



GOVERNMENT OF ASSAM

OFFICE OF DISTRICT ELECTION OFFICER :: BAKSA :: MUSHALPUR

No.BEL-05/2026/ALA/NIT/03

Date. 19/02/2026

Name of work: Refreshment & Food

BIDS TO BE SUBMITTED ONLINE/OFFLINE ON OR BEFORE 3.00 PM OF 02/03/2026

Contact details:

Particulars	Telephone	Email
District Election Officer, Baksa District	03624-234556/234524	deo-baksa@nic.in

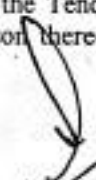
The District Election Officer, Baksa District, hereinafter call DEO or Procuring Entity invites sealed tenders affixing Court Fee Stamp of Rs.8.25 (Rupees Eight and Twenty-Five paise only) from interested and eligible bidders For Refreshment/Food items. The Technical and Financial Bids should be separately sealed and put in the main sealed tender submission envelope by the bidder. The schedule of the tender is as follows:

Sl. No	Event	Date	Time
1	Tender Publish Date	19/02/2026	1.00 PM
2	Last Date of Submission of Bids	02/03/2026	2.00 PM
3	Opening of Tender (Technical)	02/03/2026	3.00 PM
4	Financial Bid Opening	02/03/2026	3.30 PM

Pre-bid queries are not allowed for this Tender. The interested bidders should go through the clauses and instructions of the tender document thoroughly.

All bidders are required to pay a non-refundable bid processing fee of Rs. 1000/- (Rupees One Thousand only) and Bid Security / EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) vide BEL-05/2026/ALA/NIT/03 Date. 19/02/2026.


The DEO reserves the right to revise or amend the notice and or the Tender Document, fully or partly. Right to reject any or all offers without assigning any reason thereof is reserved with the DEO.


20/02/2026
District Commissioner &
District Election Officer
Baksa, Mushalpur
Date. 19/02/2026

Memo No.BEL-05/2026/ALA/NIT/03-A

Copy to-

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The Addl. District Commissioner(Election),Baksa for information.
3. The DIPRO, Baksa, Mushalpur for information and wide publicity.
4. The DIO, NIC, Baksa for information and necessary action.
5. Notice Board.


20/02/2026
District Commissioner &
District Election Officer
Baksa, Mushalpur

TERMS OF REFERENCE

1. INSTRUCTIONS TO BIDDERS

1.1 General Provisions

1.1.1 *About the TENDER process, what is the TENDER system used. The DEO may be assigned as the Procuring Entity for rest of the document in this part.*

1.1.2 Corrupt and Fraudulent Practices

The Procuring Entity requires compliance on the bidder's part with Government of Assam's Public Procurement Rules, 2020 in regard to corrupt and fraudulent/prohibited practices as set forth in this proposal.

1.1.3 Conflict of Interest: The bidder is required to provide professional, objective, and impartial services, at all times holding the interests of Procuring Entity paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The bidder has an obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its capacity to serve the best interest of the Procuring Entity. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract and/or sanctions by the Government.

1.1.4 In preparing the Proposal, bidders are expected to examine the TENDER document in detail. Material deficiencies in providing the information requested in the TENDER document may result in rejection of the Proposal.

1.1.5 Any attempt by the bidders or anyone on behalf of the bidders to influence the Procuring Entity improperly, in the evaluation of the proposals or selection decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Government sanctions procedures.

1.1.6 Notwithstanding the above provisions, from the time of the Proposal's opening to the time of selection notification, if the bidder intends to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing.

1.1.7 Bidders shall upload all the necessary documents along with the Technical and Financial Bids before the last date & time for submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.

1.1.8 Joint Ventures / Consortiums of maximum of two (2) bidders are allowed. One of the Partners shall be designated as the Lead Bidder and both partners must have all statutory documents like Certificate of incorporation / Firm registration / Trade License, PAN & GSTN and must be in existence in the last three financial years i.e FY 2022-23, 2023-24, 2024-25. The Lead Partner must be from the relevant field of work for which this TENDER is floated. Joint Venture / Consortium Agreement clearly mentioning both parties and specifying the Lead Bidder is to be submitted in such cases.

Or

Joint Ventures / Consortiums are not allowed for this TENDER.

1.1.9 Bidders shall furnish the required information on their technical proposal in the enclosed formats only. Any deviations in format or if the proper information is not provided, the TENDER will be liable for rejection.

