



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER:::SIVASAGAR

No.SVEE.60/AE-26/2025/5

Dated Sivasagar the 23<sup>rd</sup> Feb, 2026


**SHORT NOTICE INVITING TENDER**

Sealed quotations from interested and eligible bidders, affixed with a non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and Paisa Twenty five) only are invited by the undersigned for the "Supply of Food & Refreshment Services" under Sivasagar District for the upcoming General Election to the Assam Legislative Assembly, 2026.

Sl. No	Name/ Items to be supplied	Size & specification	Quantity	Rate in Rupees (including all taxes)
<b>(A) For Light Refreshment</b>				
1	Milk Tea	100 ml Good Quality	Per Cup	
2	Red Tea/Black Tea	100ml Good Quality	Per Cup	
3	Green Tea	100ml Good Quality	Per Cup	
4	Coffee (Black/Milk)	150ml Good Quality	Per Cup	
5	Milk Tea with Biscuit (2 pieces)	100ml Good Quality	Per Cup	
6	Red Tea with Biscuit (2 pieces)	100ml Good Quality	Per Cup	
7	Coffee with Biscuit (2 pieces)	150ml Good Quality	Per Cup	
8	Dry Sweets (Kaju Barfi)	Good Quality	Per piece	
9	Dry Sweets (Peda)	Good Quality	Per piece	
10	Dry Sweets (Bundia Ladoo)	Good Quality	Per piece	
11	Dry Sweets ((Cake)	Good Quality	Per piece	
12	Kalakan	Good Quality	Per piece	
13	Samosa/ Kachori	Good Quality	Per piece	
14	Nimki	Good Quality	Per piece	
15	Sweets (Gulab Jamun/ Rosgola/ Lalmohon/Jalebi etc.)	Good Quality	Per piece	
16	Dhokla	Good Quality	Per piece	
17	Tea (packaged)	Good Quality	Per kg	
18	Sugar (packaged)	Good Quality	Per kg	
19	Veg Pakoda	Good Quality	Per Plate	
20	Paneer Pakoda	Good Quality	Per Plate	
21	(i) Veg Roll	Good Quality	Per piece	
	(ii) Egg Roll	Good Quality	Per piece	
	(iii) Chicken Roll	Good Quality	Per piece	
	(iv) Paneer Roll	Good Quality	Per piece	
22	(i) Veg Chowmein	Good Quality	Per Plate	
	(ii) Egg Chowmein	Good Quality	Per Plate	
	(iii) Chicken Chowmein	Good Quality	Per Plate	
	(iv) Paneer Chowmein	Good Quality	Per Plate	
23	(i) Veg Fried Rice	Good Quality	Per Plate	
	(ii) Egg Fried Rice	Good Quality	Per Plate	
	(iii) Chicken Fried Rice	Good Quality	Per Plate	
	(iv) Paneer Fried Rice	Good Quality	Per Plate	
24	Paratha (One) with sabji	Normal size / Good quality	Per plate	
25	Puri or Roti 4 pieces with sabji	Normal size / Good quality	Per plate	
26	Naan (Plain)	Normal size / Good quality	Per plate	
27	Naan (Butter)	Normal size / Good quality	Per plate	
28	Tondori Roti Sabji	Normal size / Good quality	Per plate	
29	Paneer Matar	Normal size / Good quality	Per plate	
30	Paneer Masala	Normal size / Good quality	Per plate	
31	Kadhai Paneer	Normal size / Good quality	Per plate	

