



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER ::: BAJALI  
মদন-ৰাউতানগৰ, পাঠশালা ; MADAN RAUTA NAGAR, PATHSALA.  
E-mail: dcbajali@gmail.com Tel: 03666-296999

No. BJRR-04/2025/1-4

Dated, Bajali the 7<sup>th</sup> March, 2025

## NOTICE INVITING QUOTATION

Sealed Quotation affixing non-refundable court stamp of Rs.8.25 (Rupees eight and twenty-five paise) are hereby invited from interested registered/licensed Firm/Traders/Wholesaler for supply of the items mentioned at Annexure - I & Annexure - II for Gratuitous Relief during flood/natural calamities/other disturbances for the year 2025-26 for Bajali District as per terms & conditions noted below. Quotations will be received up to **3.00 P.M. of 28/03/2025** and will be opened on the same day at **4 P.M.** in presence of the intending bidders or their authorized representative. The price should be quoted inclusive of Income Tax & GST Rate in figures and words. Bidders should mention their full addresses with contact number.

### TERMS & CONDITIONS: -

1. Supply of sub-standard item will invite termination of contract for the purpose for which it is quoted.
2. Rate for all the items should be quoted as per unit shown below against each item.
3. Delivery/construction of items must be done at the places to be mentioned in the supply order within the specified time.
4. Payment will be made subject to availability of fund in respective Head of Accounts.
5. Loading and unloading cost will not be entertained.
6. All disputes relating to this quotation shall be within the jurisdiction of Bajali District.
7. If the bidder does not respond properly or does not supply the material within 08 hours after receipt of supply order, the indent will be issued to the next bidder for a particular item at L-1 rate.
8. Unsealed quotations shall be summarily rejected.
9. The bidder must be a registered Firm. The date of registration and registration number should be quoted on the body of the tender.
10. An amount of Rs. 20,000.00 (Rupees twenty thousand) only as Earnest Security Deposit (ESD) in the form of Bank Draft in favour of the District Commissioner, Bajali has to be submitted by the bidders along with the quotation.
11. The following documents are required to be submitted with the application: -
  - a) Photo ID proof of the owner of the Firm
  - b) GST Registration
  - c) Bakijai clearance certificate
  - d) Trade License
  - e) Income Tax return assessment of last three years.
  - f) PAN Card
  - g) Bank A/C mandate form.
  - h) The Bidder should have a minimum of 03 years of experience in supply of GR items in Flood & other natural calamities under any district of Assam (supporting documents to be furnished).

12. The bidder will be required to deliver the relief items at various places of Bajali District during disaster. It is necessary to produce sample of every items listed in Annexure - I at the time of opening of tender by Bidder himself or his authorized representative.
13. The bidder should submit a notarized Affidavit in stamp paper mentioning that, if they are unable to supply items at quoted rate, they will forfeit their security deposit and will be blacklisted.
14. The registered Firms/Suppliers should submit a notarized Affidavit in stamp paper in writing to affect that it has not been blacklisted by Govt. of India/Govt. of Assam/Any other State Govt. Institutions/Undertaking and does not have any criminal cases against it.
15. The District Commissioner & Chairman, DDMA, Bajali reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason and without thereby incurring any liability to the affective bidder or bidders to office's action on any ground whatsoever. The documents submitted by tenderers shall not be returned.

The bidding documents can be collected from the DDMA Branch of the Office of the District Commissioner, Bajali from 07/03/2025 during office hours up to 28/03/2025.



District Commissioner  
-cum-  
Chairman, DDMA, Bajali

Dated, Bajali the 7<sup>th</sup> March, 2025

Memo No. BJRR-04/2025/1-4

Copy to:


1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Dispur for kind information.
2. The Circle Officer, Bajali/Sarupeta Revenue Circle. They are directed to hang the notice in the notice board of their respective offices for wide publicity.
3. The ADS, FPD & CA, Bajali for information.
4. D.I.P.R., Assam. He is requested to do the needful to publish the Quotation notice in two local daily newspapers at an early date and at preferably one in English and one in Assamese.
5. All Local Traders/ Suppliers/ Firms for information and necessary action.
6. Office Notice Board.



District Commissioner  
-cum-  
Chairman, DDMA, Bajali


**ANNEXURE-I**

SL. NO.	RELIEF MATERIALS/ ITEM	QUANTITY
1	Fine Rice (Fair/Average Quality)	Per quintal
2	Boiled Rice	Per quintal
3	Masur Dal (Big size)	Per quintal
4	Masur Dal (Small size)	Per quintal
5	Mustard Oil (Gopal/Anupam/Nivaz Brand)	Per litre
6	Salt (Iodized)	Per quintal
7	Jeggery (Good quality)	Per quintal
8	Sugar	Per quintal
9	Chira (Rice Flakes)	Per quintal
10	Candle (700 x 6)	Per packet (6 candles)
11	Match Box	Per packet (10 match box)
12	Biscuit (Marie Gold or equivalent brand)	Per packet
<b>BABY FOOD</b>		
13	Horlicks or equivalent	Per 500 gm packet
14	Baby Food like Nestum or Cerelac	Per 500 gm packet
<b>CATTLE FEED</b>		
15	Wheat Bran	Per quintal
16	Rice Bran	Per quintal
<b>OTHER RELIEF ITEMS</b>		
17	HDPE Tarpaulin sheet 12 feet x 12 feet (120 GSM)	Per piece
18	HDPE Tarpaulin sheet 12 feet x 15 feet (120 GSM)	Per piece
19	HDPE Tarpaulin sheet 15 feet x 15 feet (120 GSM)	Per piece
20	HDPE Tarpaulin sheet 14 feet x 18 feet (120 GSM)	Per piece
21	Polythene sheet (16 x 12) (Thickness 500 micron)	Per piece

  
District Commissioner  
-cum-  
Chairman, DDMA, Bajali

**ANNEXURE-II**

SL. NO.	RELIEF MATERIALS/ ITEM	QUANTITY
1	Plastic Bucket Best quality (16 ltrs. Capacity)	Per piece
2	Torch light (Big/Small size) Two cell & three Cell	Per piece
3	Hair Oil (10ml) Jasmine or equivalent brand	Per piece
4	Bathing Soap (100gm) Lifebuoy or equivalent brand	Per piece
5	Cleaning Soap (50gm)	Per piece
6	Mineral Water (500ml)	Per piece
7	Mosquito Net (Size 190 cms x 180 cms x 150 cms) (double)	Per piece
8	Blanket ( Single size)	Per piece
9	Sweater	Per piece
10	Cotton Saree ( Standard size & quality)	Per piece
11	Lungi (Standard size & quality)	Per piece
12	Gamocha (Standard size & quality)	Per piece
13	Ganji (Standard size & quality)	Per piece
14	Shawl (Good quality)	Per piece
15	Bleaching Powder	Per quintal
16	Phenyl (500l)	Per bottle
17	Antiseptic liquid (Dettol or equivalent brand)	Per bottle (60ml)
18	Mosquito Coil	Per packet
19	Mask 2ply	Per bundle
20	Mask 3ply	Per bundle
21	Mask N95	Per bundle
22	Hand Sanitizer 100 ML	Per piece
23	Hand Sanitizer 200 ML	Per piece
24	Hand Sanitizer 500 ML	Per piece
25	Hand Wash (Liquid)100 ML (Lifebuoy or equivalent brand)	Per piece
26	Hand Wash (Liquid)1200ML (Lifebuoy or equivalent brand)	Per piece
27	Hand Wash (Liquid) 500ML (Lifebuoy or equivalent brand)	Per piece
28	Sanitary Napkin (Stay Free or equivalent brand)	Per packet
<b>UTENSIL GRANT</b>		
29	a) Two stainless steel rice plate (stainless steel gauge-26 diameter 12 inches) b) Two steel bowls (minimum 10cm dia & 4cm height and heavy gauge) c) Two steel glasses (minimum 6 cm dia & 9 cm depth and heavy gauge) d) Two stainless steel ladle (heavy gauge) e) One aluminum Degchi (5 litre capacity) f) One aluminum saucepan (1 litre capacity) g) One aluminum kadai (1.25 litre capacity) h) One aluminum lid (Dhakna compatible with kadai)	Per set

  
 District Commissioner  
 -cum-  
 Chairman, DDMA, Bajali