1.1.10 Procuring Entity may seek further clarification, if required, while evaluating the proposal.

1.1.11 The technical/Financial bid opening dates and time are as stated in the bid document.

1.1.12 The bidders /individuals working with the bidder should not share any data related to this work with any Individual/ Organization without explicit approval of Procuring Entity.

1.1.13 The bidders should ensure and take all required measures to protect the Data Privacy, Data Confidentiality and Data Security for this specific assignment.

1.1.14 Disqualification: The Procuring Entity may at its sole discretion and at any time during the evaluation of TENDER, disqualify any bidder, if the bidder:

- a) Submits the bid after the response deadline.
- b) Submits hard copy of Financial Bid.
- c) Makes misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- d) Submits more than one bid having common Directors / Partners. This will render the bids of both parties liable for rejection.
- e) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
- f) Submitted a bid that is not accompanied by required documentation or is non-responsive.
- g) Failed to provide clarification related thereto, when sought
- h) Was declared ineligible/blacklisted by any State/UT/Central Government or their agencies.
- i) Tried to influence the evaluation process either directly or indirectly.
- j) Any other reason deemed fit for rejection by the Procuring Entity.

1.1.15 Disclaimer

- a) The information submitted in response to this TENDER may be subjected to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.
- b) This is not to be considered as a commitment by the Procuring Entity to contract for services. Please be advised that the Procuring Entity will not pay for any information provided as a result of this invitation and will not recognize or reimburse any costs associated with any bid submission.
- c) This TENDER does not entail any commitment on the part of the Procuring Entity, either financial or otherwise.
- d) Submission of TENDER documents does not create any obligation on the part of Procuring Entity in terms of providing business or in any other area.
- e) This TENDER is not an agreement and is neither an offer nor invitation by the Procuring Entity to the prospective Bidders or any other person.

1.1.16 Bid Processing Fee: The bidder has to remit a non-refundable fee of Rs. 1000/- (Rupees One Thousand only), through Bank Draft in the name of District Election Officer, Baksa, Mushalpur.

1.1.17 Earnest Money Deposit (EMD): An amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) has been fixed as Earnest Money Deposit (EMD) payable through Bank Draft in the name of District Election Officer, Baksa, Mushalpur,

- a) Bidder shall submit Bid Processing Fee & EMD along with the bid & non-submission of specified EMD shall be one of the primary reasons for rejection of the offer in the first round.
- b) EMD of unsuccessful bidder will be discharged/ returned promptly.
- c) The selected bidder's EMDs shall be released upon the bidder signing the contract and submission of Performance Guarantee / Empanelment Fees.
- d) No interest will be paid for the EMD submitted.

1.1.18 The EMD will be forfeited, if a bidder:

- a) Misrepresents facts or submit fabricated/ forged/ tampered/ altered / manipulated documents during the TENDER process.
- b) Withdraws its bid after the opening of bid.

1.1.21 Location: Supplies have to be made to locations within the election District

1.1.22 Allotment of Work: Work will be allotted to selected bidders by Procuring Entity

1.1.23 Termination:

- a) Termination for default: The Procuring Entity, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the bidder, terminate the empanelment in whole or in part, if the bidder fails to deliver any or all of the goods and services or fails to perform any other contractual obligation(s) within the time period specified in the work order, or within any extension thereof granted by the Procuring Entity.
- b) The Procuring Entity reserves the right to terminate the empanelment in whole or in part without assigning any reason by giving a notice of 15 days to the bidder at any point of time during the period of contract.
- c) The Procuring Entity reserves the right to cancel the TENDER and annul the bidding process at any point of time assigning any reason.

1.1.24 Execution of Assignments

The selected bidder(s) shall have to execute the work within the stipulated period as mentioned in the Work Orders.

- a) In case of emergency, however the limit may be changed by Procuring Entity.
- b) In case of non- execution of work within the stipulated time period, the Procuring Entity shall impose Liquidated Damage (LD) charges as per the bid conditions specified in clause 1.1.26.d.

1.1.25 Payment:

- a) Payment will be made by the Work Order issuing authority i.e. Procuring Entity
- b) No advance payments towards cost of items will be made to the bidder.
- c) The original invoice submitted shall be in the name of Work Order issuing authority i.e. Procuring Entity.
- d) Payment will be made after the completion of the work packages as per work order.
- e) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the empaneled bidder at rates as notified from time to time.

