



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
SOUTH SALMARA MANKACHAR DISTRICT
HATSINGIMARI
(DISASTER MANAGEMENT BRANCH)

e-file No. DM/41/2025-DDM-SSM

Email Id- dc-southsalmara@nic.in
Dated, Hatsingimari the 20th March/ 2025

QUOTATION NOTICE

Sealed tenders affixing Court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paise) only are hereby invited from interested Firms / Traders of open market for supplying the items specified as per enclosed list and as per terms and conditions laid down below as Gratuitous Relief (GR) during flood / natural calamities / other disturbances for the year 2025-26, which will be received in the office of the District Commissioner, South Salmara Mankachar up to 3.00 PM of 10/04/2025. The tenders will be opened on the same day at 4.00 PM. If tenders could not be opened on the day of closing the tender box due to unavoidable circumstances, the tenderers will be communicated telephonically about the next date for opening of the tenders.

Sl. No.	Name of Items	Unit
1	Rice (Ijong)	Per Qntl
2	Rice (Pre-boiled)	Per Qntl
3	Masur Dal (Big size)	Per Qntl
4	Masur Dal (Medium size)	Per Qntl
5	Masur Dal (Small size)	Per Qntl
6	M. Oil (to be supplied in ½ Ltr. Pouch)	Per Pouch
7	M. Oil (to be supplied in 1 Ltr. Pouch)	Per Pouch
8	Chira	Per Qntl
9	Gur	Per Qntl
10	Sugar (Per kg.)	Per Kg.
11	Iodized Salt	Per Qntl
12	Biscuit Marigold(Small size)	Per Pkt.
13	Biscuit Marigold(Big size)	Per Pkt.
14	Milk (Amul Taza 200 ml.)	Per Pkt.
15	Cerelac (1 to 3 years) (300 gm)	Per Pkt.
16	Cerelac (3 to 5 years) (300 gm.)	Per Pkt.
17	Lactogen (300 Gm)	Per Pkt.
18	Horlicks (500 Gm.)	Per Bottle
19	Nestum (300 Gm)	Per Pkt.
20	Amul Spray (400 Gm)	Per Pkt.
21	Rice Bran	Per Qntl
22	Wheat Bran	Per Qntl
23	12 feet x 12 feet (120 GSM) (Tarpaulin)	Each

24	12 feet x 15 feet (120 GSM) (Tarpaulin)	Each
25	15 feet x 15 feet (120 GSM) (Tarpaulin)	Each
26	Polythene sheet	Per Mtr.
27	Blanket (Single size 60x90) Polo-Quality	Each
28	Blanket (medium size 70x90) Polo-Quality	Each
29	Blanket (Double size 90x100) Polo-Quality	Each
30	Sweater 22x24-Standard size	Each
31	Sweater 26x30-Standard size	Each
32	Sweater 38x40-Standard size	Each
33	Sweater 40x42-Standard size	Each
34	Slipper (per pair)	Per Pair
35	Cotton Saree (Standard size 5.5 mtr)	Each
36	Lungi (Standard size & Quality)	Each
37	Gamocha (Standard size & Quality)	Each
38	Ganji (Standard size & Quality)	Each
39	Shawl (Standard size & Best Quality)	Each
40	Pillow	Per No.
41	Pillow Cover (17"/22")	Per No.
42	Bed sheet (3.5'/ 6.5')	Per No.
43	Bed Sheet (6'/7')	Per No.
44	Mosquito Net (3.5'/6.5')	Per No.
45	Mosquito Net (6'/7')	Per No.
46	Folding Bed (3'/6')	Per No.
47	Normal Cotton Mattress (3'/6')	Per No.
48	Folding Tent (6 ft. X 6 ft.)	Per No.
49	Sleeping Bag	Per No.
50	Baby Towel	Per No.
51	Towel (Big Size)	Per No.
52	Cloth for baby (per set)	Per set
53	Dipper (for Babies)	Per pkt.
54	Sanitary Pad	Per Pkt.
55	Toys for baby	Per No.
56	Baby Kit	Per Pkt.
57	Harpic (1 ltr.)	Per No.
58	Harpic (500 ml.)	Per No.
59	Harpic (200 ml.)	Per No.
60	Phenyl (1 ltr)	Per Bottle

