

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: DIMA HASAO :: HAFLONG
(ELECTION BRANCH)

No. NCH/EL/Stry-4/2025-26/ 1161,

Dated Haflong the 25th March/2026

SHORT QUOTATION NOTICE

Sealed quotations affixing non-judicial court fee stamp worth Rs. 8.25 (Rupees Eight and Paise Twenty Five) are hereby invited from reputed Caterers/firms/Dealers/Shop owner etc. having valid GST registration for supply of food/refreshment items as stated below in connection with conduct of forthcoming General Election to Assam Legislative Assembly, 2026 pertaining to 113-Haflong(ST) LAC, Dima Hasao, under the terms and conditions as stated below.

The Quotation will be received up to **2:00 P.M. on 30-03-2026** and will be opened on the same day at 3:00 PM. in presence of the quotationers.

Terms and Conditions:

1. The rate quote shall remain valid for 1 (One) year from the date of acceptance.
2. Over writing in the tender/quotation paper will not be entertained.
3. Rate against the item should clearly be written in both figure and words.
4. It is not binding on the undersigned to accept the lowest rate.
5. The undersigned reserves the right to accept or reject any or all quotations without showing any reason thereof.
6. Rate should be quoted exclusive of all Taxes.
7. Items are to be supplied immediately after receipt of order whenever it may be or round the clock.
8. The supplier/tenderer must furnish attested copies of ITR & GST Registration No., Bank Passbook, PAN No., Aadhaar No.
9. The supplier/tenderer must furnish previous Election experience in same field (Work order to be submitted).
10. The supplier/tenderer must furnish Certificate of CA, Audit balance sheet of last 3 (Three) years.
11. The supplier/tenderer must furnish Turnover certificate.
12. The supplier/tenderer must furnish Labour license with EPF.
13. Supplier/tenderer must submit the FSSAI License.
14. In case of failure to supply the ordered food items, delay in delivery, or violation of any of the terms and conditions stipulated herein, the undersigned reserves the right to cancel the work order and forfeit the bid security deposit without any prior notice. The successful supplier/tenderer shall strictly comply with all directions issued by the District Election Authority from time to time during the election process. Any non-compliance, negligence, or misconduct in execution of the work shall render the supplier/tenderer liable for cancellation of the work order and such other action as deemed appropriate by the competent authority.
15. The supplier/tenderer shall arrange necessary manpower, utensils, packing materials and transportation facilities at their own cost to ensure timely preparation and delivery of food items at the designated venue(s) as directed by this office.
16. Supplier/tenderer should deposit Rs.50,000 (Fifty Thousand only) through Bank Draft (refundable) as bid security money in favour of District Election Officer, Dima Hasao, for **arrangement/providing of meals to the polling personnel on the days of pre-polling and poll.**
17. Supplier/tenderer will be responsible for hygiene and cleanliness of the dining hall.

18. Supply of food items shall have to be done during emergencies. Hence, item offered shall be good quality. Supply of substandard, inferior quality food items shall be rejected with forfeiture of security money and subsequently will be taken legal action.
19. The suppliers will be given maximum 1 (One) hour of time to deliver food items at the given places at their own cost. If he could not deliver the same within stipulated time, this office will not be liable for any consequences.
20. Suppliers should mention their address of the Shop/ Office along with contact number.
21. Suppliers/tenderers are asked to submit their tender notice in two different formats, **one for technical cover/bid and other one for financial cover/bid.**
22. The Committee has discretionary power to open the technical cover/bid at first and financial cover/bid will be at second.
23. Payment will be made as and when fund is received from Govt.

Food & Refreshment Items.

SL. NO.	NAME OF ITEMS	UNIT	Rate offered
1	Water 500 ml.	Per carton (24 nos.)	
2	Packaged drinking water 1 (one) ltr bottle.	Per carton (12 nos.)	
3	Packaged drinking water 2 (two) ltr bottle.	Per carton (6 nos.)	
4.	20 Ltr water jar with dispenser.	Per piece	
5.	100 Nos. of 150 ml disposable paper glass.	Per 100 Nos.	
6.	Puri and aloo sabji	Per plate	
7.	Bread, jam and boiled egg.	Per pkt.	
8.	Fine rice with mixed dal, potato fry, mixed vegetable(soyabeen etc.).	Per meal	
9.	Fine rice with paneer or aloo dom with pickle and salad	Per meal	
10	Fine rice with mixed dal, potato fry, fish curry(100 gram)	Per meal	
11	Fine rice with mixed dal, potato fry, chicken curry(100 grams).	Per meal	

- Note:-**
1. Items like green chilly, papad, onion slice, pickle is to be considered added with each meal.
 2. 5% GST is admissible as per Govt. instruction.



 District Commissioner,
 &
 District Election Officer,
 Dima Hasao District, Haflong


M/No. NCH/EL/Stry-4/2025-26/ 116/ (A)

Dated Haflong the 23rd March, 2026

Copy to :-

1. The Chief Electoral Officer Assam, Dispur, Guwahati-06 for favour of kind information.
2. ✓ The DIO, NIC, Haflong for information and necessary action with request to upload in the District Web Site.
3. The D.I.&P.R.O, Dima Hasao District, Haflong for information and necessary action with request to give wide Publicity through Social Media platforms.
4. Notice Board.


District Commissioner,
&
District Election Officer,
Dima Hasao District, Haflong
