



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER, JORHAT
(ELECTION BRANCH)

Dated Jorhat the 8th January'2026

No. JEL/Tender/2025-26/

Notice Inviting Tender

Sealed quotations affixing court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paise) only are hereby invited from the **experienced catering firm/ hotel and Restaurant owners** for supply of following food items in connection with upcoming Assembly Election 2026 with the following terms and conditions. The quotation will be received by the undersigned **upto 4:00 PM on 02/02/2026** and will be opened on the same date at 5:00 PM in presence of the quotationer or their authorized representatives in **the Chamber of Election Officer, Jorhat.**

(A) FOR LIGHT REFRESHMENT: -

Sl. No.	Name / Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Tea with two nos. (sweeten/salted) biscuits 120 ml	Per cup	
2	Coffee (Black/Milk) 200 ml	Per Cup	
3	Red Tea/Green Tea 120 ml	Per cup	
4	Tea with milk 120 ml	Per cup	
5	Samosa	Per Piece	
6	Kachori	Per Piece	
7	Burger	Per Piece	
8	Sandwich	Per Piece	
9	Sweets :-		
	a. Kalakand	Per Piece	
	b. Lalmohan	Per Piece	
	c. Kaju Barfi	Per Piece	
	d. Rosgola	Per Piece	
	e. Dhokla	Per Piece	
10	Rolls: -		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
11	Chowmin:-		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
12	Fried Rice		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
	d. Paneer	Per Plate	
13	Paratha & Sabji	Per Plate	
14	Puri/ Roti- 4 pieces & sabji	Per Plate	
15	Packet breakfast (2 Pieces Bread with butter, One boiled Egg, one banana, one sweet)	Per Packet	
16	Chicken dry fry/ Chicken Butter Masala/Chilly Chicken (atleast 6 pcs per plate)	Per Plate	
17	Mutton Fry/Masala (atleast 6 pcs per plate)	Per Plate	
18	Fish Fry (medium size)/Small fish fry	Per Plate	
19	Naan Plain/Butter	Per Pcs	
20	Plain Roti/Tandori Roti	Per Pcs	
21	Paneer Mattar/ Paneer Masala/ Kadai Paneer	Per Plate	
22	Jeera Rice	Per Plate	
23	Mixed Veg.	Per Plate	
24	Plain Dal/ Dal Fry/ Dal Tarka	Per Plate	
25	Dal Makhni	Per Plate	
26	Green Salad/ Onion Salad/ Mixed Salad	Per Plate	

(B) FOR MEAL

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Vegetable Meal - Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/pitika.	Per Meal	
2	Non-Vegetable Meal(Fish) - Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/pitika, Fish Curry (Medium size)	Per Meal	
3	Non-Vegetable Meal(Chicken) - Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/pitika, Chicken Curry (minimum four pieces medium size)	Per Meal	
4	Non-Vegetable Meal (Mutton) - Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/pitika, Mutton Curry (minimum four pieces medium size)	Per Meal	

(C) PACKAGED BOTTLED

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 750 Ml.	Per Bottle	
3	Packaged drinking water 1Ltr.	Per Botle	
4	Packaged drinking water 2Ltrs.	Per Botle	
5	Packaged drinking water 5Ltrs.	Per Bottle	
6	Mineral water Jar with dispenser 20 Ltrs.	Per Jar	

(D) MISCELLANEOUS ITEMS

Sl. No.	Name/Items to be supplied	Quantity	Rate in Rupees (including all taxes)
1	Disposable Glass (Standard)	Per 1000 pcs.	
2	Disposable Plate (Standard)	Per 1000 pcs.	
3	Disposable Glass (Best quality)	Per 1000 pcs.	
4	Disposable Plate (Best quality)	Per 1000 pcs.	
5	Compartment Meal Plate	Per No.	

(E) 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.	

The catering firm/ hotel have to make food arrangement for approximate maximum of 8000 persons. However, the number is just an estimate and there is every chance of increasing or decreasing of the given number.

Terms and conditions: -

1. The nature/ quantum of food items for supply will be at the discretion of DEO, Jorhat. Further issuance of supply order will be only in the event of essentiality as decided by this office and

- more 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 DEO, Jorhat 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 DEO, Jorhat reserves the right to procure food items from the sources.
 3. The rates should be quoted inclusive of GST or any other taxes.
 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 disposable glass, spoon, plate & napkin etc.
 6. Quality of food must be good which will have random test by Inspector of Food. Any quality compromise by the catering firm/hotel & Restaurant owner will be viewed seriously.
 7. Transportation cost in and around Jorhat 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 this office.
 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 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. Caterer/ supplier should have a valid registration No. of GST.
 11. The payment will be made whenever fund received from the Govt.
 12. The quotationer must attach the photo copy of Registration Certificate, GST Registration Certificate, PAN Card, Trade License from MB and Bank Account Number with the Quotation.
 13. Other documents to be furnished along with rate.
 - i) GST return for the last 2 years including last quarter.
 - ii) IT return for the last 1 (one) Financial Year including last quarter.
 - iii) Similar earlier experience, if any.
 14. Earnest money Rs. 10,000/- are to be deposited in Bank Draft pledged in favour of District Election Officer, Jorhat. Earnest money, in case of unsuccessful tenderer 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. The details of the items can be collected from the Election Office, Jorhat during office hour.
 16. The experienced firms under Jorhat District should be preferred considering election urgency.

[Signature]
District Commissioner &
District Election Officer
Jorhat

Dated Jorhat the 8th January'2026

Memo No. JEL/Tender/2025-26/
Copy to:-

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The Addl. District Commissioner (E), Jorhat for information and necessary action.
3. The Election Officer, Jorhat for information.
4. The DIPRO, Jorhat. He is requested to publish the same in daily newspapers.
5. Notice Board of DC office, Jorhat.

[Signature]
District Commissioner &
District Election Officer
Jorhat