1.1.26 Penalties for Non-performance: The penalties to be imposed at any stage under this bid are:

- a) Imposition of liquidated damages, forfeiture of performance security, cancellation of work order, termination of the contract and de-recognition / debarment of the bidder / supplier.
- b) Failure to produce the requisite certificates after claiming to possess such certificates or concealment or misrepresentation of facts will not only lead to rejection of bid / termination of

contract and/or may lead to forfeiture of EMD / Performance Security as well as result in de-recognition/ debarment of the bidder.

- c) The penalties to be imposed on the bidder, at any stage, will be decided on the basis of the violations of number of bid conditions specifically mentioned in the bid document as that leading to forfeiture of EMD / Performance Security or leading to de-recognition/debarment.

2. SCOPE OF WORK

2.1 Scope of Work: The scope of work will be supply of Refreshment/food items on per day basis as specified in the BoQ under rate/parallel rate contract. Herein, per day means per Calendar Day.

2.2 Supply of Refreshment Periods: Supply of the refreshment specified in the BoQ shall be done for Election related work only and the period/length of supplying shall depend on the need of the refreshment for Election related work.

- 1) For refreshment required for Preparation of election/Trainings/ Poll Day / Poll Day activities, supplying shall be done after announcement of polls and shall be discontinued on or before the last day of the month of counting as per need / requirement.
- 2) For refreshment required for office works related to preparation of Election, supplying may be done in the month of February 2026 till the last day of the month of counting as per need / requirement.
- 3) In case of Urgent / Unforeseen needs DEOs shall decide on the period of supplying.

3. MINIMUM ELIGIBILITY CRITERIA

The agencies submitting their proposals must meet the following minimum eligibility criteria for financial bid opening:

1. Minimum Eligibility for Financial Bid opening:

Sl.No	Eligibility Criteria	Documents Required
1	The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31 st March, 2025. The Legal Entity must have GST Registration for Assam	# Trade License issued in Assam. # GST registration for Assam # PAN
2	Average Annual Turnover of minimum Rs.40,00,000.00 (Rupees Forty 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	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. 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.

2. The Procuring Entity reserves the right to disqualify a bidder who does not satisfy any of the above eligibility criteria and the Election Department's decision in this regard will be final.
3. Even if a bidder satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- i. Made a false representation in the forms, statements and attachments required in the documents for this TENDER.
- ii. A record of poor performance such as abandoning work, not properly completing contracts, financial failures or delayed completion.
- iii. Been convicted by any Court of Law.
- iv. Been blacklisted by any Government Departments/ Agencies/ Ministries or PSU.
- v. Submitted hard copy of Financial Bid.

4. AMENDMENT OF TENDER DOCUMENTS

4.1 Before the deadline for submission of Bids the Procuring Entity may modify the TENDER documents by issuing addendum / corrigendum.

4.2 Any addendum / corrigendum thus issued shall be part of the TENDER documents.

4.3 To give prospective Bidders reasonable time in which to take an addendum / corrigendum into account in preparing their Bids, the Procuring Entity may extend as necessary the deadline for submission of Bids.

5. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. LANGUAGE OF THE BID

The Bid, as well as all the correspondences and documents relating to the Bid exchanged by the Bidder and Procuring Entity, shall be written in the English language only. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

7. PREPARATION OF TENDER / BID DOCUMENTS

7.1 The Bids comprise of Technical Submissions and Financial Bid and shall contain the documents as follows:

- a) Technical Submissions: The Bidder would provide all the information as per Clause 7.2 below. The Procuring Entity would evaluate only those Proposals that are received in the required format and are complete in all respects. All the documents as mentioned under Clause No.7.2 must be properly filled up and self-attested.
- b) Financial Bid. The Financial Bid is to be submitted through *online/offline* mode (as decided by DEOs).

7.2 Key Submissions: Documents to be submitted are as follows -

- a) Annexures 1 through 6
- b) Bid Processing Fee & EMD
- c) Self-attested copies of
 - i. PAN
 - ii. GSTIN with GST paid certificate
 - iii. Trade License
- d) Copy of CA certified Turnover Certificate with UDIN for the last three financial years.
- e) Necessary Experience Certificate as per afore-mentioned clauses.
- f) Bidder Credentials

- g) All documents submitted by bidder must bear the sign & seal of the Authorized Signatory of the bidder.

8. ALTERNATIVE QUOTATIONS

Alternative Quotations shall not be considered.

