



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: NAGAON
(Relief & Disaster Management Branch)

No. DM-20/7/2025-DDM-NGN/4

Dated- 15-02-2025

Sealed Quotations affixing non-refundable court Fee Stamps of Rs 8.25 (Rupees Eight Twenty Five) only are hereby invited from the registered Govt. Manufacturer/ Distributors/ Suppliers /Reputed Firms for the supply of following items in connection with Relief works for the year 2025-26. The rate should be quoted against each item inclusive of all Taxes, Labour Charges and Transportation. The interested parties may submit quotation in the Tender Box at Room No.-9 (Ground Floor) of o/o District Commissioner i/c Relief & DM Branch, Nagaon during the office time only on or before 2:00 PM of 07-03-2025 which will be opened on 7th March at 3:00 PM at same place. No quotation submitted thereafter will be accepted under any circumstances.

Names of GR Item for quotation of rates –

Sl. No.	Item	Item Specification	Unit	Rate (in Rs.)
1	Rice	Grade-A rice	Per Qtls.	
		Common rice	Per Qtls.	
2	Masur Dal	Big	Per Qtls.	
		Medium	Per Qtls.	
		Small	Per Qtls.	
3	Salt	Iodized	Per Qtls.	
4	Mustard Oil	Good quality (1 ltr pouch)	Per piece	
		Good quality (1 ltr bottle)	Per piece	
		Good quality (500 ml pouch)	Per piece	
		Good quality (500 ml bottle)	Per piece	
5	Sugar	Good quality	Per Qtls.	
6	Tea leaves	Good quality	Per Kg.	
7	Rice Flakes (Chira)	Good quality Mill Chira	Per Qtls.	
8	Gur (Jaggery)	Good Quality	Per Qtls.	
9	Baby Food	Cerelac wheat (Big Pkt)	Per 500 gm	
		Cerelac wheat (Small Pkt)	Per 200 gm	
		Package Milk (Liquid)	Per 500 gm	
		Package Milk (Liquid)	Per 200 gm	
		Package Milk (Liquid)	Per 1 ltr.	
		Amul-spray (Powder Milk) (Big Pkt)	Per 500 gm	
		Amul-spray (Powder Milk) (Small Pkt)	Per 200 gm	
		Amulya (Powder Milk) (Big Pkt)	Per 500 gm	
		Amulya (Powder Milk) (Big Pkt)	Per 200 gm	
		Junior Horlicks (Big Pkt)	Per 500 gm	
		Junior Horlicks (Small Pkt)	Per 200 gm	
		Mothers Horlicks (Big Pkt)	Per 500 gm	
		Mothers Horlicks (Small Pkt)	Per 200 gm	
10	Biscuits	Big Pkt	Per 250 gm	
		Small Pkt	Per 45 gm	
11	ORS	Powder	Per pkt	
12	Hot Cooked Meal (Khichiri- Rice, Dal, Vegetable)	Good Quality (suitable for all age group) including disposable plate, glass and transportation.	Per thali (300 gm)	

13	Packed Cooked Food	Veg (Rice, dal, veg, water 1ltr)	Per pkt	
14	Packed Cooked Food	Non-veg (Rice, dal, veg, water 1ltr, non-veg item)	Per pkt	
15	Fire Wood	Fire Wood	Per Qtls.	
16	Drinking water	Package bottle	Per 500 ml.	
			Per 1 ltr.	
			Per 2 ltr.	
17	Wheat Bran	Good quality	Per Qtls.	
18	Rice Bran	Good quality	Per Qtls.	
19	Tarpaulin	Size 15'x12' (GSM 120)	Per Piece	
		Size 15'x12' (GSM 150)	Per Piece	
		Size 18'x12' (GSM 120)	Per Piece	
		Size 18'x12' (GSM 150)	Per Piece	
20	Torch Light with Battery	Eveready brand (5 Cell)	Per Piece	
21	Portable Search Light	Model- Sharp Shooter (1 Km range)	Per Piece	
22	Portable Solar Lamp	Good Quality (6 hrs backup)	Per piece	
23	Gum Boot	Good quality	Per Pair	
24	Rain Coat	Good quality	Per piece	
25	Bucket	Good quality (9 ltr.)	Per piece	
26	Mug	Good quality (1/2 ltr.)	Per piece	
27	Umbrella	Good quality (big size)	Per piece	
28	Nylon Rope	Good Quality	Per 100 mtr.	
29	Coconut Rope	Good Quality	Per 1 kg.	
30	Nylon Mosquito Net with 1.2 mm mesh size	Rectangular large 160x180x150 cm	Per piece	
31	Mosquito Repellent Cream	Small Size	Per piece	
		Medium Size	Per piece	
32	Mosquito Coil	Standard Quality	Per Packet	
33	Match Box.(Dozen)	Small Size (50 Sticks per Box)	Per Dozen	
34	Candle	Size -10' long (containing 6 nos.)	Per Pkt	
35	Bleaching Powder packet	White powder	Per 250 gm	
			Per 500 gm	
			Per 1 Kg	
36	Phenyl	Black Phenyl	Per 500 ml	
			Per 1 ltr.	
36	Phenyl	White Phenyl	Per 500 ml	
			Per 1 ltr.	
37	Dettol	50 ml bottle	Per piece	
		100ml bottle	Per piece	
38	Bath Soap	Small size	Per Piece	
		Medium size	Per Piece	
		Big size	Per Piece	
39	Baby Diaper	Small Size (Containing 10 Pieces)	Per Packet	
		Medium Size (Containing 10 Pieces)	Per Packet	
		Large Size (Containing 10 Pieces)	Per Packet	
40	Sanitary Napkin	Standard size (Containing 10 Pieces)	Per Packet	
41	Gamusa	Standard Quality	Per Piece	
		Good Quality	Per Piece	
		Good Quality (Spray Bottle)	Per 200 ml	

