



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

Email: [dc-udalguri@nic.in](mailto:dc-udalguri@nic.in)

Tel: 03711-224433

No. eCF.154845/01

**BIDDING DOCUMENT**

**FOR SUPPLY OF FOOD ITEMS IN CONNECTION WITH BTCC ELECTION, 2025**

Tender inviting authority: District Commissioner cum District Election Officer,  
Udagluri.

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No. eCF. 154845/03-04

**NOTICE INVITING BID (NIB)**

**FOR SUPPLY OF FOOD ITEMS FOR THE UPCOMING BTCC ELECTION, 2025**

1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. **ECF-154845/03-04 Dtd. 04.08.2025** for Supply of Food Items for the upcoming **BTCC Election, 2025** following single bid system to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of the Material/Service are mentioned in the **Annexure (B)** of the Bidding Document.
3. For any clarifications, interested parties may visit the O/o the District Commissioner, Udalguri on any working day between 10:00 AM to 05:00 PM (except Holidays) before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Act, 2020".
5. The Bid is to be submitted (by hand) following 1(one) envelope system in sealed envelope affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be super scribed as given below:

**"BID FOR SUPPLY OF FOOD ITEMS FOR THE UPCOMING BTCC ELECTION, 2025"**  
(TENDER NO. ECF NO. \_\_\_\_\_)

**Name & Address of the Bidder: XXXXXXXXXXXX**

6. Bids without court fee stamp will not be accepted.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **18.08.2025 up to 03:00 PM**. The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned on **28.08.2025 at 04:00 PM**.
10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

District Commissioner cum  
District Election Officer,  
Udalguri.

Memo No. eCF154845/03-04-A

Copy to

1. The Secretary, Assam State Election Commission, Dispur for kind information.
2. The DIO, NIC Udalguri to publish in the district website.
3. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
4. Notice Board, DC's Office Udalguri and all Circle Officer's of Udalguri District.
5. Office File.

**(e-Signed)**  
District Commissioner cum  
District Election Officer,  
Udalguri.

### GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in "Annexure- (B)" in both Hard and Soft copy under authentication of the Bidders.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
3. Specification of the Bid: Hiring/Supply of items specified in the BoQ shall be done for Election related work only and the period/length of supply/hiring shall depend on the need of the item/equipment for Election related work.
4. The quality of food supplied should be fresh and prepared at hygiene condition. The supplier/bidder are advised to maintain quality food prepared in clean and hygiene place.
5. The Bidders submitting their proposals must meet the following minimum eligibility criteria for financial bid opening should furnish the following documents duly self-attested along with the bid documents, failing which; the Bid will be liable for rejection. Minimum Eligibility for Financial Bid opening

Sl	Eligibility Criteria	Documents Required
1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in Assam for the last 3 years in Business as on 31st March, 2025. The Legal Entity must have GST Registration for Assam	#Copy of Certificate of Incorporation /Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of AADHAAR Card # Copy of Tax Clearance Certificate (GST and IT) # Copy of Bank Passbook/ cancelled cheque against the firm.
2	Average Annual Turnover of minimum Rs.50,00,000.00 (Rupees Fifty Lakhs only) in the last three financial years i.e. 2022-23, 2023- 24 and 2024-25	CA Certified Turnover Certificate with UDIN needs to be furnished.
3	Must have executed at least 3 separate works for supply, services and hiring for Govt./PSU in the last 3 Financial years: 2022-23, 2023- 24 and 2024-25 & current FY.	Copy of Purchase/Work Order/ Work completion Certificate. The nature and volume of work should be clearly seen in these documents.
4	The Bidder should not have been blacklisted by any Government Department/ Bidder/Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2022-23, 2023- 24 and 2024-25 and current FY. The applicant shall also be not blacklisted	A Notarized Affidavit with respect to the same needs to be furnished along with this bid.

6. All bidders are required to pay a Security Deposit of 50,000 ₹ in form Demand Draft/ Banker's Cheque in favour of Deputy Commissioner, Udalguri.
7. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
8. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
9. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.

10. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
11. The O/o the District Commissioner, Udalguri, Dist: Udalguri will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Udalguri.
12. All the pages of bid including the documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.
13. O/o the District Commissioner, Udalguri, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
14. O/o the District Commissioner, Udalguri, reserves the right to seek clarification or verification of any information furnished by the bidder.
15. O/o the District Commissioner, Udalguri, reserves the right to alter any eligibility criteria without any prior notice to the bidders.
16. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
17. The bidder shall give a Notarized Affidavit (as per Annexure 'C') that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.
18. The selected bidder will have to deposit a Performance Guarantee amounting 5% (or as decided following Procurement rules 2020) of the Work Order value, if and when required, for work order issued by Procuring Entity or District Commissioner as District Election Officer, Udalguri in the form of Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft pledged in favour of District Commissioner, Udalguri which should be valid for a period as decided by the District Commissioner, Udalguri.
19. The selected bidder shall be contracted for a period of 1 (one) year from the date of Agreement. This period may be also shorter if the District Commissioner, Udalguri arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The District Commissioner, Udalguri may extend the validity of the contract up to another 02 (two) years- 01 (one) year at a time, without any change in rates and terms & conditions. The decision of the District Commissioner, Udalguri will be final and binding on both the parties.
20. The bidders shall submit all the Annexure (A, B, C, D & E) along with the bid documents.

### GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange the supply even at short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the District Commissioner, Udalguri will have the right to place order for refreshment items even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of food product. All foods should be from any defects and fresh.
5. The rates should be genuine and reasonable and at the prevailing market rate.
6. The rates should be quoted as inclusive of GST and any other taxes/ charges.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
11. No advance payments will be entertained.
12. No payment will be made for rejected items supplied.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading and transporting up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/service to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of supplier's bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
18. Deduction of tax at source from payment to the suppliers will be as per existing laws in India.
19. The submission of a tender by a bidder implied that he/she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of items will have to be made in the O/o the District Commissioner, Udalguri, immediately as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which does not comply with the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

## ANNEXURE: A

**BID APPLICATION**

(TO BE FILLED IN BY THE BIDDER WITH REFERENCE TO NOTICE INVITING BID FOR AWARDING OF CONTRACT FOR ONE YEAR FOR SUPPLY OF REFRESHMENT ITEMS)

1	Name of the bidder with address	
2	Nature of Business/Status (Manufacturer/ Franchisee /Firms /Suppliers (Documentary evidence to be furnished, as applicable)	
3	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	
4	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	
5	PAN No. (self-certified copy to be attached)	
6	Whether all the terms & conditions of NIT are agreeable. (Yes/No)	
7	Experience in similar assignments. Total Years	
8	Notarized Affidavit for Non- Blacklisting by State/UT/Central Govt./PSU (Attached / Not Attached As per Annexure-C)	

Date:

Place:

Signature with seal  
Bidder/Authorised Signatory

## ANNEXURE B

## For meal

Sl.	Item Description	Qty	Rate in INR (including all taxes)	
			In figure	In words
1	Vegetable Meal– Rice, Dal, Mix Veg. Fry, Papad, Salad, Brinjal Fry/Pitika, with water bottle (500 ML).	Per meal		
2	Vegetable Meal (Paneer) – Rice, Dal, Mix Veg. Fry, Papad, Salad, Brinjal Fry/Pitika, Paneer Curry with water bottle (500 ML).	Per meal		
3	Non-Vegetable Meal (Egg) – Rice, Dal, Mix Veg. Fry, Sabji / Labra, Papad, Salad, Brinjal Fry/Pitika, Egg Curry with water bottle (500 ML).	Per meal		
4	Non-Vegetable Meal (Fish) – Rice, Dal, Mix Veg. Fry, Sabji / Labra, Papad, Salad, Brinjal Fry/Pitika, Fish Curry with water bottle (500 ML).	Per meal		
5	Non-Vegetable Meal (Broiler Chicken) – Rice, Dal, Mix Veg. Fry, Sabji / Labra, Papad, Salad, Brinjal Fry/Pitika, broiler Chicken Curry( Minimum four pieces medium size), with water bottle (500 ML)	Per meal		
6	Non-Vegetable Meal (Local Chicken) – Rice, Dal, Mix Veg. Fry, Sabji / Labra, Papad, Salad, Brinjal Fry/Pitika, local Chicken Curry( Minimum four pieces medium size), with water bottle (500 ML)	Per meal		
7	Non-Vegetable Meal (Mutton)– Rice, Dal, Mix Veg. Fry, Sabji / Labra, Papad, Salad, Brinjal Fry/Pitika, Mutton Curry( Minimum four pieces medium size) with water bottle (500 ML)	Per meal		