9. BID PRICES

9.1 The prices quoted by the Bidder in the Rate Schedule (BoQ) shall conform to the requirements specified below.

- a) The bidders have to quote for all the items mentioned in the BoQ, otherwise, their offer shall be disqualified.
- b) The prices quoted by the Bidder shall be fixed and shall not be changed for the entire duration of the proposal validity period / signed contract.
- c) All duties, taxes, and other levies, **except Goods and Services Tax (GST)**, payable by the Bidder under the Contract shall be included in the rates in Rate Schedule submitted by the Bidder.

9.2 Tie Bidders: If two or more bidders are ranked in the same position as per the evaluation criteria of this TENDER then the ranking/position of the bidders shall be determined as per their average annual turnover for the last 03 (three) financial years submitted as part of the TENDER. The bidder having highest average annual turnover shall be ranked higher in comparison to the other tied bidders. This methodology shall be used in every scenario for tie – breaking purposes.

9.3 Abnormally Low and High Rates: During the Financial Evaluation of the item-wise rates quoted by the bidders, un-justified variations if found may invite either disqualification or negotiation. If the obtained lowest rates are found to be abnormally high, the Procuring Entity may invite the concerned bidders for negotiations and the Procuring Entity will accept only those negotiated rates, which seems to be justified. In this regard, approved rates of other line Departments/ Government of Assam / Government of India may be taken into consideration. If the bidder fails to justify/comes in mutual agreement during invitation for negotiation the Procuring Entity may reject such bids. If the obtained lowest rates are found to be abnormally low, the Procuring Entity may place such rates before the duly constituted evaluation committee of Procuring Entity. After examination as per the resolution of the committee, the bidder may be asked to justify their quoted rates or such rates may be rejected directly. The decision of the committee in this regard shall be final and conclusive. No claims whatsoever will be entertained in this regard.

10. CURRENCY OF QUOTATION AND PAYMENT

The currency of the Bid and Payment shall be in Indian Rupees (INR) only.

11. PROPOSAL VALIDITY

11.1 The Proposal shall remain valid for a period not less than 180 days from the Date of Technical Bid Opening (Proposal Validity Period). Procuring Entity reserves the right to reject any Bid, which does not meet this requirement.

11.2 In exceptional circumstances, prior to expiry of the original time limit, the Procuring Entity may request that the Bidder may extend the period of validity for a specified additional period. The request and the Bidder's responses shall be made in writing. A Bidder may refuse the request without forfeiting his/her earnest money deposit. A Bidder agreeing to the request will not be required or permitted to modify his/her Bids.

12. SUBMISSION OF BIDS

12.1 The Technical Bid Document shall contain no interlineations or overwriting, except as and when necessary to correct errors made by the Bidder themselves. The person who signed the proposal must initial such corrections.

12.2 The authorized representative of the Bidder shall sign (with seal) all pages of the Technical Proposals in the TENDER document.

12.3 The authorized representative of the Bidder shall sign (with seal) the complete TENDER Document as agreement to all terms of the TENDER and upload the same along with other technical submissions.

13. MODIFICATION OF BIDS

Once the Bid is submitted, the bidders are not allowed to modify any parts of their Bids.

14. CONDITIONAL BIDS

Conditional bids will be rejected.

15. REQUEST FOR PROPOSAL (TENDER) OPENING

The Procuring Entity shall open the of TENDER (Financial Proposal) document for those Bids that are found to be responsive and meeting the Minimum Eligibility as provided in Clause 3 and its sub-clauses and undertake financial evaluation to determine the successful Bidder. The Procuring Entity shall intimate date and time of Financial bid opening to responsive and technically qualified bidders. *The Financial Bid opening shall be done as per date and time mentioned.*

16. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and comparison of TENDERS and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Procuring Entity's processing of TENDERS or award decisions may result in the rejection of their Bid.

17. CLARIFICATIONS

To facilitate evaluation of Bids, the Procuring Entity may, at its sole discretion, seek clarifications in writing from any Bidder.

18. EVALUATION PROCESS

All bids will be evaluated as per the following criteria:

18.1 Procuring Entity shall open Technical submissions of all Proposals and evaluate for Minimum Eligibility as per Clause 3.

18.2. Only those bids that are found to have met the Minimum Eligibility Criteria shall be eligible for Financial Bid Opening.

18.3. Procuring Entity will notify the list of Bidders meeting the Minimum Eligibility Criteria and will notify the date and time of Financial Bid opening.

