

GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER :: DHUBRI  
:: REFRESHMENT CELL ::  
(ASSEMBLY ELECTION-2026)

No.DEL-23/AE/2026/6-11

Dated, Dhubri 20/03/2026.

### SHORT NOTICE INVITING QUOTATION

*For Supply of Composite Refreshment Packages on Poll Day(s)  
Assam Legislative Assembly General Election, 2026*

Sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty-Five Paisa Only) are hereby invited from experienced local catering firms / food suppliers, hotel and restaurant owners for supply of composite refreshment packages to all election duty personnel in Dhubri District in connection with the Assam Legislative Assembly General Election, 2026 **on Poll despatch day & Receiving Day**. The entire contract shall be awarded to a **single vendor** who undertakes to supply all package categories across all designated locations in the district.

Quotations must be submitted to the undersigned by **3:00 PM on 27/03/2026** and will be opened at **5:00 PM on the same date** in the Office Chamber of the Nodal Officer, Refreshment Cell, Assembly Election-2026 Dhubri Election District, in the presence of the quotationers or their authorised representatives.

### SCOPE OF CONTRACT

The successful vendor shall supply refreshment to all categories of election duty personnel across Dhubri District on **Dispatch Day (day before poll) and Receipt Day (post-poll, at EVM collection centre)**. The contract is indivisible — partial quotations covering only some package categories shall be summarily rejected. The vendor must demonstrate capacity to serve approximately **13,000 (Thirteen Thousand) persons** across all package categories. This is a tentative estimate; the actual number may vary. The DEO reserves the right to increase or decrease package-wise quantities, and no claim for minimum guaranteed off-take shall be entertained.

The vendor must supply to all designated assembly / distribution points across the district as notified by the I/C Refreshment Cell. All transportation, manpower, cooking equipment, and serving ware are to be arranged entirely by the vendor at no cost to the District Administration.

### PART I — PACKAGE SCHEDULE

Two schedules are defined below. Schedule A covers light refreshment (uniform for all personnel, no variants). Schedule B covers full meals for Dispatch Day (lunch) and Receipt Day (dinner), with five meal variants. **All items within each schedule, including serving ware, catering boys, cook helper and drinking water, are to be included in the quoted per-unit rate.** No item may be omitted or substituted without prior written approval of the I/C Refreshment Cell.

Code	Occasion	Contents	Timing / Location	Unit
LR-1	<b>Morning Tea &amp; Snacks For (max 3000 pkt)</b>	<ul style="list-style-type: none"> <li>• Tea / Coffee (1 cup) – choice of: (a) Tea with Milk, (b) Black Tea, (c) Red Tea (without milk). Sugar served separately.</li> <li>• Breakfast items – 4 pc bread, Jam, Banana Egg Boiled, Packaged drinking water – 500 ml (1 bottle)</li> <li>• All disposable serving ware (cups, plates, napkins) included</li> </ul>	Dispatch Day (D-1) – at Dispatch Centre, before polling parties depart	Per Person Per Occasion
LR-2	<b>Evening Tea &amp; Snacks For (max 3000 pkt)</b>	<ul style="list-style-type: none"> <li>• Tea / Coffee (1 cup) – choice of: (a) Tea with Milk, (b) Black Tea, (c) Red Tea (without milk). Sugar served separately.</li> <li>• 2 snack items – any two of: Samosa / Kachori / Veg Patties / Packaged drinking water – 500 ml (1 bottle)</li> <li>• All disposable serving ware included</li> </ul>	Receipt Day (post-poll) – at EVM Collection / Strongroom Centre, after EVMs deposited	Per Person Per Occasion

*Note: Packaged drinking water – 500 ml (1 bottle per person per meal) and all disposable serving ware shall be supplied alongside every meal. These costs must be included in the quoted meal rate.*

Date of Programme :: 8/04/2026 & 09/04/2026.

