



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::SRIBHUMI
(ELECTION BRANCH)

No.SEL.2/2026/3

Dated, Sribhumi, the 24th January 2026.

SHORT TENDER NOTICE

Sealed quotations, affixing Court Fee Stamp of ₹8.25 (Rupees Eight and Paise Twenty-Five only), are hereby invited from registered and experienced firms/dealers/suppliers for supply of the refreshment items at **Annexure-A** in connection with the forthcoming General Election to the Assam Legislative Assembly, 2026.

Sealed quotations shall be submitted in the Quotation Box kept at the Election Branch, Office of the District Election Officer, Sribhumi. Quotations must be received up to **3:00 PM on 08/02/2026** and will be opened on the same day at 3:30 PM in the chamber of the District Election Officer, Sribhumi.

Intending quotationers or their authorised representatives may remain present at the time of opening of the quotations.

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

TERMS & CONDITIONS OF SUPPLY OF REFRESHMENT IN FORTHCOMING ASSEMBLY ELECTION 2026 :-

- Rates shall be quoted item-wise, both in figures and in words. In case of discrepancy, the rate quoted in words shall prevail.
- The tenderer shall clearly mention valid Registration Number, GSTIN, PAN and Bank Account details with IFSC Code in the quotation. Applicable statutory deductions, if any, shall be made at source as per Government rules.
- The sealed cover containing the quotation shall be superscribed as: "Quotation for Supply of Refreshment Items with Catering Service – GE to ALA 2026."
- Tea and coffee shall be served in good quality paper cups. Breakfast, refreshments, lunch and dinner shall be supplied in proper packets / silver foil containers / disposable plates or bowls, along with napkins, spoons and drinking water, as applicable.
- The supplier shall make own arrangements for cooking, transportation and serving of food through appointed staff and shall have sufficient manpower (minimum 20 persons) with experience in catering services. On demand, the supplier shall be capable of supplying 200–500 packed meals per day with proper packaging.
- All food items shall be freshly prepared, hygienic and wholesome. Quality and quantity specified in the tender shall be strictly maintained.
- Security Deposit:
A Refundable Security Deposit of ₹1,00,000/- (Rupees One Lakh only) and a Non-Refundable Processing Fee of ₹5,000/- (Rupees Five Thousand only) shall be deposited along with the quotation in the form of NSC / TDR / Demand Draft, drawn in favour of the Election Officer, Karimganj (Sribhumi).
- In case food supplied is found to be of inferior quality, unhygienic, delayed or short in quantity, the Security Deposit shall be liable for forfeiture wholly or partly, and the work order may be cancelled, with further legal action if required.
- Any food item found to be unfit for consumption shall be rejected and replaced immediately by the supplier at no extra cost, failing which penalty shall be imposed.
- Cleaning of Premises: The supplier shall ensure proper cleaning of the premises after supply and consumption of food, including removal and safe disposal of food waste, disposable plates, cups and packaging materials.
- In case of failure to clean the premises satisfactorily, the Department may arrange cleaning at the risk and cost of the supplier, and the expenditure incurred shall be recovered from the Security Deposit.
- The caterer shall not discontinue services under any circumstances during the election process.
- Payment shall be made only for actual quantity supplied at approved rates, subject to certification by the competent authority.
- The quoted rates shall be inclusive of all incidental charges except GST.
- The undersigned reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason whatsoever.


District Election Officer
Sribhumi

Memo No.SEL.2/2026/3-A

Dated Sribhumi, the 24th January 2026.

Copy forwarded to:-

1. The Chief Electoral Officer, Assam, Dispur, Guwahati-6 .
2. The Members of Tender Evaluation Committee, General Election to Assam Legislative Assembly 2026.
3. The D.I & P.R.O, Sribhumi for information with a request to wide publicity through FLS & Local News paper.
4. Concerned local firms.
5. Office Notice Board.


District Election Officer
Sribhumi

Annexure-A

Sl No	Item(s)	HSN Code	Rate	Rate (in Words)	GST %
1	One cup Red Tea				
2	One cup Milk Tea				
3	One cup Red Tea and 3(three) pieces with Salted/Marry biscuit.				
4	One cup Milk Tea with 3(three) pierces of Marry/Salted biscuits				
5	Puri 3(three) Nos. with Vegetable and 1(one) No. of sweet (Big) with Tea				
6	Ruti 3(three) Nos. with Vegetable and 1(one) No. of sweet (Big) with Tea				
7	One pieces of plain paratha with vegetable, one sweet and one cup tea				
9	1(one) piece Kachuri/Veg. Patties/Samosa and one cup tea				
10	Veg. Biryani (500 gm)				
11	Veg. Biryani (250 gm)				
12	Chicken Biryani (500 g)				
13	Chicken Biryani (250 gm)				
14	Egg Biryani (500 gm)				
15	Egg Biryani (250 gm)				
16	Cashew(Kaju) per KG (plain)				
18	20 (twenty) Liter Jar with dispenser				
19	1(one) Ltr. Bottle (Mineral) per Carton				
20	½ (Half) Ltr. Bottle (Mineral) per Carton				
21	Veg Meal: Fine Rice, Dal with Potato/Brinjal fry, Mix Vegetable, Papad, Green Chilly, Onion, pickle, Table Salt. Along with disposal plates and 500 ml water bottle.				
22	Paneer Meal: Fine Rice, Dal with Potato/Brinjal fry, Mixed Veg, Paneer Masala , Green Chilly, Onion, pickle, Table Salt and 500 ml water bottle.				
23	Fish Meal : Fine Rice, Dal with potato fry, Morigonto, Fish curry (minimum 75 Gm. fish), Green Chilly, Onion, Table Salt and 500 ml water bottle.				
24	Egg Meal : Fine Rice, Dal with potato fry, Mix Vegetable, Egg Curry, Green Chilly, Onion, Table Salt and 500 ml water bottle.				
25	Chicken Meal: Fine Rice , Dal with potato fry, Chicken Curry, Mix Vegetable, Green Chilly, Onion, Table Salt and 500 ml water bottle.				
26	Mutton Meal: Fine Rice, Dal with potato fry, Mutton Curry, Mix Vegetable, Green Chilly, Onion, Table Salt and 500 ml water bottle.				

Seal & Signature of Firm