61	Phenyl (200 ml.)	Per Bottle
62	Bleaching Powder (400 gm.)	Per Pkt.
63	Broom	Per No.
64	Safety Match Box	Per Box (10 Nos)
65	Candle	Per pkt.
66	Good night (liquid) with machine	Per No.
67	Good night, Refill	Per No.
68	Mosquito coil	Per pkt.
69	Wiper (for floor)	Per Nop.
70	Toilet Brush	Per No.
71	Hair Oil (50 ml)	Per Bottle
72	Hair Oil (100 ml)	Per Bottle
73	Tooth Brush	Per No.
74	Tooth paste (50 gm.)	Per No.
75	Tooth paste (20 gm.)	Per No.
76	Shampoo Pouch (1 dozen)	Per doz.
77	Soap (100 gm.)	Per No.
78	Soap (56 gm.)	Per No.
79	Soap (30 gm.)	Per No.
80	Baby Soap (35 gm.)	Per No.
81	Detergent (50 gm.)	Per Pkt.
82	Detergent (100 gm.)	Per Pkt.
83	Handwash (100 ml.)	Per No.
84	Handwash (200 ml.)	Per No.
85	Handwash (500 ml.)	Per No.
86	Torch Light (Three Cell)	Each
87	Torch Light (Two Cell)	Each
88	LED Bulb (9 Watt)	Per No.
89	Solar Lamp	Per No.
90	Emergency Charger Light	Per No.
91	Water Flask (Milton 1 lt.)	Per No.
92	Water Flask (Milton 1/2 lt.)	Per No.
93	Dustbin (30 Lt.)	Per No.
94	Dustbin (100 Lt.)	Per No.
95	Dustbin Garbage Bag (30 Ltr.)	Per Pkt.
96	Dustbin Garbage Bag (100 Ltr.)	Per Pkt.
97	Disposable Tea cup	Per 50 Nos.

98	Disposable Plate	Per 20 Nos.
99	Disposable Paper Glass	Per 50 Nos.
100	Disposable Paper bowl	Per 50 Nos.
101	Comb	Per No.
102	Mirror (2"/1.5")	Per No.
103	Nail (Gojal) 1.5" (per kg.)	Per Kg.
104	Utensil set, one set containing of two steel Rice Plates, 2 Nos steel Bowls, 2 Nos steel glasses, 2 Nos cooking spoons, 1 No. Aluminium Degchi, 1 No. Aluminium Saucepan, 1 No. Aluminium Kadai and one Aluminium Lid (Dhakna)	Per Set
105	Water Jar (20 Lt.) with dispenser	Per No.
106	Water dispenser	Per No.
107	Water Filter (20 Ltr.)	Per No.
108	Full Boots shoes (Big size) Good quality	Per pair.
109	Full hand gloves (Big size) Good quality	Per Pair
110	Life Jacket (IRS certified)	Per No.
111	Life Buoy (IRS certified)	Per No.
112	Plastic Bucket (Best Quality) 16 Ltr. Capacity	Per No.
113	PVC Bucket (15 ltrs.)	Per No.
114	PVC Mug	Per No.
115	Plastic rope (per Kg.)	Per Kg.
116	Bamboo (Standard size)	Each
117	Fence (Tarza Bera)	Per Sq.Ft.
118	Umbrella Big Size	Per Pc.
119	DG set (15 kv hiring charge)	Per set
120	DG set (10 kv hiring charge)	Per set
121	DG set (5 kv hiring charge)	Per set
Office Stationeries:		
122	Paper weight	Per No.
123	Xerox Cartridge (LaserJet – 56 x/ CF256X)	Per No.
124	Xerox Cartridge (SHARP AR-6023 NV)	Per No.
125	Printer Cartridge (LaserJet 30A CF230 A)	Per No.
126	Printer Cartridge (LaserJet- (PL) H- 388)	Per No.
127	Printer Cartridge (LaserJet- 87A)	Per No.
128	Printer Drum LaserJet 32A	Per No.
129	A4 Paper (75 GSM)	Per Pkt.

130	Legal paper (75 GSM)	Per Pkt.
131	Stable pin (Small)	Per Box
132	Stable pin (Big)	Per Box
133	Note sheet (75 GSM)	Per Pkt.
134	File cover & file board	Per Pc.
135	Tag	Per bundle
136	Stamp Pad (Big size)	Per Pic
137	Chitramala	Per No.
138	Steel Almirah (Big size)	Per No.
139	Hand Wash (100 ml.)	Per No.
140	Cup /Plate (Law Powa)	Per set
141	Tea strainer	Per No.
142	Tea Leaves (250 gm.)	Per Pkt.

