




GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER :: NALBARI
03624-220496 (O) / 220218 (R) – 220469 / 220371 (F)
Email : deo-nalbari@nic.in

NOTICE INVITING QUOTATION

Sealed quotation affixing Non- refundable Court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are hereby invited from the intending Firms / Parties under Nalbari district for supply of food items as per list enclosed in connection with conduct of ensuing Assembly Election, 2026 under the following terms and conditions. The last date for submission of quotation is 3.00 PM of 24/02/ 2026 and the same would be opened on the same day at 4.00 PM in presence of the quotationers or their authorized representatives. The list of food items may be collected from the Election Officer, Nalbari during office hours or downloaded from the district website www.nalbari.assam.gov.in

TERMS AND CONDITIONS :-

1. The Quotationers must attach the self attested copies of firm registration Certificate alongwith the quotation.
2. Self attested photocopy of last three years Income Tax return certificate must be submitted alongwith the quotation.
3. Self attested photocopy of up-to-date GST Registration certificate must be submitted alongwith the quotation.
4. Self attested photocopy of Trade License must be submitted alongwith the quotation.
5. Self attested photocopy of PAN Card must be submitted alongwith the quotation.
6. Bank Account No. in the name of the Firm and IFS Code & Bank Branch Name must be indicated with the quotation. Photocopy of 1st page of Bank Pass Book or copy of cancelled cheque are to be submitted along with the quotation where in the IFS code is mentioned.
7. The Quotationer will have to deposit an amount of Rs. 50,000/- (Rupees fifty thousand) only as Earnest Money Deposit (EMD) vide DD/FD/Call Deposit/Bankers cheque etc. in favour of the District Election Officer, Nalbari.
8. The Quotationers should be well experienced. Documents of past experience of similar nature of works should be enclosed with quotation.
9. All documents should be signed by the Quotationers. The Technical Bid and Financial Bid should be sealed in separate cover. Both the Technical Bid and Financial Bid should then be put in a single outer cover.
10. The authority shall have the right to accept or reject any or all item(s) without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.
11. No advance payment will be made. The payment shall be made after election process is over when required fund will be provided by the Election Department, Dispur.
12. The authority shall not be bound to accept the lowest quoted rates and rates accepted shall not be changer under any circumstances.
13. The rates should be inclusive of all taxes for delivery the food items.
14. The selected quotationer is bound to supply standard and good quality / hygienic food items.
15. The selected quotationer must arrange sufficient manpower for cooking and service to the polling personnel and other employees engaged in the election related works. No separate charge will be entitled for labour and distribution.
16. Neat and clean disposable utensils to serve food items must be arranged by the selected quotationer.
17. The selected quotationer will be liable for cleaning the refreshment area after completion of the works.
18. The District Election Officer, Nalbari has the right to accept or reject any or all quotationers without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.
19. Parallel rate contract method will be followed for the process of empanelment.
20. Discretionary power of the authority regarding the supply order to be issued.



District Election Officer,
Nalbari.

Date- 12.02.2026

Memo No. NEL- 01/ 2026/ 5- A

Copy to :-

1. The Chief Electoral Officer, Assam for kind information.
2. The DI&PRO, Nalbari for wide publicity through well circulated News Paper.
3. The DIO, NIC, Nalbari for publication of the said quotation notice in the District website.
4. Office Notice Board.


District Election Officer,
Nalbari.