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32	Bread Sandwich	Normal size / Good quality	Per plate	
33	Breakfast Packet	Including 4 pieces of bread with Jam packet, one boiled egg and one Banana with a cup of tea	Per Packet	
34	Breakfast Packet	Puri- Sabji 4 pieces, one boiled egg and one Banana with a cup of tea	Per Packet	
35	(i) Veg Biryani	250 gm Good Quality	Per plate	
	(ii) Egg Biryani	250 gm Good Quality	Per plate	
	(iii) Chicken Biryani	250 gm Good Quality	Per plate	
	(iv) Mutton Biryani	250 gm Good Quality	Per plate	
36	Chicken dry fry	Good Quality	Per Plate	
37	Chicken Butter Masala	Good Quality	Per Plate	
38	Chilly Chicken	Good Quality	Per Plate	
39	Mutton Fry	Good Quality	Per Plate	
40	Mutton Masala	Good Quality	Per Plate	
41	Fish fry (medium size)	Good Quality	Per Plate	
42	Small Fish fry	Good Quality	Per Plate	
<b>(B) For Meal</b>				
43	Meal thali (Veg)	Rice, Dal, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
44	Meal thali (Veg with Paneer)	Rice, Dal, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
45	Meal thali (Non-veg- Fish)	Rice, Dal, Fish curry, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
46	Meal thali (Non-veg Chicken)	Rice, Dal, Chicken curry with 3-4 pieces of chicken, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
47	Meal thali (Non-veg)- Mutton	Rice, Dal, Mutton curry with 3-4 pieces of mutton, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
48	Meal thali (Non-veg)- Egg	Rice, Dal, Egg curry, Mix. Veg. Sabji, Dry Sabji, Salad, Papad, Brinjal fry, Aloo Pitika, Lemon/Pickle etc.	Per Plate	
49	VIP Breakfast (Veg)	Idli/Rawa Upma/ Semiya Upma / Vada/Puri/Paratha Stuffed/ Paratha Plain/ Uthappam Tomato/ Uthappam Onion/ Chole Bhatura/ Dosa Plain/ Dosa Masala/ Tomato Bath etc.	Per Plate	
50	VIP Breakfast (Non-Veg)	Idli/Rawa Upma/ Semiya Upma / Vada/Puri/Paratha Stuffed/ Paratha Plain/ Uthappam Tomato/ Uthappam Onion/ Chole Bhatura/ Dosa Plain/ Dosa Masala/ Tomato Bath etc. with Eggs: Fried /Half boiled/ Full boiled/ Omelet etc.	Per Plate	
51	VIP Thali (Veg)	Good quality rice, Dal, 4 types of Veg Sabji, Mutter Paneer/ Paneer Makhani etc./ Veg Kofta Curry/ Navaratan Korma etc., Salad, Papad & Pickle/ Lemon etc.	Per Plate	
52	VIP Thali (Non Veg) (Local Chicken/Fish thali/ Duck thali/ Mutton Thali )	Good quality rice, dal, 4 types of Veg Sabji, Chicken item/ Mutton etc./ Fish item/ Paneer item etc., Salad, Papad & Pickle/ Lemon etc.	Per Plate	
53	VIP Assamese Thali Veg	Standard items	Per Plate	
54	VIP Assamese Thali Non-Veg (Local Chicken/Fish thali/ Duck thali/ Mutton Thali )	Standard items	Per Plate	
<b>(C) Water Bottles</b>				
55	Branded Drinking Water Bottle	With ISI Mark	500ml	

  
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56	Branded Drinking Water Bottle	With ISI Mark	One Liter
57	Branded Drinking Water Bottle	With ISI Mark	Two Liter
58	Branded Drinking Water Bottle	With ISI Mark	5 Liter
59	Branded Drinking Water Bottle with dispenser	With ISI Mark	20 Liter
<b>(D) Dry/Juicy Fruits</b>			
60	Dry Fruits Pistachio	Good Quality	Per 200 gm
61	Dry Fruits Khejur (Dates)	Good Quality	Per 200 gm
62	Dry Fruits Almonds	Good Quality	Per 200 gm
63	Dry Fruits Walnuts	Good Quality	Per 200 gm
64	Dry Fruits Anjeer	Good Quality	Per 200 gm
65	Dry Fruits Kismis	Good Quality	Per 200 gm
66	Dry Fruits Cashew (kaju)	Good Quality	Per 200 gm
67	Saffron	Good Quality	Per 200 gm
68	Fruits Apple	Good Quality	Per Kg
69	Fruits Banana	Good Quality	Per Kg
70	Fruits Grapes	Good Quality	Per Kg
71	Fruits Orange	Good Quality	Per Kg
72	Fruits Mango	Good Quality	Per Kg
73	Fruits Strawberry	Good Quality	Per Kg

Tenders will be received by the Election Officer, Sivasagar at Election Branch of the office of the undersigned up to **15.00 Hrs on 03/03/2026** and will be opened on the same day at **15.10 Hrs** in presence of the tenderers/bidders or their authorized representatives. In the event the tender opening day falls on a holiday, the tender will be opened on the next working day.