Code	Variant	Full Composition (per meal)	Occasions Applicable	Unit
ML-V	Vegetarian	Rice, Dal, 2 Sabji, Papad, Salad, Veg Pakoda	Dispatch Day Lunch & Receipt Day Dinner	Per Person Per Meal
ML-E	Egg	Rice, Dal, 2 Sabji, Papad, Salad, Egg Curry (2 pcs)	Dispatch Day Lunch & Receipt Day Dinner	Per Person Per Meal
ML-F	Fish	Rice, Dal, 2 Sabji, Papad, Salad, Fish Curry (1 pc, medium size)	Dispatch Day Lunch & Receipt Day Dinner	Per Person Per Meal
ML-C	Chicken	Rice, Dal, 2 Sabji, Papad, Salad, Chicken Curry (minimum 3 pcs, medium size)	Dispatch Day Lunch & Receipt Day Dinner	Per Person Per Meal
ML-M	Mutton	Rice, Dal, 2 Sabji, Papad, Salad, Mutton Curry (minimum 3 pcs, medium size)	Dispatch Day Lunch & Receipt Day Dinner	Per Person Per Meal

Note: Coupons will be colour-coded by schedule and variant (LR-1, LR-2, ML-V, ML-E, ML-F, ML-C, ML-M) and issued by the Refreshment Cell to entitled personnel in advance of each occasion. The vendor must be equipped to supply all five meal variants simultaneously at each designated location. Schedule A light refreshment coupons carry no variant — all personnel receive the same item.

## **PART II — RATE QUOTATION SHEET**

Code	Item / Description (quoted rate must be inclusive of GST, transportation, manpower, cooking, and serving ware)	Quoted Rate per Unit (Rs.)
<b>SCHEDULE A — LIGHT REFRESHMENT</b>		
LR-1	Morning Tea & Snacks – Dispatch Day. Per person: Tea / Coffee 1 cup (choice of milk tea / black tea / red tea) + 4 pc bread, Jam, Banana, Egg Boil) + 500 ml water. Uniform for all personnel.	
LR-2	Evening Tea & Snacks – Receipt Day. Per person: Tea / Coffee 1 cup (choice of milk tea / black tea / red tea) + 2 snack items (samosa / kachori / pakoda) + 500 ml water. Uniform for all personnel.	
<b>SCHEDULE B — DISPATCH DAY LUNCH</b>		
ML-V	Dispatch Day Lunch – Vegetarian (Rice, Dal, 2 Sabji, Papad, Salad, Veg Pakoda, 1 Ltr water, serving ware)	
ML-E	Dispatch Day Lunch – Egg (Rice, Dal, 2 Sabji, Papad, Salad, Egg Curry 2 pcs, 1 Ltr water, serving ware)	
ML-F	Dispatch Day Lunch – Fish (Rice, Dal, 2 Sabji, Papad, Salad, Fish Curry 1 pc medium, 1 Ltr water, serving ware)	
ML-C	Dispatch Day Lunch – Chicken (Rice, Dal, 2 Sabji, Papad, Salad, Chicken Curry min. 3 pcs medium, 1 Ltr water, serving ware)	
ML-M	Dispatch Day Lunch – Mutton (Rice, Dal, 2 Sabji, Papad, Salad, Mutton Curry min. 3 pcs medium, 1 Ltr water, serving ware)	
<b>SCHEDULE B — RECEIPT DAY LUNCH / DINNER</b>		
ML-V	Receipt Day Dinner – Vegetarian (Rice, Dal, 2 Sabji, Papad, Salad, Veg Pakoda, 1 Ltr water, serving ware)	
ML-E	Receipt Day Dinner – Egg (Rice, Dal, 2 Sabji, Papad, Salad, Egg Curry 2 pcs, 1 Ltr water, serving ware)	
ML-F	Receipt Day Dinner – Fish (Rice, Dal, 2 Sabji, Papad, Salad, Fish Curry 1 pc medium, 1 Ltr water, serving ware)	
ML-C	Receipt Day Dinner – Chicken (Rice, Dal, 2 Sabji, Papad, Salad, Chicken Curry min. 3 pcs medium, 1 Ltr water, serving ware)	
ML-M	Receipt Day Dinner – Mutton (Rice, Dal, 2 Sabji, Papad, Salad, Mutton Curry min. 3 pcs medium, 1 Ltr water, serving ware)	
<b>SUM TOTAL OF ALL 12 RATES (Rs.)</b>		

