



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER HOJAI:: SANKARDEVNAGAR
PHONE: 03674-284455 (O)/ 03674284032 (F)
(ELECTION BRANCH)

No. HJEL 06/2024/671

Date 17/02/2024

SHORT NOTICE INVITING TENDER

Sealed quotations affixing court fee stamp Rs.8.25 (Rupees Eight and Twenty-Five Paise) only are hereby invited from experienced catering firm/ hotel and Restaurant owners for supply of following food items in connection with Parliamentary Election 2024 with the following terms and conditions. The quotation will be received by the undersigned up to 3:00 PM on 23/02/2024 and will be opened on next working day at 2:00 PM in presence of the quotationer or their authorized representatives in the Office Chamber of the Election Officer, Hojai.

(A) FOR LIGHT REFRESHMENT:-			
Sl. No.	Name/Items to be supplied	Quantity	Maximum Rate in Rupees (including all taxes)
1	Tea with two nos.(sweeten/salted) biscuits	Per plate	12
2	Coffee(Black/Milk)	Per cup	15
3	Red Tea/Green Tea	Per cup	07
4	Tea with milk	Per cup	10
5	Samosa /Kachori	Per Piece	10
6	Nimki	Per Piece	10
7	Sweets(Kalakand, Lalmohan ,Kaju Barfi,Rosgola) each	Per Piece	10
8	Rolls:-		
	a. Veg	Per Nos.	40
	b.Egg	Per Nos.	50
	c.Chicken	Per Nos.	60
9	d.Paneer	Per Nos.	45
	Chowmin:-		
	a.Veg	Half Plate	60
	b.Egg	Half Plate	70
10	c.Chicken	Half Plate	80
	d.Paneer	Half Plate	65
	FriedRice		
	a.Veg	Half Plate	45
11	b.Egg	Half Plate	50
	c.Chicken	Half Plate	60
	d.Paneer	Half Plate	50
	12	Paratha one piece & Sabji	Per Plate
13	Puri / Roti-2 pieces & Sabji	Per Plate	20
14	Packet breakfast (2 Pieces Bread with butter. One boiled Egg, one banana, one sweet)	Per Packet	45
15	Chicken dry fry/ Chicken Butter Masala /Chilly	Per Plate	80

	Chicken		
15	Mutton Fry /Masala	Per Plate	100
16	Fish Fry(medium size)/small fish fry	Per Plate	70
17	Naan Plain/Butter	Per Plate	60
18	Tandori Roti & Sabji	Per Plate	40
19	Paneer Mattar/Paneer Masala/ Kadal Paneer	Per Plate	80
(B) FOR MEAL			
Sl.No	Name/Items to be supplied	Quantity	Maximum Rate in Rupees (including all taxes)
1	Vegetable Meal-Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/pitika.	Per Meal	80
2	Non-Vegetable Meal(Fish)- Rice, Dal, Dry Sabji, One Liquid Sabji ,Papad, Salad Brinjal Fry/pitika ,Fish Curry (Rou/Bhokua)	Per Meal	100
3	Non-Vegetable Meal(Chicken)-Rice, Dal, Dry Sabji. One Liquid Sabji, Papad, Salad Brinjal Fry/pitika, Chicken Curry (minimum four pieces medium size)	Per Meal	120
4	Non-Vegetable Meal (Mutton)-Rice, Dal, Dry Sabji, One Liquid Sabji, Papad. Salad Brinjal Fry/pitika, Mutton Curry (minimum four pieces medium size)	Per Meal	140
(C) PACKAGED BOTTLED			
Sl. No.	Name/Items to be supplied	Quantity	Maximum Rate in Rupees (including all taxes)
1	Packaged drinking water 500 MI.	Per Bottle	8
2	Packaged drinking water 1Ltr.	Per Bottle	15
3	Packaged drinking water 2Ltrs.	Per Bottle	25
4	Packaged drinking water 5Ltrs.	Per Bottle	35
5	Mineral water Jar with dispenser 20Ltrs.	Per Jar	50
(D) MISCELLANEOUS ITEMS			
Sl. No.	Name/ Items to be supplied	Quantity	Maximum Rate in Rupees (including all taxes)
1	Disposable Glass (Standard)	Per 1000 pcs.	1250
2	Disposable Plate (Standard)	Per 1000 pcs.	1350
3	Disposable Glass (Best quality)	Per 1000 pcs.	1300
4	Disposable Plate (Best quality)	Per 1000 pcs.	1500
(E) Dry Fruits			
Sl. No.	Name/Items to be supplied	Quantity	Maximum Rate in Rupees (including all taxes)
1	Almond	Per 250 gm pkt.	300
2	Cashew	Per 250 gm pkt.	250
3	Dates	Per 250 gm pkt.	250
4	Walnuts	Per 250 gm pkt.	200
5	Pistachio	Per 250 gm pkt.	250
6	Saffron	Per 250 gm pkt.	400

The catering firm/ hotel have to make food arrangement for approximate maximum of 10000 persons. However, the number is just an estimate and there is every chance of increasing or decreasing of the given number.

Terms and conditions: -

1. The nature/ quantum of food items for supply will be at the discretion of DEO, Hojai. Further issuance of supply order will be only in the event of essentiality as decided by this office and more selection of the catering firm/ hotel/ restaurant through this short tender notice shall not entitle any right whatsoever for placement of supply order.
2. The DEO, Hojai reserves the right in all circumstances to accept or reject any order without assigning any reason thereof, besides the rights of accepting tender of more than one supplier (provided the rates are found justifiable). In the event of any emergency and also based on the demand of the situation or any other eventually the DEO, Hojai reserves the right to procure food items from the sources.
3. The rates should be quoted inclusive of GST or any other taxes.
4. The supplier firm must have sufficient manpower and organizational ability to supply the food items against time to time on requisition to all persons engaged in election duties.
5. Packing and providing of meal & other light refreshment must be accompanied by the supply of disposal glass, spoon, plate & napkin etc.
6. Quality of food must be good which will have random test by Inspector of Food. Any quality compromise by the catering firm/Hotel & Restaurant owner will be viewed seriously.
7. Transportation cost in and around Hojai will be random and have to be borne by the suppliers. No party vehicle will be provided for carrying food items from one place to another.
8. The suppliers will have to arrange cookware and other cooking utensils. No cost will be borne by the District Administration.
9. All food items will have to be served to the election related persons per day as per requirement fixed by the Refreshment Cell. The Refreshment Cell will issue coupon against all persons to whom refreshment will be served and shall not be responsible for non-payment of any bill for serving unauthorized food to any person at any period of time.
10. All bills to be submitted by the suppliers must be accompanied either by the supplier orders to be issued daily by the authorized official of refreshment cell in consultation with Election Branch or by the certificates to be issued by the authorized officers of the Refreshment Cell in consultation with Election Cell.
11. Caterer/supplier should have a valid registration No. of GST.
12. Payment will be made subject to the availability of fund in respective Head of Accounts.
13. Documents to be furnished along with rate.
 - i) GST return for the last 3 (three) Financial Year.
 - ii) IT return for the last 3 (three) Financial Year.
 - iii) PAN Card.
 - iv) Similar earlier experience, if any.
14. Earnest money Rs.20,000/- are to be deposited in Bank Draft pledged in favour of District Commissioner, Hojai. Earnest money, in case of unsuccessful tenderer will be refunded and in case of successful tenderer the same will be retained as Security Deposit which will be forfeited in case of failure to supply the materials on order as

15. The details of the items can be collected from the Election Office, Hojai
16. The supplier must be well experienced in dealing with supply of food items/ cooked food and have to enclose attested copy of experience certificate along with quotation.
17. All people to be engaged by the supplier should obtain Identity Card from I/C I-Card Cell well in advance.

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17/2/24
District Election Officer &
District Commissioner, Hojai

Memo No. No. HJEL 06/2024/671

Date:-17/02/2024

Copy to:-

1. The I/C, Refreshment Cell, Parliamentary Election, 2024 for information and necessary action.
2. The Deputy Director, FCS&CA, Hojai for information and necessary action
3. The DIPRO, Hojai with a request for wide publicity through printing and electronic media
4. The DIO, NIC, Hojai for uploading at District Website immediately.
5. Notice Board.

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