18.4 L1 price of each line item without GST will be considered as the rate for empanelment.

18.5 For Financial evaluation Comparative Statement on the basis of the price quoted by different technically responsive Bidders in the Financial Bid shall be followed.

19. METHOD OF SELECTION AND WORK ALLOTMENT

The bidder with the least grand total of unit prices offered excluding GST derived by summation of total unit price of all the items in the Bill of Quantities (BoQ) before GST shall be marked as the L1 Bidder and shall be invited to sign the contract with the Procuring Entity for the "Supply of Refreshment" work at the L1 bidder's rates. In case of election exigency and in case L1 bidder is not able to perform the allotted quantity of work, the Procuring Entity may allot work to L2 & L3 bidders at the identified rate of L1 bidder.

20. FORCE MAJEURE

20.1. If a selected bidder is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the Procuring Entity of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the bidder became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure. The Procuring Entity may terminate the contract, by giving a written notice of 15 days to the bidder, if as a result of Force Majeure, the bidder being unable to perform a material portion of the services for a period of more than 30 days.

20.2. The bidder shall, having given notice, may be at the sole discretion of Procuring Entity, excused performance of its obligations for so long as such Force Majeure prevents it from performing them.

20.3. Notwithstanding any other provision of this Section, Force Majeure shall not apply to obligations of Procuring Entity to make payments to the selected bidder under the Contract.

20.4. Notwithstanding the provisions of the TENDER, the Bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, to the extent that, its delays in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

21. SETTLEMENT OF DISPUTES

If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to Procuring Entity & whose decision shall be final and abided by all stakeholders.

22. JURISDICTION OF COURT

All legal proceedings, if necessity arises shall have to be lodged in courts situated in the State of Assam and not elsewhere by any of the parties

23. BILL OF QUANTITIES (BoQ)

{Bidders have to quote for all items in the BoQ}

Sl.no.	Items/Particulars	Qty.	Rate in Rs. (inclusive of all taxes)	
1.	Red Tea	Per Cup		
2.	Milk Tea	Per Cup		
3.	Milk	Per liter		
4.	Coffee	Per Cup		
5.	Red coffee	Per Cup		
6.	Lunch (non-veg) meat (Chicken)	Per plate		
7.	Lunch (non-veg) meat (Mutton)	Per plate		
8.	Lunch (non-veg) fish	Per plate		
9.	Lunch (veg)	Per plate		
10.	Dinner (veg)	Per plate		
11.	Dinner (non-veg) meat	Per plate		
12.	Dinner (non-veg) fish	Per plate		
13.	Veg. Roll	Per piece		
14.	Chicken Roll	Per piece		
15.	Egg Roll	Per piece		
16.	Chow chow (veg)	Per plate		
17.	Chow chow (Chicken)	Per plate		
18.	Chow chow (Egg)	Per plate		
19.	Mineral water 1/2 ltrs	Per bottle		
20.	Mineral water 1 ltrs	Per bottle		
21.	Water Cane 40 Liter	Per Cane		
22.	Veg. pulao	Per plate		
23.	Meat pulao	Per plate		
24.	Fried rice (veg)	Per plate		
25.	Fried rice (chicken)	Per plate		
26.	Rasgulla	Per Piece		
27.	Lal Mohan	Per Piece		
28.	Kachuri	Per Piece		
29.	Singara/Samosha	Per Piece		
30.	Kalakan	Per Piece		
31.	Cake	Per Piece		
32.	Omlet	Per Piece		
33.	Boiled Egg	Per Piece		
34.	Puri torkari	Per plate		
35.	Ruti sabji	Per plate		
36.	Paratha sabji	Per plate		
37.	Patties Sweet	Per piece		
38.	Veg. Patties	Per piece		
39.	Egg patties	Per piece		
40.	Chicken patties	Per piece		
41.	Refreshment drink (Fruity/Tropicana/ORS/)	Per 100 ml		
42.	Pokora/Cutlet/veg. chop	Per piece		
43.	Jellebi	Per piece		
44.	Curd (Doi)	Per Kg		
45.	Apple	Per Kg		
46.	Banana	Per piece		
47.	Dry fruits (Kaju/Almond/Khismis/Pista)	Per 100 Grm		
48.	Bread	Per Piece		
49.	Sandwich	Per Piece		
50.	Soft Drinks (Pepsi/Coco- Cola/Mirinda/Sprite)	Per 200 ML		
51.	Momo	Per plate	Veg :	Non Veg :

Meal per plate

52. Vegetarian

- 1. Rice
- 2. Mixed Dal
- 3. Salad
- 4. Panner Sabji
- 5. Mixed vegetable
- 6. Bhaji
- 7. Pickle (Achar)
- 8. Papad
- 9. Mineral Water ½ ltr

53. Vegetarian

- 1. Rice
- 2. Mixed Dal
- 3. Salad
- 4. Mixed vegetable
- 5. Bhaji
- 6. Pickle
- 7. Papad
- 8. Mineral water ½ ltr.

