



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT ELECTION OFFICER: : DIBRUGARH DISTRICT**  
**(FOOD & REFRESHMENT CELL, ASSEMBLY ELECTION, 2026)**

No.DSM 1/2026/3

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

**NOTICE INVITING QUOTATION TO SERVE AS CATERER**


Sealed quotations affixing court fee stamp Rs.8.25(Eight rupees twenty-five paisa) only is hereby invited from local experienced catering firm/hotel and Restaurant owners for supply of food items (As per list enclosed as Annexure-I) in connection with ensuing Assembly Election-2026 with the terms and conditions. The quotation will be received by the undersigned up to 2.00 PM on **07/03/2026** and will be opened on same day at 3.00 PM in presence of the bidder or their authorized representatives in the **Office Chamber of the Deputy Director FPD&CA, Dibrugarh.**

**Terms & Conditions**

1. The nature/quantum of food items for supply will be at the discretion of Chairman. Further issuance of supply order will be only in the event of essentiality as decided by this office and mere 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 Chairman, 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 Chairman reserves the right to procure food items from other sources.
3. The rates should be quoted inclusive of GST or any other taxes. Further, the rate of a particular item should not exceed the Maximum Retail Price (MRP) of the item.
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 randomly tested by the Food Safety Officer. Any quality compromise by the catering Firm/Hotel & Restaurant owner will be viewed seriously.
7. Transportation cost in and around Dibrugarh will be random and have to be borne by the suppliers. No 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 in this regard.
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 meal 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 submitted by the suppliers must be accompanied either by the supply orders issued daily by the authorized official of the refreshment cell or by the certificates issued by the authorized officers of the Refreshment Cell.

  
**Adm. District Commissioner**  
**Dibrugarh**

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 quoted 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) The firm should have previous experience of catering at least to 5000 persons at a time.
  - v) Preference shall be given to Firm/Supplier/Caterer having prior experience of working in elections, subject to submission of valid experience certificate from competent authority and have to enclose attested copy of the same along with quotation.
14. Non-refundable bid processing fee of Rs.100/- (Rupees One Hundred) only and Earnest money of Rs.50,000.00 (Rupees Fifty Thousand) only are to be deposited in the form of Bank Draft pledged in favour of the District Election Officer, Dibrugarh. Earnest money, in case of unsuccessful bidders 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 required.
15. If a bidders gets L1 rate and further if he/she denies to supply that particular item, he/she will be barred from supplying the items during the entire election process.
16. The details of the items to be supplied can be collected from the FPD&CA Branch, Dibrugarh.
17. All people engaged by the supplier should obtain Identity Card from I/c I-Card Cell well in advance.
18. The Chairman has the right to accept or reject any or all the tenders without assigning any reason thereof and reseves the right to fix the price of any materials as per prevailing market rate.


  
**Officer-in-Charge**  
Food & Refreshment Cell,  
Assembly Election, 2026  
Dibrugarh

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

Memo No. No.DSM 1/2026/3-A

Copy for information to:

1. The Co-District Commissioner (ALL), Dibrugarh District.
2. The Finance & Account Officer, Dibrugarh.
3. The DIO, NIC, Dibrugarh. He is requested to upload the same in the District Web Portal.
4. The DIPRO, Dibrugarh with a request for wide publicity through print and electronic media. She will at least publish in one English Daily Newspaper and other in local vernacular newspaper.
5. Notice Board, District Commissioner's Office, Dibrugarh
6. Notice Board, FPD & CA, Dibrugarh/Election Branch, Dibrugarh.

  
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