



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER: CHIRANG DISTRICT, KAJALGAON.

NOTICE INVITING TENDER/QUOTATION

Sealed quotations affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from the registered reputed and experienced caterer/hotelier/cooked food & refreshment supplier for supply of tea/snacks/cooked veg. & non-veg. meal as enclosed at **Annexure-I** to the personnel to be engaged in the General Election to Lok Sabha,2024 as per the following terms and conditions. The quotation will be received by the office of the District Commissioner & District Election Officer, Chirang up to 26/02/2024 of 3:00 PM and will be opened at 4:00 PM on the same day in presence of quotationers or their authorized agents.

TERMS AND CONDITIONS:

1. The quotation should invariably enclose copy of firm's/catering's/hotel's registration certificate, GST registration certificate, PAN Card, Labour Registration Certificate, EPF Certificate, ESIC Certificate, Food Safety Certificate with the quotation. Quotation without said documents will be rejected.
2. The supplier must have experience in at least of one Election in any district or experience in any State Level / District Level Program and have to submit copy of experience certificate / work order with the quotation.
3. The quotation should have to be deposited along with security money of Rs. 2,00,000/- (Rupees two lakh) only vide cheque in favour of Deputy Commissioner , Chirang(Election).
4. The rate quoted should be inclusive of all transport/delivery charges, labour charges, and all admissible taxes i.e. IT, GST etc. (To be submitted as per prescribed format). No pantry vehicle will be provided for carrying food items from one place to another place.
5. All food items will have to be served to the election related person per day as per the requirement fixed by the Refreshment Cell. The Refreshment Cell will issue coupon/order against all persons to whom refreshment will be served and shall not be responsible for non-payment of any bill for serving food to any unauthorised person at any period of time.
6. Two big dining halls including one kitchen will be provided free of cost in the premises of Circuit House, Chirang for use of the supplier. However, the supplier will have to arrange cookware and other cooking utensils and no cost will be borne by the District Administration for arrangement of utensils.
7. All works related to supplier of food items, cooking process and serving to election related personnel will be done by the supplier under strict supervision of the Refreshment Cell.
8. Any food items (ready-made or cooked) must have to be tested by the Food Inspectors or any other person duly authorised by the District Commissioner, Chirang before serving to any person engaged in election duty.
9. All people to be engaged by the supplier should obtain Identity Card from the i/c



Identity Card Cell in advance.

10. All bills to be submitted by the supplier must be accompanied by supply orders to be issued daily by the authorised officials of the Refreshment Cell.
11. The supplier selected will have to undergo with an agreement with the District Commissioner, Chirang before work.
12. In case of the rate quoted by quotationer is found to be below/higher from the normal market price, the undersigned reserves the right to cancel his quoted rate against that item without any notice served upon him though his rate seems to be lowest/higher in the public interest.
13. The supply order will be placed as per requirement and payment will be made subject to availability of fund in the respective heads of accounts after observing all necessary formalities thereof. Rates should be quoted both in digit and words by the quotationer.
14. If the party is not able to supply the items at its accepted rate or supplies sub-standard items he will have to replace the same, otherwise the security money will be forfeited and his work order will get cancelled. In that case, the L2 bidder will be considered.
15. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof in public interest.


  
District Commissioner,  
Chirang, Kajalgaon

Memo No. CHR/ELE- 1/2024/2

Dated Kajalgaon the 6<sup>th</sup> February, 2024

Copy to:

1. The Chief Electoral Officer, Election Department, Assam Dispur, Guwahati-5 for favour of kind information.
2. The Officer in charge of Election Cell, General Election, 2021 to Assam Legislative Assembly for information and necessary action.
3. The Officer in charge of Refreshment Cell, General Election, 2021 to Assam Legislative Assembly for information and necessary action.
4. The DIPRO, Chirang for publication through printing and electronic media.
5. The DIO, Chirang for uploading the NIT/NIQ at District website immediately.
6. Office Notice Board.

  
District Commissioner,  
Chirang, Kajalgaon

Sl. No.	Name of Items	Quantity	Rates		
			SGST	CGST	Total
1	Milk tea -with / without sugar	1 cup			
2	Red tea-with/without sugar	1cup			
3	Coffee- with/ without sugar	1cup			
4	Biscuit salted/sweet	2 pcs			
5	Sweet/Rosgolla/Gulap Jamun	1 no			
6	Singara/kocchuri/veg. Patties/Gaja/Nimki/ Aloo chop	1 No			
7	Slice bread with butter/jam	4 pcs			
8	Puri /Paratha / Roti with Sabjee	2 Nos			
9	Boiled egg	1 No			
10	Veg. roll	1 No			
11	Veg. chowmein	1 plate			
12	Veg. Meal containing rice, dal , mixed-sabjee, papad, vegetable dry fry, pickle, papad, lemon, chilli .	1 plate			
13	Non- Veg. Meal containing rice, dal , mixed-sabjee, papad, pickle, lemon, chilli and chicken curry	1 plate			
14	Non- Veg. Meal containing rice, dal , mixed-sabjee, papad, pickle, lemon, chilli and mutton curry	1 plate			
15	Non- Veg. Meal containing rice, dal , mixed-sabjee, papad, pickle, lemon, chilli and egg curry	1 plate			
16	Non- Veg. Meal containing rice, dal , mixed-sabjee, papad, pickle, lemon, chilli and fish curry	1 plate			
17	Mal bhog Banana	Per No			
18	Kaju	Per gram			
19	Small bread / small biscuit packet	Per pkt			
20	Veg. biriani	Per plate			
21	Frooti / ORS	Per pkt			
22	Water bottle	1 ltr			
23	Water (jar)	20 ltrs			
23	VIP Lunch Veg( salad, roti, dal, paneer butter masala, mixed sabjee, vegetable fry, rice, dahi, papad, sweet.)	Per head			
25	PIV lunch Non Veg( Chicken curry, fish fry, salad, roti, dal, mixed sabjee, rice, dahi, papad, sweet.)	Per head			

  
 District Commissioner,  
 Chirang, Kajalgaon.