## **TERMS AND CONDITIONS**

1. The contract is indivisible and shall be awarded to a single vendor only. The vendor must quote rates for all items under both Schedule A and Schedule B — covering both occasions (Dispatch Day Lunch and Receipt Day Lunch & Dinner) and all five meal variants. Quotations not covering all items shall be summarily rejected.
2. The DEO/ Rate Fixation Committee reserves the right to fix rate on negotiation and seek written clarification or to reject that quotation, without prejudice to the evaluation of other quotations.
3. No alteration or change in rates will be allowed once fixed.
4. All quoted per-package rates shall be inclusive of GST and all other applicable taxes, transportation, manpower, cooking, serving ware, and all incidental costs. Rates are firm for the entire duration of the contract and shall not be revised on any ground.
5. The successful tenderer shall execute a formal written agreement with the District Election Officer, Dhubri within 3 (three) days of receipt of the work order. Failure to do so shall result in automatic cancellation of the work order and forfeiture of the EMD.
6. The Refreshment Cell shall issue schedule-and-variant-coded, serially numbered coupons (LR-1, LR-2, ML-V, ML-E, ML-F, ML-C, ML-M) to entitled personnel in advance of each occasion. The vendor shall supply only against valid coupons. Bills raised for coupon-less supply shall be summarily rejected.
7. The Refreshment Cell shall issue dated supply orders specifying item-wise, variant-wise, and location-wise quantities at least 18 (eighteen) hours before each scheduled supply occasion. No supply shall be made without a valid supply order in hand.
8. All food items shall be delivered fresh, hygienically prepared, and of consistently good quality. Items must be at the appropriate serving temperature at the point of delivery. Schedule B meal items must be packed and sealed suitably for transport and must reach the distribution point hot and intact under supervision of the FPD & CA Officials/ Refreshment Cell Officials.
9. The quality of food is subject to random inspection at any time by the Food Inspector or any officer authorised by the DEO. In the event of quality compromise, adulteration, or substandard supply: (a) the contract shall be terminated immediately; (b) the entire Security Deposit shall be forfeited; and (c) the matter shall be reported to the competent authority for initiation of blacklisting proceedings or initiate action as per applicable rules.
10. The vendor shall ensure strict personal hygiene and cleanliness standards for all cooking, handling, and serving staff at all times during preparation and supply. Without exception, all such staff must: (a) wear clean disposable or washable gloves while handling and serving food; (b) wear a clean hair cap or net covering the entire head; (c) wear a clean apron; (d) have trimmed and clean fingernails; (e) refrain from handling food if suffering from any communicable illness, open wounds, or skin infection. The preparation area, utensils, containers, and serving stations must be kept clean, covered, and free from pests at all times. Failure to comply with these hygiene requirements shall be treated as a breach of contract and shall entitle the i/c Refreshment Cell to direct immediate corrective action or stop supply from the non-compliant point.
11. All transportation, delivery, loading, and unloading to designated distribution points across Dhubri District — including char and remote areas, if required, shall be entirely at the vendor's cost. No vehicle or pantry van shall be provided by the District Election.
12. The vendor shall deploy adequate trained manpower and cooking/serving infrastructure. A minimum of one supervisory representative of the firm shall be present at each designated distribution point throughout the supply period. No cost for manpower or equipment shall be borne by the District Administration.
13. The vendor shall install/ handover sufficient numbers of Walkie talkie amongst the Refreshments Cell Officials and vendor representatives for better communication.
14. In the event of failure or delay in supply on any scheduled occasion (Dispatch Day Lunch or Receipt Day Dinner): a penalty of Rs. 5,000/- (Rupees five Thousand) per hour of delay per location shall be levied and recovered from payable bills. Complete failure to supply on any occasion shall be treated as a material breach and shall entitle the DEO to terminate the contract, forfeit the Security Deposit and initiate action as per appropriate criminal sections of law.
15. All bills shall be submitted within 3 (three) days of supply and must be supported by: (a) the relevant supply order; (b) returned and cancelled coupon stubs; and (c) the signed acknowledgement of the sector officer or designated distribution point in-charge. Unsupported bills shall not be processed.
16. Payment shall be made on receipt of funds from the Government and completion of bill verification. No interest on delayed payment shall be payable by the District Administration.
17. The vendor must hold a valid FSSAI licence and active GST registration throughout the contract period. Lapse of either licence shall be grounds for immediate termination.

18. The DEO reserves the right to accept or reject any quotation without assigning any reason thereof, besides the right to accept the quotation of more than one quotationer if the rates are found justifiable.
19. In the event of no valid quotation being received, or all quotations being rejected, the DEO reserves the right to re-invite quotations or procure through any other permissible method without further notice.