42	Hand Sanitizer	Good Quality (Spray Bottle)	Per 500 ml	
43	Pen	Good Quality Gel pen	Per Piece	
44	Executive file folder	Good Quality	Per piece	
45	Notepad	Good Quality	Per piece	
46	Dustbin	Big size	Per piece	
47	Display Board	White board (3' x 4')	Per piece	
48	Face Mask	Good Quality (1000 piece)	Per pkt	
49	Register Book	Size 6	Per piece	
		Size 8	Per piece	
		Size 10	Per piece	
50	White Cotton Cloth	Good Quality	Per mtr.	
51	Suji	Good Quality	Per Kg.	
52	LPG Cylinder	5 Kg Cylinder	Per cylinder	

N.B. Items in the Quantity (Per Kg/ Qtls/ Ltr/ Pkt/ Dozen/ Piece etc.) need to be mentioned specifically. Particulars/ Documents required to be submitted by the bidder along with the quotation.

1. Name of the proprietor with the Firm.
2. Govt. Court fee stamp Rs. 8.25.
3. Self attested Photocopy of GSTR-3B certificate & PAN Card.
4. Self attested Photocopy of TAN in case of partnership firm etc.
5. Self attested Photocopy of up to date Income Tax Clearance Certificate.
6. Trade License from Municipal Board in case of urban areas & Gaon Panchayat in case of Rural areas.

Terms & Condition:

- a) The intending quotationer has to deal with the specific items against which he/she intends to quote rate for supply of relief items
- b) The intending quotationer has to deposit a sum of Rs.50,000.00 (Rupees Fifty Thousand) only as earnest money (EMD) in the form of DD payable to District Commissioner, Nagaon which will be refunded.
- c) The penalty of Rs. 2,50,000/- (Two Lakhs Fifty Thousand) will be imposed to the L1 quotationer if he/she will withdraw from the Tender process.
- d) The supplier will have to ensure supply of standard and specified items only and will be responsible for supply of any substandard items. The supplier has to supply as per the quality of the items approved by the purchase committee.
- e) The items shall have to be supplied within 24 hours from the time of receipt of the order.
- f) The EMD & SD money will be forfeited in case of violation of Terms and conditions at C, D and E.
- g) The authority reserves the right to place order for supply of the above GR items.
- h) The rate quoted should be inclusive of all relevant taxes, labour charge & transportation cost.
- i) Signatory of the supplier/ firm has to sign (with official seal) in each and every pages of the quotations.
- j) The approved rates will be valid for the financial year 2025-26 only.
- k) The Committee reserves the right to cancel the tender at any time.
- l) The supplier will submit bill in triplicate immediately after supply of ordered items along with the copy of Challan duly received by this office and original order copy.
- m) Payment of bill is subjected to availability of fund with the undersigned.
- n) Approved parties will have to undergo an agreement with the undersigned within 7 days from the date of receipt of Tender Papers.
- o) Articles of supplied items are to be submitted for quality fitness in a separate Cartoon/sealed packet etc. on the day/time of opening of tender.
- p) Tenderer shall have to maintain office/godown in Nagaon district during supply of GR items.

Addl. District Commissioner
&
Chairman Purchasing Committee, Nagaon



Copy for information and necessary action to the:

1. The Principal Secretary to the Govt. of Assam, Revenue & DM Department & CEO, ASDMA for favour of kind information.
2. The Chief Executive Officer, DDMA, Nagaon for information.
3. The ADC, F,PD & CA, Nagaon.
4. The Tech. Director & DIO, NIC, Nagaon for up-loading in the district Web-site.
- ✓ 5. The DI & PRO, Nagaon for wide publicity through Print Media.
6. President/Secretary, Assam Chambers of Commerce, Nagaon.
7. P. A. to DC for kind appraisal of District Commissioner, Nagaon
8. All Regd. Govt. Suppliers/reputed firms

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