

**GOVT.OF ASSAM****OFFICE OF THE CO-DISTRICT COMMISSIONER: RAHA
(Relief & Disaster Management Branch)**

No. RCD/DDMA/40/2025/03

Dated-20-02-2025

NOTICE INVITING TENDER

Sealed Quotations affixing non-refundable court Fee Stamps of Rs 8.25 (Rupees Eight & Twenty Five Paise) 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.-4 of O/o the Co-District Commissioner, Raha during the office time only on or before 2:00 PM of 10-03-2025. The tender will be opened on 10th March, 2025 at 3:00 PM at office chamber of the undersigned. 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-Arice	Per Qtl.	
		Common rice	Per Qtl.	
2	Masur Dal	Big	Per Qtl.	
		Medium	Per Qtl.	
		Small	Per Qtl.	
3	Salt	Iodized	Per Qtl.	
4	Mustard Oil	Good quality(1ltrpouch)	Per piece	
		Good quality(1ltrbottle)	Per piece	
		Good quality(500mlpouch)	Per piece	
		Good quality(500mlbottle)	Per piece	
5	Sugar	Good quality	Per Qtl.	
6	Tealeaves	Good quality	Per Kg.	
7	Rice Flakes(Chira)	Good qualityMillChira	Per Qtl.	
8	Gur (Jaggery)	Good Quality	Per Qtl.	
9	Baby Food	Infant food(BigPkt)	Per 500gm	
		Infant food(SmallPkt)	Per 200gm	
		Package Milk(Liquid)	Per 500ltr	
		Package Milk(Liquid)	Per 200ltr	
		Package Milk(Liquid)	Per 1ltr.	
		Package Milk(PowderMilk)	Per 1000gm	
		Package Milk(PowderMilk)	Per 500 gm	
		Package Milk(PowderMilk)	Per 250gm	
		Package Milk(PowderMilk)	Per 200gm	
		Junior Horlicks(BigPkt)	Per 500 gm	
		Junior Horlicks(SmallPkt)	Per 200 gm	
		Mothers Horlicks(BigPkt)	Per 500gm	
Mothers Horlicks(SmallPkt)	Per 200 gm			
10	Biscuits	Big Pkt	Per 250 gm	
		Small Pkt	Per 45gm	
11	ORS	Powder	Per pkt	
12	Hot Cooked Meal (Khichdi-Rice,Dal, Vegetable)	Good Quality(suitable for all age group) including disposable plate, glass and transportation.	Per thali(300gm)	
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 Qtl.	
16	Drinking water		Per 500 ml.	
			Per 1 ltr.	
			Per 2 ltr.	
17	Wheat Bran	Good quality	Per Qtl.	
18	Rice Bran	Good quality	Per Qtl.	

19	Tarpaulin	Size 15'x12'(GSM120)	Per Piece
		Size 15'x12'(GSM150)	Per Piece
		Size 18'x12'(GSM120)	Per Piece
		Size 18'x12'(GSM150)	Per Piece
20	Torch Light with Battery	Branded(5Cell)	Per Piece
21	Portable Search Light	Model-Sharp Shooter(1Kmrage)	Per Piece
22	Portable Solar Lamp	Good Quality(6hrsbackup)	Per piece
23	Gum Boot	Good quality	Per Pair
24	Rain Coat	Good quality	Per piece
25	Bucket	Good quality(9ltr.)	Per piece
26	Mug	Good quality(1/2ltr.)	Per piece
27	Umbrella	Good quality(big size)	Per piece
28	Nylon Rope	Good Quality	Per 100mtr.
29	Coconut Rope	Good Quality	Per 1kg.
30	Nylon Mosquito Net with 1.2mm mesh size	Rectangular large 160x180x150cm	Per piece
31	Mosquito Repellent Cream	Small Size	Per piece
		Medium Size	Per piece
32	Mosquito Coil	Standard Quality	Per Packet
33	Match Box	Small Size(50Sticksper 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 1Kg
36	Phenyl	Black Phenyl	Per 500 ml
		White Phenyl	Per 1 ltr.
37	Dettol liquid	50ml 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
42	Hand Sanitizer	Good Quality(Spray Bottle)	Per 200 ml
		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	Whiteboard(3'x4')	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	5Kg Cylinder	Per cylinder

N.B. Items in the Quantity (Per Kg/ Qtl/ 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.

Handwritten signature

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.30,000.00 (Rupees Thirty Thousand) only as Earnest Money (EMD) in the form of DD payable to Co-District Commissioner, Raha which will be refunded after the end of the financial year 2025-26.
- c) The penalty of Rs. 2,50,000/- (Two Lakhs Fifty Thousand) will be imposed to the L1 quotationer if he/she withdraws 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 Tender 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.


**Co-District Commissioner & Chairman,
& Tender Committee, Raha Co-District.**

Memo No.RCD/DDMA/40/2025/03 -A-

Dated-20-02-2025

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 TD & DIO, NIC, Nagaon for up-loading in the district Web-site.
4. The Dy Director of Supply, FPD & CA dept., Nagaon.
5. The DI & PRO, Nagaon for wide publicity through Print Media.
6. P.A. to DC for kind appraisal of District Commissioner, Nagaon
7. President/Secretary, Assam Chambers of Commerce, Nagaon.
8. All Regd. Govt. Suppliers/reputed firms.


**Co-District Commissioner & Chairman,
& Tender Committee, Raha Co-District.**