Terms and conditions:

1. The rates should be inclusive of all taxes including loading and unloading. No additional taxes should be added during submission of the bills.
2. The selected bidder shall supply samples of all items free of cost for audit purposes.
3. The bidder must be a Whole sale license under the Assam Trade Articles (L&C) Order,1982.
4. Self-attested photocopy of last 3 (three) year's Income Tax return certificate must be submitted along with the tender.
5. Self-attested photocopy of GST Registration certificate must be submitted along with the tender.
6. Self-attested photocopy of up to date Trade License under Assam Trade Articles (L&C) Order,1982 must be submitted along with the tender.
7. Self-attested photocopy of PAN Card must be submitted along with the tender.
8. Bank A/C No. in the name of Firm/Trader and IFSC Code & Bank Branch name must be indicated with the tender. Photocopy of 1st page of Bank Pass Book or copy of a cancelled cheque or bank statement is to be submitted along with quotation wherein the IFSC code is mentioned.
9. The tenderers will have to deposit an amount of Rs. 50,000/- (Rupees Fifty Thousand) only as Earnest Money Deposit (EMD) in any form of deposit in favour of DC District Disaster Management Authority, South Salmara Mankachar, Hatsingimari and will be valid for one year or up to next year tender.
10. The tenderers should preferably have experience in the field of supply of materials of same kind to any State/Central Govt. or PSU. Documents of past experience should be enclosed with the tender.
11. All documents should be signed by the tenderer. The Technical Bid and Financial Bid should be sealed in separate cover. Both the Technical Bid and Financial Bid should then be put in a single outer cover.
12. The successful bidder will have to enter into an agreement within 7 (seven) days after receipt of the letter of Award.
13. The Agreement shall be effective for 1 (one) year.
14. No overwriting / cancellation of the quotations will be allowed.
15. Bidders must quote rate(s) against all items of which this Short Tender Notice is floated. Any deviation of this particular condition will lead rejection of tenders.
16. The bidder should fill the rates both in figure and words in the financial part. The rate should be inclusive of all taxes.

17. The Procurement Committee will check the sample as and when necessary from bidder. Hence, sample need not be provided during submission of quotation. The Sample materials must be brought along on the day of opening the tender box.
18. The Bidders must be capable of supplying items within 8 (Eight) hours after receipt of supply order as per approved rate. If one bidder fails to supply the item within stipulated time period, the indent will be issued to other bidders for a particular item as per approved rate. In this regard the decision of the authority will be considered.
19. Supply of materials shall have to be done during emergencies. Hence, item offered shall be a good quality. Supply of substandard, inferior quality materials shall be rejected with forfeited of security money and subsequent legal action.
20. The rates quoted by the bidder shall be fixed for the duration of the contract and may be subject to adjustment / modification only if the market price is low at that time.
21. The Bidders 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.
22. The registered firm/suppliers should submit a notarized Affidavit in stamp paper in writing to effect that it has not been blacklisted by Govt. of India/Govt. of Assam/ Any other State Government Institutions/ Union Territory and does not have any Criminal cases against it.
23. The District Commissioner & Chairman, DDMA, South Salmara Mankachar 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 whatsoever and without thereby incurring any liability to the affected bidder or bidders due to office's action on any ground whatsoever. The documentation submitted by tenderers shall not be returned.
24. Payment will be made as and when fund is received from Govt.

(e-signed)

District Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari

e-file No. DM/41/2025-DDM-SSM (A)

Dated, Hatsingimari the 20th March/ 2025

Copy to :

1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management Deptt. & CEO, ASDMA, Dispur, Guwahati-6 for favour of kind information
2. The Director, Information and Public Relation to the Govt. of Assam, Last Gate, Guwahati. You are requested to kindly publish the said Quotation in two local dailies newspaper (both English and Assamese language) for wide publicity and intimate with a publish copy of newspaper to the undersigned.
3. The DIPRO, South Salmara Mankachar for information and necessary action. He is requested to make wide publicity of the above Tender/Quotation Notice through Electronic and Print Media.
4. The DIO, NIC, South Salmra Mankachar for information and necessary action. He is requested to upload the tender in District website and in social media.
5. Notice Board.

District Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari