



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER : : : DIBRUGARH, ASSAM  
REFRESHMENT CELL : : LOK SABHA ELECTION, 2024

No: DSM.2/2024/2-3/

Dated Dibrugarh the 01<sup>st</sup> March, 2024

### NOTICE INVITING TENDER

Sealed quotations affixing court fee stamp Rs. 8.25 (*Rupees Eight and Twenty-Five Paisa*) only are hereby invited from experienced catering firm/hotel and Restaurant owners for supply of food items (*list may be collected from FPD&CA Branch, DC's Office, Dibrugarh*) in connection with Parliamentary Election 2024, with the following terms and conditions. The quotation will be deposited at the box number 01, placed at FPD & CA branch, DC office Dibrugarh as per the schedule below:

Sl No	Event	Date	Time
1	Tender Publish Date	02/03/2024	-
2	Last Date of Pre-Bid Queries	05/03/2024	-
3	Last Date of Submission of Bids	11/03/2024	3:00 PM
4	Opening of Tender	11/03/2024	4:00 PM

The catering firm/ hotel will have to make food arrangement for approximate maximum of 10,000 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 and quantum of food items for supply will be at the discretion of DEO Dibrugarh.
2. The DEO Dibrugarh reserves the right in all circumstances to accept or reject any bid without assigning any reason thereof, besides the rights of accepting tender of more than one supplier. In the event of any emergency and also based on the demand of the situation or any other eventuality, the DEO Dibrugarh reserves the right to procure food items from other sources.
3. The rates should be quoted inclusive of GST or any other taxes.
4. Proper cleanliness & hygiene must be maintained.
5. The supplier firm must have sufficient manpower and organizational ability to supply the requisition to all persons engaged in election duties.
6. Packing and providing of meal & other light refreshment must be accompanied with the supply of disposal glass, spoon, plate & napkin etc.
7. 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.
8. Transportation cost in and around Dibrugarh will have to be borne by the suppliers.

  
District Commissioner, Dibrugarh



9. The suppliers will have to arrange cookware and other cooking utensils. No cost will be borne by the District Administration for such arrangement.
10. All bills to be submitted by the suppliers must be accompanied with the supply orders issued by Refreshment cell only.
11. Caterer/ supplier should have a valid registration No. of GST.
12. The payment will be made on receipt of fund from the Govt.
13. Documents to be furnished along with rate:
  - a. Updated GST return.
  - b. IT return for the last 3 (three) Financial Year.
  - c. PAN Card
  - d. Similar earlier experience, if any.
14. Earnest money of Rs 1,00,000/- (Rupees One Lakhs only) are to be deposited in the form of Bank Draft pledged in favour of District Commissioner Dibrugarh. 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 material on order as required.
15. The experienced firms under Dibrugarh District will be preferred considering election urgency.


  
**District Commissioner  
cum  
District Election Officer,  
Dibrugarh.**

Memo No: DSM.02/2024/2-3 -A

Dated Dibrugarh the 01<sup>st</sup> March, 2024

Copy to:

1. The CEO, Assam, Dispur, Ghy-06 for kind information.
2. The DIPRO, Dibrugarh for wide publicity of this tender.
- ✓ 3. The DIO, NIC, Dibrugarh for wide digital publication of this tender.
4. Office Notice Board.
5. Office File.
17. ADC (Election) Dibrugarh for necessary action.

  
**District Commissioner  
cum  
District Election Officer,  
Dibrugarh.**