

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: SONITPUR :: TEZPUR
(CIRCUIT HOUSE MANAGEMENT COMMITTEE)

No.e-17800/2023

TENDER NOTICE

Sealed quotations affixing non refundable court fees stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are hereby invited from experience caterers for running the Canteen of Circuit House, Tezpur. The Circuit House is frequently visited by various State Guests / Judges of Hon'ble High Courts, State/Central level dignitaries, Government officials and people of Assam on tour, training or on transit in the town.

Interested Caterers/Persons having sound financial background and minimum 3(three) years experience in catering to Government establishments e.g. Hotels, Guest/Circuit Houses with sufficient knowledge of the local cuisines of Assam may apply. The last date of receiving shall be on 20-07-2026 up to 2:00 P.M. and will be opened on the same day at 03:00 P.M. in the presence of the Nazarat Officer, DC's Office, Tezpur & Finance and Accounts Officer, D.C.'s Office, Tezpur and applicants or their authorized representatives, if any willing to remain present at the time of opening of Bid documents.

TERMS AND CONDITIONS :-

1. Application should be addressed to the District Commissioner & Chairman, Circuit House Management Committee, Tezpur as **"APPLICATION FOR RUNNING OF THE CATERING SERVICE IN CIRCUIT HOUSE, TEZPUR"**
2. Interested persons/parties must quote their rates of each item as per the Menu Chart attached (Appendix-I).
3. The catering service will be provided to persons who are occupied/allotted the rooms of Circuit House only. Outsiders other than occupant of Circuit House are not allowed, without prior clearance by undersigned.
4. The contractor will engage Canteen staff over the age of 18 years only in accordance with labour laws.
5. The contractor will keep the Canteen neat and clean and hygienic.
6. The Contractor have to maintain sufficient stock of utensils/crockeries/plates etc to meet requirement for his day to day activities as well as during of VVIP/VIPs.
7. Other than VVIPs/VIPs, the Contractor will have to ensure services of food items to inmates/guests staying at Circuit House through his staffs.
8. During special occasions, refreshment tea, snacks, cold drinks, lunch, dinner etc to be served by the Canteen at reasonable rate fixed by the Circuit House Management Committee. The bill for such services provided by the Contractor will be submitted to Nazarat Branch for necessary payment subject to availability of fund.
9. The selected caterer/contractor shall have to install fire extinguisher in the Canteen as per requirement of Fire Brigade Services.
10. The Contractor should notify list of staff employees by him from time to time and get their identity card issued from Circuit House Management Committee.
11. The Contractor & his staff should adhere to the Security norms of Circuit House, Tezpur
12. The Contractor will have to keep the Canteen open from 6:00 a.m. to 10:30 p.m. from Monday to Sunday (Occasionally during VVIP visit the time for opening & closing of Canteen will be informed by the Nazarat Branch, DC's Office, Tezpur)
13. Water and Electricity will be provided by Circuit House Management Committee free of cost for serving food and other items.

14. Validity of the contract will be two years from the date of signing the Agreement to further continuation with the approval of the District Commissioner & Chairman, Circuit House Management Committee.
15. The Contractor is required to maintain one refrigerator/oven/toaster etc at own source in the canteen.
16. The Contractor will engage one his staff for Washing of utensils etc. on daily basis.
17. If the Contractor hand over the canteen before due time, the contractor will have to inform to the undersigned 1 (one) month ago and the second bidder will consider to take over the canteen.
18. The undersigned reserve the right to terminate the contract at any point of time after issuing maximum of 10(ten) days notice, without assigning any reason thereof. In such an eventuality, the contractor will hand over the premises in neat and clean condition after removing all its equipments/utensils/belonging on the expiry of notice period. No claims will be entertained thereafter.
19. The Tenderer will have to submit their (1) GST Regn No. (II) PAN Card (III) Bank Account details (IV) Mobile No (V) Food Safety License without which their application will not be considered.
20. Proper Format- one separate application either in plain paper or pad of the firm, likewise rate of food items should also be submitted either in plain paper or Pad of the firm without which their application will not be considered
21. **The Contractor will have to deposit an amount of Rs. 12,000/-(Rupees Twelve thousand) only every year to the Circuit House Management Committee account, as rent.**

Digitally signed by
ANANDA KUMAR DAS
Date: 01-07-2026
23:56:06

District Commissioner, Sonitpur, Tezpur
&
Chairman,
Circuit House Management Committee
Dated:- 4/07/2026

Memo No. e-17800/2023 -A

Copy forwarded for information & necessary action to :-

1. The Commissioner & Secretary to the Government of Assam, GAD, Dispur, Guwahati for favour of kind information.
2. All Members of Circuit House Management Committee, Tezpur
3. All Circle Officers of Sonitpur District. They are requested to display on their notice board.
4. The DIPRO, Tezpur with a request to make wide publicity of the above Tender notice through local electronic and print media, as News items
5. The DIO, NIC, Tezpur for uploading the above Tender notice in the District Administration website.
6. Notice Board, DC's Office, Tezpur

e-signed.

District Commissioner, Sonitpur, Tezpur
&
Chairman,
Circuit House Management Committee

LIST OF FOOD ITEMS

Sl. No	ITEMS	RATES (Rs.)
1	RED (LIQUOR) TEA & 2 PIECES OF MARRIE BISCUIT	
2	MILK TEA & 2 PIECES OF MARRIE BISCUIT	
3	COFFEE / GREEN TEA & 2 PIECES OF MARRIE BISCUIT	
4	BREAKFAST (3-PCS OF BREAD WITH BUTTER, OMELET (2 EGGS) + 1- BANANA WITH TEA	
5	BREAKFAST (PURI 4 PCS + SOBJI + BOILED EGG-1 + BANANA + TEA)	
6	BREAKFAST (CORN FLAKES -1 BOWL + MILK + BANANA+ TEA}	
7	OMELET – 2 EGGS	
8	VEG THALI (RICE OR CHAPPATI, + 2 NOS OF SEASONABLE SOBJI + DAL + BRINJAL/ POINTED GOURD FRY + PAPAD + PICKLE)	
9	SPECIAL VEG THALI (RICE OR CHAPPATI, + 2 NOS OF SEASONABLE SOBJI + DAL + MATAR/SAHI PANEER (FULL PLATE -6 PCS)+ BRINJAL/ POINTED GOURD FRY + ALU PITIKA OR BENGUN PITIKA + PAPAD + PICKLE + CURD + SWEET +SALAD	
10	FISH THALI (RICE OR CHAPPATI, + LOCAL BIG FISH CURRY(FULL PLATE 1 PCS)+ 2 NOS OF SEASONABLE SOBJI + DAL + PAPAD + PICKLE + SALAD)	
11	SPECIAL FISH THALI (RICE OR CHAPPATI, + LOCAL BIG FISH CURRY(ONE 1 PCS)+ SMALL FISH CURRY(3 PCS)+ 2 NOS OF SEASONABLE SOBJI + DAL + PAPAD + PICKLE + CURD + SWEET + SALAD)	
12	CHICKEN THALI (RICE OR CHAPPATI, + BROILER CHICKEN CURRY(FULL PLATE -4 PCS)+ + 2 NOS OF SEASONABLE SOBJI + DAL + PAPAD + PICKLE + SALAD)	
13	SPECIAL CHICKEN THALI (RICE OR CHAPPATI, + LOCAL CHICKEN CURRY(FULL PLATE-4 PCS)+ + 2 NOS OF SEASONABLE SOBJI + DAL + PAPAD + PICKLE + SALAD)	
14	MUTTON THALI (RICE OR CHAPPATI, + MUTTON CURRY(FULL PLATE-4 PCS)+ 2 NOS OF SEASONABLE SOBJI + DAL + PAPAD + PICKLE + SALAD)	
15	SPECIAL THALI (RICE OR CHAPPATI, + MUTTON CURRY(FULL PLATE-4 PCS)+LOCAL CHIKEN CURRY(FULL PLATE-4 PCS) + LOCAL BIG FISH CURRY(ONE PC) + SMALL FISH CURRY(FULL PLATE 6 PCS) + PANEER CURRY (FULL PLATE-6 PCS)+ ALU PITIKA OR BENGUN PITIKA+ 2 NOS OF SEASONABLE SOBJI +DHEKIA XAKOR SOBJI + DAL + BRINJAL FRY + PAPAD + PICKLE + CURD + SWEET+ SALAD)	
16	CURD (SWEET) 200 GRAM	
17	CURD (SOUR) 200 GRAM	
18	TAWA ROTI (PER PCS)	
19	FISH LOCAL FRY -1 PCS	
20	SMALL FISH FRY – (PER PLATE-4 PCS)	
21	CHICKEN (BROILER) DRY FRY - 4 PCS	
22	CHANA FRY (PER PLATE 100 GM)	
23	PACKED BISLERY/BAILEY WATER BOTTLES (2LTRS/ 1 LTR/ 500 ML AND 20 LTR JAR)	
24	SWEETS (KAJU BORFI –PER PC/ KALAKAN –PER PC/ ROSGULLA-PER PC / GULABJAMUN PER PCS)	
25	PANEER POKORA PER PLATE WITH SAUCE (6 PCS)	
26	VEG POKODA WITH SAUCE PER PLATE(06 PCS)	
27	ROASTED PAPAD PER PLATE (2 PCS)	

Digitally signed by
ANANDA KUMAR DAS

District Commissioner, Sonitpur, Tezpur

Date: 01/07/2026

23:55:42

&
Chairman,

Circuit House Management Committee