Intending Firms/Suppliers can obtain comprehensive information, including tender forms etc., during office hours from the Election Branch, Office of the District Commissioner, Sivasagar.

**Terms and Conditions:-**

1. The District Election Officer/ District Commissioner, Sivasagar, reserves the right to accept or reject any quotation without providing any reasons thereof, besides the right of providing the work to more than one supplier at the approved rate. In the event of any emergency based on the demand of the situation/ eventuality, the DEO reserves the right to hire the food & refreshment services from other sources.
2. Sealed envelopes should be labeled as **"Quotation for Supplying Food & Refreshment Services for the Assembly Election 2026"**.
3. Bidders should submit the following **valid and self-attested** documents along with the respective tenders: (a) Certificate of incorporation (b) Active GST registration for the specified work/service (c) PAN/TAN (d) Valid Trade License (e) Undertaking of Non-black listing (f) IT Returns for the preceding 3 years up to the last financial year (g) Labour license (h) FSSAI License (i) Details with supporting documents of relevant Experience, if any, in execution of Govt. related works.
4. An Earnest Money of Rs. 50,000.00 (Rupees Fifty thousand only) must be submitted in the form of a bank demand draft from the nationalized bank, payable to the **District Election Officer, Sivasagar**, along with the tender papers. The successful bidder's earnest money will be retained as a security deposit and returned after the expiry of the Tender agreement.
5. The nature and quantum of food items for supply will be at the discretion of the DEO, Sivasagar.
6. The quoted rate should be in prescribed format as per Tender and should be inclusive of all taxes, GST, Cess, Labour cost and Transportation charges etc., as applicable. The rate approved by the Tender Evaluation Committee will be treated as final and no alterations or modifications will be entertained at a later stage. The rate will remain valid until the next quotation is called for.
7. Quotations without supporting valid documents are liable for rejection as per relevant rules/guidelines. Unreasonably low bids, without proper justification, are also liable for rejection.
8. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the office of the District Election Officer/District Commissioner, Sivasagar.
9. Proper cleanliness and hygiene must be maintained. Quality of food must be good which will be also subject to random test by the Food Inspector. Any quality compromise or negligence by the Catering Firm/ Supplier will be viewed seriously.
10. The intending Catering firm/Supplier must have sufficient manpower and resources & organizational ability to supply the requisition to all personnel engaged in election duties as per schedule.
11. Packing and providing of meal & other light refreshments must be accompanied with the supply of disposable glass, spoons, plates & napkins in sufficient quantity.
12. The Suppliers will have to arrange for cook wares, other cooking utensils etc. and no cost will be borne by the District Administration for such arrangement.
13. The procurement and Hiring of Goods and Services will be made as per relevant procurement rules & Guidelines of Govt. of Assam.
14. No payment will be considered against incomplete work or if work not found satisfactory or sub-standard items supplied by the Vendor/ Contractor.
15. The undersigned reserves the right to ban or blacklist any firm/ bidder from future tenders and may forfeit the Earnest Money of any selected tenderers who fails to adhere to the Terms and Condition of the allotted Work/ Supply Order or fails to execute the work/supply the services within the given time or does sub-standard work or other factors detrimental to the interests of the office of the District Election Officer, Sivasagar.
16. No child shall be employed or engaged in election related activities as per ECI instructions vide No. 4/3/2023/SDR/Vol-X dated 05/02/2024.
17. The Contractor/ vendor shall mandatorily purchase all items attracting VAT, particularly diesel/ petrol, required for the execution of the contract exclusively from the jurisdiction of Assam.

  
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18. Bills in duplicate will have to be submitted along with necessary works orders and completion certificates, within seven (7) days of completion of work or completion of election, whichever is earlier, for release of payment.
19. Payment will be made subject to receipt of fund from the Govt. in the CEO, Assam.
20. The legal jurisdiction for any dispute will be within Sivasagar district only.

*[Signature]*  
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**Memo No.SVEE.60/AE-26/2025/5<sup>5</sup> (A)**

**Dated Sivasagar the 23rd Feb, 2026**

Copy to:-

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information.
2. The Members of the Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format of NIT for publishing in 2 (two) Local newspaper.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.

*[Signature]*  
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