### **ELIGIBILITY CRITERIA**

1. The bidder must be an experienced catering firm, hotel, restaurant or supplier with demonstrated capacity to serve a minimum of 3,000 (three Thousand) persons in a single session simultaneously across multiple locations.
2. The bidder must have a valid FSSAI licence and active GST registration at the time of submission.
3. The bidder must have filed IT Returns for the last 2 (two) Financial Years. The IT Returns are collected to verify the firm's operational continuity and financial standing having minimum yearly turnover of Rs.1.5 crore. Firms that have not filed returns for both years shall be ineligible.
4. The bidder must furnish Experience Certificates for catering exclusively to election duty personnel during elections conducted by the Election Commission of India or the State Election Commission of Assam — minimum 2 (two) prior election engagements required. Experience in general government catering, banquets, conferences, or any non-election function shall not be considered, and certificates for such work shall be summarily rejected. Each certificate must be issued by the District Election Officer / Returning Officer / I/C Refreshment Cell of the concerned election and must specify: the name and year of the election, the district or constituency, the period of supply, the approximate number of persons served per day, and the full name, designation, and signature of the issuing officer. Self-issued certificates or certificates issued by any authority other than the election office concerned shall not be accepted.
5. Firms with prior experience of catering to election duty personnel in Dhubri District during ECI or SEC-conducted elections shall be given preference over firms with election catering experience in other districts.

### **DOCUMENTS TO BE SUBMITTED WITH QUOTATION**

1. GST Registration Certificate (valid and active).
2. FSSAI Licence (valid).
3. PAN Card of the firm / proprietor.
4. IT Returns for the last 2 (two) Financial Years.
5. Solvency certificate from Bank.
6. Minimum Turn Over Certificate for Rs.1.5 crore in the FY-2025-26 with valid UDIN number certified by registered Chartered Accountant.
7. Experience Certificates for minimum 2 (two) prior election catering engagements — issued exclusively by the DEO / RO / I/C Refreshment Cell of the concerned election (as per eligibility criteria above). Certificates for non-election work shall not be accepted.
8. Self-declaration on firm's letterhead that the firm has not been blacklisted by any Government authority.
9. Demand Draft/FDR in favour of District Commissioner, Dhubri for EMD of Rs.5,00,000/- (see below).

### **EARNEST MONEY DEPOSIT (EMD)**


An Earnest Money Deposit of **Rs.5,00,000/- (Rupees five lakh ) only** in the form of a FDR/ Demand Draft drawn in favour of the **District Commissioner, Dhubri**, payable at Dhubri, must be enclosed with the quotation. Quotations not accompanied by the requisite EMD shall be summarily rejected.

The EMD of unsuccessful bidders shall be refunded without interest after finalisation of the contract. The EMD of the successful bidder shall be retained as **Security Deposit** for the duration of the contract and shall be forfeited in full in the event of: (a) failure to execute the agreement within the stipulated period; (b) failure or material shortfall in supply; (c) quality compromise or adulteration; or (d) any breach of the terms and conditions of this Notice.

*(Sd/- Yimkum I Ozukum, IAS)*  
CDC, Golakganj & i/c-FPD & CA, Dhubri  
Nodal Officer, Refreshment Cell,  
Assembly Election, 2026

Copy to :-

1. The Chief Electoral Officer, Assam, Dispur for favour of information.
2. The Election Officer, Dhubri for information.
3. The DIO, NIC, Dhubri for uploading in the district Website.
4. The DIPRO, Dhubri for wide publicity and publish the same in daily newspaper.
5. Notice Boar, D.C.'s Office, Dhubri/ Election Office, Dhubri.
6. PA to DC for kind appraisal of the District Commissioner, Dhubri.

  
CDC, Golakganj & i/o- FPD & CA, Dhubri  
Nodal Officer, Refreshment Cell,  
Assembly Election, 2026

## DECLARATION BY BIDDER

I / We hereby declare that:

1. The rates quoted in the Rate Quotation Sheet (Part II) are inclusive of GST, transportation, manpower, cooking, serving ware, and all other costs.
2. I / We have read, understood, and unconditionally accept all terms and conditions of this Notice Inviting Quotation.
3. I / We have not been blacklisted by any Government authority and the firm is not under any debarment order.
4. The experience certificates submitted are genuine and issued by the respective election offices.

Signature of Bidder: \_\_\_\_\_ Seal of Firm: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Firm Name & Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_