



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

Tel.: 03713-222135 :: Fax: 03713-222800, Email: dc_darrang@nic.in/deo-mangaldoi@nic.in
Website : <http://www.darrang.nic.in>

SHORT NOTICE INVITING TENDER

Sealed quotations are hereby invited from experienced catering firms / hotels / restaurant owners for the supply of the following food items in connection with the forthcoming **Assembly Election, 2026**, subject to the terms and conditions mentioned below.

The quotations will be received by the undersigned up to **2:00 PM on 28th January 2026** and will be opened on the same date at **3:00 PM** in the presence of the quotationers or their authorized representatives in the **Office Chamber of the Election Officer, Darrang, Mangaldai**.

The tenders/quotations must be deposited in the tender box kept at the **Election Office, Darrang, Mangaldai** during office hours on all working days.

(A) FOR LIGHT REFRESHMENT

Sl. No	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Red Tea with two nos.(sweeten/salted) biscuits	Per Cup	
2	Coffee (Black/Milk)	Per cup	
3	Red Tea/Green Tea	Per cup	
4	Tea with milk	Per cup	
5	Samosa, Kachori, Veg Patties, Egg Patties	Per Piece	
6	Sweets (Kalakand, Lalmohan, Kaju Barfi, Rosogolla, Jalebi)	Per Piece	
7	Rolls		
	Veg	Per Piece	
	Egg	Per Piece	
	Chicken	Per Piece	
8	Momo		
	Veg	Per Plate	
	Egg	Per Plate	
	Chicken	Per Plate	
9	Chowmin		
	Veg	Per Plate	
	Egg	Per Plate	
	Chicken	Per Plate	
10	Fried Rice/ Pulao		
	Veg	Per Plate	
	Egg	Per Plate	
	Chicken	Per Plate	
11	Biryani		
	Veg	Per Plate	
	Egg	Per Plate	
	Chicken	Per Plate	
	Paneer	Per Plate	
12	Paratha with Sabji	Per Plate	
13	Puri- 4 pieces with sabji	Per Plate	
14	Roti-2 pieces with sabji	Per Plate	
15	Packet Breakfast (4 pieces bread with butter/jam, one boiled egg, one banana, one dry gola)	Per Packet	
16	Chicken Dry Fry / Chicken Butter Masala / Chilli Chicken / Chicken Curry / Chicken Gravy / Kadai Chicken	Per Plate	
	Chicken curry/ Chicken gravy/ Kadai Chicken	Per Plate	
17	Mutton Fry/ Masala	Per Plate	
	Mutton Curry/ Mutton gravy	Per Plate	
18	Fish Fry (medium size) / Small Fish Fry	Per Plate	
19	Plain-Naan, Butter-Naan	Per Piece	

20	Tandoori Roti	Per Piece	
21	Paneer Mattar / Paneer Masala / Kadai Paneer	Per Plate	



(B) FOR MEAL

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Vegetarian Meal – Rice, Dal, Mix Veg (dry), One Gravy Sabji, Papad, Salad (carrot, tomato, beetroot, matar, dhania, onion, chilli), Brinjal Fry, Aloo Pitika, 500 ml water bottle.	Per Meal	
2	Non-Vegetarian Meal (Fish) – Rice, Dal, Mix Veg (dry), One Gravy Sabji, Papad, Salad, Brinjal Fry, Aloo Pitika, Fish Curry, 500 ml water bottle	Per Meal	
3	Non-Vegetable Meal (Chicken) – Rice, Dal, Mix Veg (dry), One Gravy Sabji, Papad, Salad, Brinjal Fry, Aloo Pitika, Chicken Curry (<i>minimum 4 medium pieces</i>), 500 ml water bottle	Per Meal	
4	Non-Vegetable Meal (Mutton) – Rice, Dal, Mix Veg (dry), One Gravy Sabji, Papad, Salad, Brinjal Fry, Aloo Pitika, Mutton Curry (<i>minimum 4 medium pieces</i>), 500 ml water bottle	Per Meal	

(C) PACKAGED WATER BOTTLES

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Packaged Drinking Water – 500 ml	Per Bottle	
2	Packaged Drinking Water – 1 Ltr	Per Bottle	
3	Packaged Drinking Water – 2 Ltrs	Per Bottle	
4	Packaged Drinking Water – 5 Ltrs.	Per Bottle	
5	Mineral Water Jar – 20 Ltrs	Per Jar	
6	Mineral Water Jar (20 Ltrs) with dispenser	Per set	

(D) MISCELLANEOUS ITEMS

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Disposable Glass (Standard)	Per 100 pcs.	
2	Disposable Plate (Standard)	Per 100 pcs.	
3	Disposable Glass (Best quality)	Per 100 pcs.	
4	Disposable Plate (Best quality)	Per 100 pcs.	
5	Disposable Bowl	Per 100 pcs.	
6	Disposable Spoon (medium size)	Per 100 pcs.	

(E) FRUITS

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including All taxes)
1	Apple	Per Kg.	
2	Orange	Per Kg.	
3	Banana	Per Kg.	
4	Watermelon	Per Kg.	
5	Grapes	Per Kg.	
6	Mango	Per Kg.	

(F) DRY FRUITS

Sl. No	Name/Items to be supplied	Quantity	Rate in Rupees (including All taxes)
1	Almond	Per 100 grm pkt.	
2	Cashew	Per 100 grm pkt.	
3	Dates	Per 100 grm pkt.	
4	Walnuts	Per 100 grm pkt.	
5	Pistachio	Per 100 grm pkt.	
6	Saffron	Per 5 grm pkt	

(G) BEVERAGES

Sl. No	Name/Items to be supplied	Quantity	Rate in Rupees (including All taxes)
1	Juice (mix fruit) (Real, Mazza, Tropicana, Fruty) 200 ml, 500 ml, 1 Ltr.	Per pkt.	
2	Cold Drinks (Pepsi, Coca cola, Sprite, Mirinda, Mountain dew) 200 ml, 500 ml, 1 Ltr	Per bottle.	
3	Energy Drink (Red Bull, Monster energy)	Per can	
4	Lemon Juice (Limka, Nimbuz)	Per bottle, packt	
5	Curd 100gm	Per bati	
6	Lassi 200ml	Per pkt.	

Food Arrangement for Election Duty Personnel – Terms & Conditions:

The catering firms/hotels/restaurants shall be required to make food arrangements for an approximate maximum of 8,000 (Eight Thousand) persons. This figure is purely indicative and may increase or decrease depending on the exigencies of the situation.

Terms and Conditions:

- The nature and quantum of food items to be supplied shall be entirely at the discretion of the District Election Officer (DEO), Darrang. Issuance of supply orders shall be strictly subject to essentiality as decided by this office. Mere selection through this short tender notice shall not confer any right whatsoever for placement of supply orders.
- The DEO, Darrang reserves the right to accept or reject any tender/order, wholly or partially, without assigning any reason, and also reserves the right to accept tenders from more than one supplier, provided the rates are found justifiable. In case of any emergency or unforeseen situation, the DEO, Darrang reserves the right to procure food items from any other source.
- The rates quoted shall be inclusive of GST and all other applicable taxes.
- Proper cleanliness and hygiene must be strictly maintained by the supplier/vendor during preparation, packing, transportation, and serving of food.
- The supplier firm must possess adequate manpower and organizational capability to supply food items as per requisition, from time to time, to all persons engaged in election duties.
- Packing and supply of meals and light refreshments must include disposable glasses, plates, spoons, napkins, etc.
- The quality of food must be good and shall be subject to random inspection/testing by the Food Inspector. Any compromise in quality shall be viewed seriously and may lead to cancellation of order and penal action.
- Transportation costs within and around Darrang shall be borne by the suppliers. No vehicle belonging to any political party shall be provided for transportation of food items.
- The suppliers shall arrange all cookware, cooking equipment, and utensils at their own cost. No expenditure shall be borne by the District Administration.
- Food items shall be served daily as per requirements fixed by the Refreshment Cell. The Refreshment Cell shall issue coupons for authorized personnel only and shall not be responsible for payment of bills related to unauthorized supply.
- All bills submitted by the suppliers must be accompanied by original coupons and supply orders, duly issued and certified by the authorized officers of the Refreshment Cell.
- The catering firm/supplier must have a valid GST Registration Number.
- Payment shall be made only after receipt of funds from the Government.
- Documents to be furnished along with the rate quotation:
 - GST returns for the last three (3) financial years
 - Income Tax returns for the last three (3) financial years
 - PAN Card
 - Details of similar previous experience, if any
 - Valid FSSAI Licence
 - Trade Licence, valid and up-to-date
- The EMD/Bid Security of ₹50,000/- (Rupees Fifty Thousand only) must be deposited through Bank Draft drawn in favour of the District Commissioner, Darrang.



- The EMD of unsuccessful bidders shall be refunded.
 - For the successful bidder, the EMD shall be retained as Security Deposit, which shall be forfeited in case of failure to supply food items as per order.
16. Bidders must ensure that the rates quoted are realistic, reasonable, and justifiable. Any bid found to contain unrealistic or abnormally low/high rates shall be treated as non-responsive and may be rejected.
 17. Detailed information regarding menu/items may be collected from the Election Office, Darrang during office hours.
 18. Experienced firms located within Darrang District shall be given preference, considering the urgency of election-related arrangements.
 19. *The quotationers/bidders shall submit valid, original, and up-to-date GST Registration details. If any bidder is found guilty of submitting false, invalid, or expired GST information, appropriate action shall be taken against the bidder as per the existing rules and procedures in force under the GST Act and payment shall not be paid by the concerned Treasury Office.*

13/1/26
District Commissioner
District Commissioner
as
District Election Officer
District Election Officer,
Darrang, Mangaldai

Memo No.:DEL-1/2026/Tender AE-2026/ 3-6(A)

Dated Mangaldai, the 13 January, 2026

Copy to:

1. **The CEO, Assam, Dispur, Ghy-06 for kind information.**
2. **The ADC(Election), Darrang, Mangaldai for information and necessary action.**
3. **The DDS, F&CS, Darrang, Mangaldai for information and necessary action.**
4. **The DIPRO, Darrang, Mangaldai for wide publication of this tender.**
5. **The F&AO, DC's Office, Darrang, Mangaldai for information and necessary action.**
6. **The ADIO, NIC, Darrang, Mangaldai for wide digital publication of this tender.**
7. **The FSO, Darrang, Mangaldai for information and necessary action.**

[Signature]
District Commissioner
as
District Election Officer
Darrang, Mangaldai
District Commissioner
as
District Election Officer,
Darrang, Mangaldai