 2024  
issued by District Commissioner, Tinsukia)**

1. Name of the bidder :
2. Name & Style of the Firm :
3. Full Address :
  - a. Residential :
  - b. Place of business
- Establishment :
4. Contact No. :
5. Proprietorship/ Partnership:

1	Manpower details with agreement of having sufficient manpower	
2	Up to date GST Registration	
3	Up to date FSSAI license.	
4	Up to date license of local bodies	
5	Whether existing restaurant / hotel owner	
6	Latest ITR / Acknowledgement	
7	Document showing at least five years experience in supply of food items	
8	Past Election Experience(if any) with proof	
9	Details of EMD	

Note: Please use ball pen with blue ink.

**(Copy of relevant document is to be submitted whenever applicable)**

I / We do hereby declare that the information stated above are true to the best of my / our knowledge and belief and anything found wrong will automatically attract rejection of my / our tender. Further, I / We declare that I/We have carefully read the terms & conditions laid down in the tender notice under reference and thereby accept the same.

**Signature of Proprietor / Partner  
of the firm with seal**

## TENDER FORM

**(Ref: Notice Inviting Tender No. TSM. 01/LOK SABHA/2024/26 Dated, Tinsukia, March, 2024  
issued by District Commissioner, Tinsukia)**

1. Name of the bidder :
2. Name & Style of the Firm :
3. Full Address :
  - a. Residential :
  - b. Place of business establishment :
4. Contact No. :
5. Proprietorship/ Partnership :

1. **LIGHT REFRESHMENT / BREAKFAST** (shall include the following food items of good quality)

NAME OF ITEM	UNIT	Rate quoted (inclusive of all taxes)
RED TEA	Each	
MILK TEA	Each	
RED TEA + BISCUITS	Per Cup	
MILK TEA + BISCUITS	Per Cup	
COFFEE	Per Cup	
SAMOSA	Each	
KACHORI	Each	
EGG ROLL	Per Pcs	
VEG ROLL	Per Pcs	
CHICKEN ROLL	Per Pcs	
SANDWICH (VEG.)	Per Pcs	
SANDWICH (NON-VEG.)	Per Pcs	
BOONDIA LADOO	Each	
KALAKAND	Each	
RASOGOLA / GULAB JAMUN	Per Pcs	
KAJU BARFI	Per Pcs	
VEG. PATTIES	Each	
VEG. CUTLET	Per Pcs	
PURI 4 PCS + SABJI / ROTI 2 PCS + SABJI + PICKLES / PARATHA 2 PCS + SABJI + PICKLES	Per Plate	
BREAD 4 PCS WITH BUTTER / BREAD 4 PCS WITH JAM	Per Plate	
BOILED EGG	Each	

2. **LUNCH AND DINNER** (shall include the following food items of good quality).

SI No.	Name of the Item	UNIT	Rate quoted (inclusive of all taxes)
1	VEG. THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + CURD)	Per Plate	
2	MUTTON THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + MUTTON CURRY)	Per Plate	
3	CHICKEN THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + CHICKEN CURRY)	Per Plate	
4	FISH THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + FISH CURRY)	Per Plate	
5	EGG THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + EGG CURRY)	Per Plate	
6	PANEER THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + PANEER)	Per Plate	
7	VEG FRIED RICE (STANDARD QUANTITY)	Per plate	
8	CHICKEN FRIED RICE (STANDARD QUANTITY)	Per plate	
9	VEG CHOWMEIN (STANDARD QUANTITY)	Per plate	
10	CHICKEN CHOWMEIN (STANDARD QUANTITY)	Per plate	
11	VEG ROLL (STANDARD SIZE)	Per Pcs	
12	EGG ROLL (STANDARD SIZE)	Per Pcs	
13	CHICKEN ROLL (STANDARD SIZE)	Per Pcs	

3. **OTHERS** (shall include the following food items of good quality).

SI No.	Name of the Item	UNIT	Rate quoted (inclusive of all taxes)
1	BANANA	Each	
2	APPLE	Per Kg.	
3	GRAPES	Per Kg.	
4	KAJU PLAIN / SALTED	Per Kg.	
5	PISTA	Per Kg.	
6	ALMOND	Per Kg.	
7	PKD FRUIT JUICE	Per Ltr.	
8	PKGD. DRINKING WATER 500 ML BOTTLE BISLERY / BAILEY / TATA	Each	
9	PKGD. DRINKING WATER 1000 ML BOTTLE BISLERY / BAILEY / TATA	Each	
10	PKGD. DRINKING WATER 20 LTR. JAR BISLERY/BAILEY/TATA	Each	

Note : Please use Ball pen with blue ink.

I / We do hereby declare that the information stated above are true to the best of my / our knowledge and belief and anything found wrong will automatically attract rejection of my / our tender. Further, I / We declare that I/We have carefully read the terms & conditions laid down in the tender notice under reference and thereby accept the same.

Signature of Proprietor / Partner  
of the firm with seal

**RATES SUGGESTED IN CONNECTION WITH SUPPLY OF FOOD AND REFRESHMENTS DURING  
GENERAL ELECTIONS TO HOUSE OF THE PEOPLE (LOK SABHA), 2024**

SI No	NAME OF ITEM	UNIT	Rate suggested
1	RED TEA	Each	5
2	MILK TEA	Each	10
3	RED TEA + BISCUITS	Per Cup	10
4	MILK TEA + BISCUITS	Per Cup	15
5	COFFEE	Per Cup	25
6	SAMOSA	Each	15
7	KACHORI	Each	15
8	EGG ROLL	Per Pcs	50
9	VEG ROLL	Per Pcs	30
10	CHICKEN ROLL	Per Pcs	80
11	SANDWICH (VEG.)	Per Pcs	30
12	SANDWICH (NON-VEG.)	Per Pcs	50
13	BOONDIA LADOO	Each	12
14	KALAKAND	Each	15
15	RASOGOLA / GULAB JAMUN	Per Pcs	15
16	VEG. PATTIES	Each	20
17	VEG. CUTLET	Per Pcs	25
18	PURI 4 PCS + SABJI / ROTI 2 PCS + SABJI + PICKLES / PARATHA 2 PCS + SABJI + PICKLES	Per Plate	30
19	BREAD 4 PCS WITH BUTTER / BREAD 4 PCS WITH JAM	Per Plate	25
20	BOILED EGG	Each	10
21	VEG. THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + CURD)	Per Plate	100
22	MUTTON THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + MUTTON CURRY)	Per Plate	220
23	CHICKEN THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + CHICKEN CURRY)	Per Plate	180
24	FISH THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + FISH CURRY)	Per Plate	180
25	EGG THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + EGG CURRY)	Per Plate	120
26	PANEER THALI (RICE + DAL + SABJI + DRY SABJI + PAPAD + PICKLES + SALAD + PANEER)	Per Plate	120
27	BANANA	Each	5
28	APPLE	Per Kg.	150
29	GRAPES	Per Kg.	100
30	KAJU PLAIN / SALTED	Per Kg.	900/1000
31	PISTA	Per Kg.	1400
32	ALMOND	Per Kg.	800
33	PKD FRUIT JUICE	Per Ltr.	As pr MRP
34	PKGD. DRINKING WATER 500 ML BOTTLE BISLERY / BAILEY / TATA	Each	10
35	PKGD. DRINKING WATER 1000 ML BOTTLE BISLERY / BAILEY / TATA	Each	20
36	PKGD. DRINKING WATER 20 LTR. JAR BISLERY / BAILEY / TATA	Each	70