54. Non- Veg

- 1. Rice
- 2. Mixed dal
- 3. Mixed Vegetable dry
- 4. Meat
- 5. Pickle (Achar)/lemon
- 6. Papad
- 7. Mineral Water ½ ltr.

55. Non- Veg

- 1. Rice
- 2. Mixed dal
- 3. Mixed Vegetable dry
- 4. Fish
- 5. Pickle (Achar)/lemon
- 6. Papad
- 7. Mineral Water ½ ltr.

20/04/2026
District Commissioner as
District Election Officer,
Baksa, Mushalpur

19/04/2026

FORMATS

ANNEXURE-1

Covering Letter

(On the Letterhead of the Bidder)

To,

Date:

District Election Officer
Baksa District
Mushalpur-781372

Sub: Refreshment and Foods

Ref : TENDER No.

Dear Madam/Sir,

With reference to the above Tender, I/We would like to inform you that having examined the TENDER Document including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection.

We understand that DEO, Baksa District, Mushalpur reserves the right to reject any application without assigning any reason thereof. We confirm that our Proposal is valid for a period of 180 days from *(the date of technical Bid Opening)*.

Yours Faithfully,

(Signature of the Authorized Person)

Date: Seal:

Details of the Bidder
(On the Letter head of the Bidder)

1	Name of the Bidder/organization/Firm (In full in BLOCK LETTERS)	
2	Address of registered & Branch office.	
3	Address of Factory / Works	
4	Authorized Contact Person's Name and Designation	
5	Authorized Contact Person's Phone/Mobile Number and email id	
6	Year of Establishment	
7	PAN and GSTIN	
8	Experience in similar assignments. Total Years	
9	Notarized Affidavit for Non-Blacklisting by State/UT/Central Govt./PSU	Attached / Not Attached

(Signature of the Authorized Person)

Date:

Seal:

Notarized Affidavit of Non-Blacklisting

(On the Letter head of the Bidder)

To
District Election Officer
Baksa District
Mushalpur-781372

Sub : Certificate of Non-Blacklisting

Ref : TENDERNo.BEL.....

Sir,

In response to the TENDER reference noXX, datedXX, for IT & ELECTRONIC EQUIPMENT HIRING, I/We hereby declare that our bidder has never been blacklisted either indefinitely or for a particular period of time by any State/Central Government Department or Bidder/PSU.

I/We also declare that we fully understand that if this declaration is found to be incorrect then my/our bid may be summarily rejected without prejudice.

Thanking You

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal:

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

Name of Organization:		
Annual turnover for last three Financial Years: FY 2020-21, FY 2021-22 and FY 2022-23		
Sl.No	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.

Name of the Bidder

(Signature of the Authorized Person)

Date:

Seal:

DETAILS OF SIMILAR ASSIGNMENTS

(submit only for the period FY 2022-23 till Current FY)

(On the Letterhead of the Bidder)

Sl. No	Client Name and Address	Name of the Work	Year of the Work	Value of Work (in INR)

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

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal:

Documents Submission Checklist for Eligibility Criteria

Clause	Eligibility Criteria	Documents Required	Document Submitted (Yes/No)	Page No. (must)
3.1.1	<p>Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law.</p> <p>The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31st March, 2023.</p> <p>The Legal Entity must have GST Registration for Assam</p>	<p>Certificate of Incorporation /Registration /Trade License.</p> <p>Trade License issued in Assam.</p> <p>GST registration for Assam</p>		
3.1.2	Average Annual Turnover of minimum Rs. 40,00,000.00 (Rupees Forty 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.		
3.1.3	Must have executed at least 3 separate works of Supply of refreshment, services in the last 3 Financial years: 2022-23, 2023-24, 2024-25.	Copy of Purchase/Work Order/Work completion Certificate. The nature and volume of work should be clearly seen in these documents.		
3.1.4	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 FY 2024-25. 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.		

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal: