



GOVT. OF ASSAM

**OFFICE OF THE DISTRICT COMMISSIONER :: NAGAON**  
**(Relief & Disaster Management Branch)**  
**03672-236827(F), 230177(O) 238000 (O)**  
**email- [ddmanagaon@gmail.com](mailto:ddmanagaon@gmail.com)**

No. E 165183/214/2025/19

Date- /12/2025

**EMPANELMENT NOTICE**

In pursuance of Government guidelines and in connection with the Recovery & Reconstruction activities under the Post-Disaster Need Assessment (PDNA)-2022, the District Disaster Management Authority (DDMA), Nagaon, invites applications from APWD (Building) registered Contractors / Firms / Individuals/Vendors for empanelment to undertake repairing, renovation and reconstruction work of the 2022 flood-affected Schools, Anganwadi Centres (AWCs) and Hospitals under Nagaon District.

**Eligibility Criteria:**

1. The applicant must be a registered APWD Building contractor/vendor/firm/individual with valid registration.
2. **Must possess:**
  - Valid PAN
  - GST registration (Regular)
  - Trade License
  - Bank Account details
  - Necessary work experience of minimum 10 years and technical / financial competency certificates (where applicable)

**Scope of Empanelment:**

**The empanelment will be for undertaking works related to:**

- Structural repairing
- Renovation
- Reconstruction
- Other associated civil, electrical and allied works as per technical specifications and directions of the competent authority.

**Important Conditions:**

- Empanelment does not guarantee award of work.
- The works will be as per PDNA Guidelines funding limited to the highest ceiling as specified in the guidelines.
- Plan & estimate for the works will be prepared by the respective Dept.
- Execution will be implemented under strict supervision of the respective Dept. and bill and other documental works will be carried out by the Dept. & will submit to Relief & DM Branch for physical verification and further processing.
- All works shall be allocated as per prescribed procedure; availability of funds and priority of restoration works and subject to the approval of the District Implementation Committee.
- Execution of works shall strictly follow Government norms, technical specifications and approved estimates.
- Payments will be released subject to availability of Government funds, as and when received.
- PDNA norms are available in the NDMA / MHA website.

**Submission Timeline:**

Interested eligible applicants may submit their complete application in prescribed format along with Court Stamp Fee Rs. 8.25 & all necessary documents to Relief & DM Branch (Room No. 44) Office of the District Commissioner, Nagaon on or before **10/01/2026** during working hours (10:00 AM to 5:00 PM).

Application received after the deadline or found incomplete shall be summarily rejected.

For further details, applicants may contact the **Relief & DM Branch (Room No. 44)** O/o District Commissioner Nagaon during official working days or visit the notice section of the Nagaon District Administration website.

***e-Signed***  
**District Commissioner,**  
**Nagaon, Assam**

Memo No. **E 165183/214/2025/19** -A-

Copy to:

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & DM Department & CEO, ASDMA, Ancillary Block, Assam Secretariat, Dispur, Guwahati-6 for kind information.
2. The MD, SSA, Guwahati, Assam for kind information.
3. The Director, Health Services, Hengrabari, Guwahati for information.
4. The Director, W & CD, Guwahati Club, Guwahati for information.
5. The DMC, SSA, Nagaon, Assam.
6. The IS, NDC, Nagaon, Assam.
7. The DSWO, Nagaon, Assam.
8. The JDHS, Nagaon for information.
9. The DIO, NIC, Nagaon for information with a request to upload the notice along with form in the district website.
10. The DIPRO, Nagaon for information and necessary action with a request to publish the notice in 2 (two) local dailies of the district for wide dissemination of the notice.
11. Sr. Administrative Asstt. Relief & DM Branch, O/o D.C Nagaon for information with a direction to issue application form and also to maintain all necessary records accordingly.
12. All Office Notice Board (State Govt. Offices), Nagaon district for wide dissemination of the notice.

Digitally signed by  
DEVASHISH SHARMA  
Date: 02-01-2026  
12:23:31  
District Commissioner,  
Nagaon, Assam



**APPLICATION FORM FOR EMPANELMENT**  
**(For Repairing / Renovation / Reconstruction Works under PDNA-2022)**  
**District : Nagaon, Assam**

**1. GENERAL INFORMATION:**

Sl. No.	Particulars	Details (To be filled by Applicant)
1.	Name of the Applicant / Firm / Contractor	
2.	Type of Entity (Tick)	<input type="checkbox"/> Individual <input type="checkbox"/> Firm <input type="checkbox"/> Agency <input type="checkbox"/> Company
3.	Registration Category (Mandatory registration of PWD Building is required)	<input type="checkbox"/> APWD (Building) <input type="checkbox"/> CPWD <input type="checkbox"/> Other Govt. Registered Body
4.	Registration Number with Validity	Reg. No. _____ Valid up to : _____
5.	PAN No.	
6.	GST Registration No.	
7.	Udyam / MSME Registration No. (If applicable) (Not mandatory)	
8.	EPF / ESIC Registration (If Applicable)	

**2. COMMUNICATION DETAILS :**

Sl. No.	Particulars	Details
1.	Registration Office Address	
2.	Correspondence Address (If different)	
3.	Name of Authorized Contact Person	
4.	Mobile Number	
5.	Email ID	

**3. FINANCIAL DETAILS (LAST 3 YEARS)**

Financial Year	Annual Turnover (₹)	Profit / Loss
2021 – 22		
2022 – 23		
2023 – 24		

*(Attach copy of audited balance sheet/ITR acknowledgment)*

**4. WORK EXPERIENCE DETAILS**

Sl. No.	Natures of Work	Dept. / Organization	Year of Completion	Project Value (₹)	Status (Completed / Ongoing)

*(Attach Work Orders/Completion Certificates/Experience Certificate)*

**5. TECHNICAL RESOURCES (OPTIONAL)**

Sl. No.	Resource Type	Quantity	Remarks
1.	Skilled Manpower		
2.	Unskilled Manpower		
3.	Machinery / Tools / Equipment		

**6. DECLARATION:**

I, \_\_\_\_\_ hereby declare that :

- The information provided above is true to the best of my knowledge.
- I have read and agree to abide by the empanelment terms and conditions issued by **District Disaster Management Authority (DDMA), Nagaon.**
- I understand that empanelment **does not guarantee award of work**, and engagements will depend upon availability of funds and work requirements under **PDNA – 2022.**
- Any false information may lead to rejection / cancellation of empanelment.

**7. DOCUMENTS TO BE ATTACHED (Self – Attested)**

(Please tick)

Sl. No.	Required Document	Tick
1.	Contractor / Firm Registration Certificate	<input type="checkbox"/>
2.	PAN Card	<input type="checkbox"/>
3.	GST Registration Certificate	<input type="checkbox"/>
4.	Address Proof	<input type="checkbox"/>
5.	Bank Account Details with Cancelled Cheque	<input type="checkbox"/>
6.	Work Completion Certificates / Experience Certificate/ Work Orders	<input type="checkbox"/>
7.	Latest 3 Years ITR / Financial Statements / Financial Competency Certificate	<input type="checkbox"/>
8.	MSME / Udyam Registration (If applicable)	<input type="checkbox"/>
9.	Any other relevant document	<input type="checkbox"/>

(Signature of Applicant)

Name: .....

Designation (if applicable) : \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / 2025

Place : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Parameter	Status	Remarks
Document Verification	<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	
Empanelment Category (to be decided by the committee)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Approved / Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Validity of Empanelment	From: ...../...../ 2025 to ...../...../2027	
Signature of Screening Committee member (s)		
Date		