



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: UDALGURI ::
[ELECTION BRANCH]

No. UEL-03/AE-2026/03

Dated Udalguri, the 02nd February, 2026

NOTICE INVITING TENDER

Sealed bids affixing Court fee stamp of Rs. 8.25 (Rupees eight and paise twenty-five) only are invited from intending Firms / Suppliers etc. for **supply of refreshment** in connection with ensuing **Assam State Legislative Assembly Election, 2026**. Such Firms / Suppliers etc. should fulfil the following **terms and conditions**:

- 1) The Firms / Suppliers etc. should produce valid and up-to-date trade license.
- 2) Attested copies of records / documents relating to Registration of PAN, up-to-date income tax clearance certificate etc. should be furnished. Bid submitted without attested copies of the certificates will be rejected.
- 3) Up-to-date GSTIN Clearance should be furnished.
- 4) Attested Copy of Tax Clearance Certificate (GST and IT).
- 5) Attested Copy of Bank Passbook/ cancelled cheque against the firm.
- 6) Rate(s) should be inclusive of all taxes including GST. TDS on GST/ Income Tax as applicable will be deducted at source from the bill amount as per existing norms.
- 7) If a firm fails to supply the required items within the stipulated time, the work order shall be withdrawn immediately from the concerned firm. Necessary action may also be initiated, which may include blacklisting of the supplier, as per applicable rules.
- 8) Preference will be given to firms/suppliers having previous work experience. The bidder shall submit copies of relevant work orders in support of their past experience, if any.
- 9) Rate once quoted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next bid is called for.
- 10) Earnest money of Rs. 50,000.00 (Rupees Fifty Thousand) only will have to be deposited in the shape of Bank draft in favour of the District Election Officer, Udalguri along with the tender.
- 11) Average Annual Turnover of minimum Rs. 50,00,000.00 (Rupees fifty lakh 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.
- 12) The bidders are requested to distinctly put the rate of items and not to overwrite any rates quoted. Putting overwrite rates may lead to cancellation of bid.
- 13) The bidders will submit their bids only in the list of items as per **Annexure A**.
- 14) The supplier shall supply fresh items and maintain the quality of product.
- 15) The supplier shall be capable of supplying the required items at any hour of the day or night, as and when necessitated by urgent election-related requirements.
- 16) 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 not also be blacklisted and a Notarized Affidavit to this effect shall be submitted by the intending bidders.
- 17) Authority reserves the right to accept/reject any bids. The Lowest rate may not be compulsorily acceptable and the Authority also reserves the right to take decision in this regard.

Bids will be received up to 02.00 PM of 24/02/2026 (Tuesday) and will be opened at 3.00 PM of the same day. The tender box will be available in the Ground Floor (in front of Room No. 51, Election Branch, Udalguri). The interested bidders or their authorized representatives are requested to be present while opening the tender.

Enclosed : List of items (Annexure A)


District Commissioner as
District Election Officer
Udalguri.

Memo No. No. UEL-03/AE-2026/03-A
Copy to :-

Dated Udalguri, the 02nd February, 2026

1. The CEO, Assam for kind information.
2. The Circle Officers (Udalguri/Khoirabari/Harisinga/Mazbat Rev. Circle) for kind information with a request to publish in their notice board.
4. The Block Development Officers (Udalguri/Rowta/Bhergaon/Mazbat/Khoirabari/Kalaigaon Dev. Block) for kind information with a request to publish in their notice board.
5. The DIPRO, Udalguri. He shall give wide publicity of the above Notice through local media / news paper etc.
6. Office file.


District Commissioner as
District Election Officer
Udalguri.

List of items for supply of refreshment:

Sl No	Name of the Item's	Qty	Rate in INR (Including all Taxes)	
			in Figure	in Words
1	2	3	4	5
1	Vegetable Meal – Rice, Dal, Mix Veg., 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		
8	3 Pieces of Puri, Sabji, Boiled egg, Mixed Pickle	Per plate		
9	3 Pieces of Puri, Sabji, Banana, Mixed Pickle	Per plate		
10	Bread, Butter, Banana, Boiled egg	Per plate		
11	Bread, Fruit Jam, Banana, Dry Sweet	Per plate		
12	2 pieces of Roti, Sabji, Boiled egg, Mixed Pickle	Per plate		
13	Banana (Jahaji)	Per Dozen		
14	Rasgolla– Regular size	per pc		
15	Lalmohan– Regular size	per pc		
16	Kalakan– Regular size	per pc		
17	Kaju Barfi– Regular size	per pc		
18	Cake– Regular size	per pc		
19	Sweet Dahi	per 200 Gm		
20	Singara/ Kachori/ Aloo Chop/ Bread Chop/ Veg Chop - Regular size	Per Pc		
21	Milk Tea	Per standard cup.		
22	Black Tea	Per standard cup.		
23	Black Coffee	Per standard cup.		
24	Milk Coffee	Per standard cup.		
25	Green Tea	Per standard cup.		
26	Milk Tea with Biscuit	Per standard cup.		
27	Black Tea with Biscuit	Per standard cup.		

28	Coffee with Biscuit	Per standard cup.		
29	Green Tea with Biscuit	Per standard cup.		
30	Almonds	Per 100 Gm		
31	Cashew	Per 100 Gm		
32	Dates	Per 100 Gm		
33	Kismis	Per 100 Gm		
34	Mixed Dry Fruits/Nuts	Per 100 Gm		
35	Bakery Biscuit -Small Size	Per piece		
36	Bakery Biscuit- Medium Size	Per piece		
37	Veg Fried Rice (Half)	Per Plate		
38	Veg Fried Rice (Full)	Per Plate		
39	Egg Fried Rice (Half)	Per Plate		
40	Egg Fried Rice (Full)	Per Plate		
41	Chicken Fried Rice (Half)	Per Plate		
42	Chicken Fried Rice (Full)	Per Plate		
43	Chicken Biryani (Half)	Per Plate		
44	Chicken Biryani (Full)	Per Plate		
45	Veg Roll	Per Piece.		
46	Egg Roll	Per Piece.		
47	Chicken Roll	Per Piece.		
48	Veg Momo (5 piece)	Per Plate		
49	Chicken Momo (5 piece)	Per Plate		
50	Veg Chow (Half)	Per Plate		
51	Veg Chow (Full)	Per Plate		
52	Egg Chow (Half)	Per Plate		
53	Egg Chow (Full)	Per Plate		
54	Chicken Chow (Half)	Per Plate		
55	Chicken Chow (Full)	Per Plate		
56	One Plain Paratha with Sabjee	Per Plate		
57	Paneer item (Half)	Per Plate		
58	Paneer item (Full)	Per Plate		
59	Packaged drinking water 750 ml.	Per Bottle		
60	Packaged drinking water 1 ltr.	Per Bottle		
61	Packaged drinking water 5 ltr.	Per Bottle		
62	20 ltr reusable water jar	Per Jar		