## Breakfast

Sl	Item Description	Qty	Rate in INR (including all taxes)	
			In Figure	In Words
1	Puri, Sabji, Boiled egg, Banana, Mixed Pickle	Per plate		
2	Puri, Sabji, Dry Sweet, Banana, Mixed Pickle	Per plate		
3	Bread, Butter, Fruit Jam, Bannana, Boiled egg	Per plate		
4	Bread, Butter, Fruit Jam, Bannana, Dry Sweet	Per plate		

## Dry fruits &amp; Others

Sl.	Item Description	Qty.	Rate in INR (including all taxes)	
			In figure	In words
1	Almonds			
2	Cashew			
3	Dates			
4	Walnuts			
5	Pistachio			
6	Saffron			
7	Makhana			
8	Kismis			
9	Figs			
10	Dub (Tender Coconut)			
11	Black Tea			
12	Milk Tea			
13	Black Coffee			
14	Milk Coffee			
15	Dry Sweets			
16	Bakery Biscuit			
17	Singra/Kachuri			
18	Sweet Dahi			
19	Black Tea with Biscuit			
20	Milk Tea with Biscuit			
21	Black Coffee with Biscuit			
22	Milk Tea with Biscuit			
23	Water Bottle (half Liter/one liter/two liter)			
24	Water Bottle (five Liter)			

Date:

Place:

Name of the Bidder

**ANNEXURE-C**

**DECLARATION**

I/We..... the  
..... participating in  
the tender (Ref eCF No.....) for  
Supply of Refreshment/Food items in DC's Office Complex, Udalguri for forthcoming BTCC Election,  
2025 within Court Complex do hereby declare that:

I/We qualify to participate in the bidding process as per the terms and conditions mentioned in  
the bidding document.

I/We have not been blacklisted or debarred from participation in the bidding process by any  
Government Department/Institution/Body or by public sector undertaking that is currently in force.

Signature of the Bidder/Authorized Signatory with Seal

Date:

Name .....

**ANNEXURE: D****CERTIFIED TURNOVER CERTIFICATE (On the Letter head of the Bidder)**

Name of Organization:		
Annual turnover for last three Financial Years: FY 2022-23, FY 2023-24 and FY 2024-25		
Sl.	Financial Year	Turnover in INR Crores
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	
4	Average Annual Turnover of the above three Financial Years	

**\*\*Note:** Copies of CA Certified Turnover Certificate clearly mentioning the Financial Year's Turnover to be attached herewith.

Date:

Place:

Name of the Bidder  
(Signature of the Authorized Person)

**ANNEXURE: E****DETAILS OF SIMILAR ASSIGNMENTS (submit only for the period FY 2022-23 till Current FY) (On the Letterhead of the Bidder)**

Sl	Client Name and Address	Name of the Work	Year of the Work	Value of Work (in INR)
1				
2				
3				
4				

**\*\*Note:** Self-attested copies Work Orders / Completion Certificates to be attached for each assignment.

**Date**

**Place**

Name of the Bidder  
(Signature of Authorized Person)

**ANNEXURE: F**

## Documents Submission Checklist for Eligibility Criteria

Clause	Eligibility Criteria	Documents Required	Document Submitted (Yes/No)	Page No. (must)
4.1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31st March, 2025. The Legal Entity must have GST Registration for Assam	# Copy of Certificate of Incorporation Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of Aadhar Card # Copy of Tax Clearance # Certificate (GST & IT) # Copy of Bank Passbook/ cancelled cheque against the firm.		
4.2	Average Annual Turnover of minimum Rs.50,00,000.00 (Rupees Twenty Lakhs only) in the last three financial years i.e. 2022-23, 2023-24 and 2024-25	# CA Certified Turnover Certificate with UDIN needs to be furnished.		
4.3	Must have executed at least 3 separate works of supply, services and hiring for Govt./PSU in the last 3 Financial years: 2022-23, 2023-24, 2024-25 & current FY.	# Copy of Purchase/Work Order/ Work completion Certificate. The nature and volume of work should be clearly seen in these documents.		
4.4	The Bidder should not have been blacklisted by any Government Department/ Bidder/ Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2022-23, FY 2023-24, FY 2024-25 and FY 2025-26. The applicant shall also be not blacklisted at the time of applying the TENDER.	# A Notarized Affidavit with respect to the same needs to be furnished along with this bid.		

Date

Place

Name of the Bidder  
(Signature of Authorized Person)