

**OFFICE OF THE DISTRICT COMMISSIONER ::: DHUBRI
 ::: FOOD PUBLIC DISTRIBUTION & CONSUMER AFFAIRS BRANCH :::
 :: REFRESHMENT CELL :: ASSEMBLY ELECTION, 2026 ::**

LIMITED QUOTATION NOTICE

Sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty-Five Paise Only) are hereby invited from experienced local catering firms / food suppliers, hotel and restaurant owners for supply of composite refreshment packages (Breakfast, Lunch, and Dinner) on the occasion of **Counting Day scheduled on 04/05/2026** in connection with Assembly Election, 2026. This notice is being issued under Limited Tender Enquiry given the time-sensitive nature of the requirement.

Quotations must be submitted to the undersigned by 3:00 PM on 29/04/2026 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.

1. Scope of Work

The selected quotationer shall be responsible for preparation and supply of hygienic and quality food in Breakfast, Lunch, and Dinner (if required) for officials and staff deployed on Counting Day.

2. Details of Food Supply

Date of Supply: 04/05/2026

Items: Breakfast, Lunch, and Dinner

Approximate Number of Persons: 1500

Venue(s): P.C. Institution, Gauripur.

Menu: As mentioned below

Occasion	Contents	Timing / Location	Unit
Morning Tea & Snacks (Approx 1500)	<ul style="list-style-type: none"> • Tea / Coffee • Breakfast items – 3 pc Puri, Dry Sabji, Dry Sweet, Boiled Egg • Packaged drinking water – 500 ml (1 bottle) • All disposable serving ware (cups, plates, napkins) included 	6.30 a.m. Counting Venue	Per Person Per Occasion
Lunch (Approx 1500)	Plain Rice, Dal, Mixed Veg, Chips, Salads, Matar Paneer, Dahi & drinking water – 500 ml (1 bottle) or Plain Rice, Dal, Mixed Veg, Chips, Salads, Fish Curry, Dahi & drinking water – 500 ml (1 bottle)	12.30 p.m. Lunch	Per Person Per Meal
Evening Tea & Snacks (Approx 1500)	<ul style="list-style-type: none"> • Tea / Coffee • 2 snack items – any two of: Samosa / Kachori / Veg Patties & Dry Sweet • Packaged drinking water – 500 ml (1 bottle) 	5.00 p.m. Counting Day, Counting Venue	Per Person Per Occasion

Occasion	Contents	Timing / Location	Unit
	• All disposable serving ware included		
Dinner (Approx 1500) [If Required]	Plain Rice, Dal, Mixed Veg, Chips, Salads, Egg Curry, Ghee Laddu & drinking water – 500 ml (1 bottle)	7.30 p.m. Dinner	Per Person Per Meal

All items within each schedule, including packets/ serving wears, catering boys 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. Tea & Biscuit will be supplied continuously till completion of the counting of votes.

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. Actual quantities per occasion shall be intimated to the vendor on the day of supply based on actual deployment. Payment shall be made only for actual quantities supplied against coupons.

3. ELIGIBILITY CRITERIA

1. The bidder must be an experienced catering firm, hotel, restaurant or supplier with demonstrated capacity to provide meal to a minimum of 1,000 (one Thousand) persons in a single session.
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.
4. Firms with any 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.

4. 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 for all occasions. 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 quotationer 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. 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. 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.
7. 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.
8. 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.

9. All transportation, delivery, loading, and unloading to the designated Counting Venue, shall be entirely at the vendor's cost. No vehicle or pantry van shall be provided by the District Election.
10. 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.
11. In the event of failure or delay in supply on any scheduled occasion 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.
12. 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.
13. 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.
14. 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.
15. The DEO reserves the right to accept or reject any quotation without assigning any reason thereof.
16. 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.
17. The DEO / Rate Fixation Committee reserves the right to conduct a pre-award capability assessment of the L1 bidder, including inspection of the production facility, verification of manpower capacity, and review of past performance records, before issuing the work order. Failure to demonstrate adequate capability during such assessment shall result in rejection of the bid and forfeiture of EMD.
18. Bids quoting rates that are considered abnormally low, at the discretion of the Rate Fixation Committee, may be rejected or subjected to written clarification. The bidder shall be required to demonstrate, in writing, how such rates are sustainable while meeting the full quality and quantity requirements of this Notice. Failure to provide satisfactory justification shall result in rejection of the bid and forfeiture of EMD.

5. Submission of Tender

Tenders must be submitted in sealed envelope super scribing "Quotation for Supply of Food on Counting Day (04/05/2026)".

Last date of submission: 29/04/2026

Place of submission: Office Chamber of the Nodal Officer, Refreshment Cell, DC Office, Dhubri.

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. Demand Draft/FDR in favour of District Commissioner, Dhubri for EMD of Rs.50,000.00 (fifty thousand) only.

EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit of Rs.50,000/- (Rupees fifty thousand) 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 quotationer 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.

CDC, Golakganj & i/c-FPD & CA, Dhubri

Nodal Officer, Refreshment Cell,
Assembly Election, 2026

No.DEL-23/AE/2026/ (A)

Dated, Dhubri 24/04/2026.

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 Board, D.C.'s Office, Dhubri/ Election Office, Dhubri.
6. PA to DC for kind appraisal of the District Commissioner, Dhubri.

CDC, Golakganj & i/c-FPD & CA, Dhubri

Nodal Officer, Refreshment Cell,
Assembly Election, 2026