



**GOVT. OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER::: BONGAIGAON**  
**(DISTRICT DISASTER MANAGEMENT AUTHORITY)**

Tele No: (03664)-230889 (O)  
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No.BRR.16/2023/2-5

Date:20/03/2023

T E N D E R                      N O T I C E

Sealed quotations affixing Court Fees Stamps worth Rs. 8.25 (Rupees eight and twenty five paisa) only are hereby invited as per cited terms & conditions from the reputed Suppliers/Registered firms for supply of the below mentioned relief materials to the offices of the Deputy Commissioner, Bongaigaon as and when required for relief purpose in different disasters like Flood/ Storm/Earthquake/Pandemic etc. during the financial year 2023-24. Security money of **Rs.1,00,000.00 ( Rupees One Lakh)** only will have to be deposited by the bidders in the form of Bank Draft only in favour of the Deputy Commissioner, Bongaigaon along with the quotation. The quotation will be received up to **2.00 P.M on 27/03/2023** and shall be opened at **05:00 P.M.** on the same day in presence of bidders or their authorized representatives.

SL No	Relief Materials/Items	Quantity
<b><u>Edible Items</u></b>		
1	Rice ( Grade A)	Per Quintal
2	Masur Dal (Big Size)	Per Quintal
3	Masur Dal ( Medium Size)	Per Quintal
4	Masur Dal ( Small Size)	Per Quintal
5	But Dal ( Good Quality)	Per Quintal
6	Mustard Oil ( to be supplied in 1/2 Liter Pouch) Engine/Helicopter/Patanjali	Per Liter
7	Salt (Lodized) Tata/Annapurna/Everyday	Per Quintal
8	Chira (Good Quality)	Per Quintal
9	Atta ( Wheat Product)	Per Quintal
10	Gur ( Good Quality)	Per Quintal
11	Sugar (Good Quality)	Per Quintal
<b><u>Baby Food</u></b>		
12	Nestum (Rice) (6 to 12 Months)	Per 300 gm pkt.
13	Estum ( Rice Fruits) (10 to 24 Months)	Per 300 gm pkt.
14	Cerelac (Rice) ( 6 to 12 Months)	Per 300 gm pkt.
15	Cerelac (Wheat) ( 6 to 12 Months)	Per 300 gm pkt.
16	Cerelac (Rice Fruits) (10 to 24 months)	Per 300 gm pkt.
17	Amul Spray/Everyday	Per 300 gm pkt.
18	Good Day Biscuit (Small size)	Per Pkt
<b><u>Cattle Feed</u></b>		
19	Wheat Bran	Per Quintal
20	Rice Bran	Per Quintal

  
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SL No	Relief Materials/Items	Quantity
<b>Other Relief Items</b>		
21	Sanitary Napkin (Good quality) Stayfree/Whisper	Per Packet (7 Sanitary Napkins)
22	HDPE Tarpaulin Sheet 12 feet X 12 feet (120 GSM)	Per Piece
23	HDPE Tarpaulin Sheet 12 feet X 15 feet (120 GSM)	Per Piece
24	HDPE Tarpaulin Sheet 15 feet X 15 feet (120 GSM)	Per Piece
25	HDPE Tarpaulin Sheet 14 feet X 18 feet (120 GSM)	Per Piece
26	Utensil Set (One set containing of - 2 nos Steel rice Plates, 2 nos of steel Bowls. 2 nos of Steel Glasses, 2 nos of cooking Spoons, 1 no Alumimnum Degchi, 1 no Aluminum Saucepan, 1 no Aluminum Kadai and 1 No Aluminum Lid (Dhakna)	Per Set
27	Plastic Bucket Best Quality (16 Ltrs. Capacity)	Per Piece
28	Torch Light (Three Cell & Two Cell)	Per Piece
29	Emergency Rechargeable Light (Good quality)	Per Piece
30	Search Light (Good Quality)	Per Piece
31	Candle (700X6)	Per Packet (6 candles)
32	Match Box	Per Packet of 10 Boxes
33	Mosquito Coil (Mortin/Goodnight/ Maxo)	Per Pkt.
34	Hair Oil(Shalimar Brand)30ml	Per Bottle
35	Bathing Soap (Dettol 100gm)	Per Piece
36	Dettol (Antiseptic Liquid) 60ml	Per Bottle
37	Hand Sanitizer (50ml)	Per Bottle
38	Disposable Basic 3 Ply Face Masks	Per pkt of 10 (Ten) pieces
39	Disposable Medical Hand Gloves	Per Pair
40	Bleaching Powder	Per Quintal
41	Phenyl (1Litre)	Per Bottle
42	Mosquito Net (Size 190cm X 180 X150cm) (Double)	Per Piece
43	Blankets (Single Size)	Per Piece
44	Sweater	Per Piece
45	Cotton Saree (Standard Size & Quality)	Per Piece
46	Lungi (Standard Size & Quality)	Per Piece
47	Gamocha (Standard Size & Quality)	Per Piece
48	Ganji (Standard Size & Quality)	Per Piece
49	Shawl	Per Piece

  
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**Terms & Conditions:-**

1. Rate quoted shall remain valid for the financial year 2023-2024 (i.e. up to 31<sup>st</sup> of March, 2024)
2. Rate should be quoted inclusive of all taxes i.e. GST etc. against the specified quantity.
3. Rate against each item should clearly be written both in figure and word against the specified quantity
4. 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.
5. Any over writing/ cancellation on the quotation paper shall not be entertained.
6. Deposit of Security money i.e. 1,00,000.00 (Rupees on Lakh) only should be made only in the shape of Bank Drafts. Other form of deposit of Security money shall not be considered.
7. The bidder must have a valid Trade License and possesses standing Shop/ Godown in Bongaigaon
8. Suppliers should furnish copies of PAN and GST registration certificate along with the quotations.
9. Suppliers should furnish records on clearance of Income Tax of the preceding financial year.
10. Rate of the items should not be more than the printed MRP.
11. The Supplies should mention the brands against all quoted items compulsorily.
12. It is not binding upon the authority to accept the lowest rate.
13. Sample of materials must be supplied with quotation.
14. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof during or after tender process.
15. Eligible bidders, whose rate are accepted, should maintain sufficient stock of relief items in good condition so as to ensure supply of items as per requirement immediately to meet up exigency during emergencies.
16. Bidders must be capable in supplying items within 2 (two) hours after receipt of supply order, failing which the indent will be issued to the next bidder for a particular items at L1 rates.
17. If supplier is unable to supply items at quoted price, they will forfeit their Security Deposit & will be Blacklisted.
18. Supply of relief materials shall have to be done during emergencies. Supplies should ensure quality of supply items. Supply of substandard, inferior quality, expired materials or any relevant issues shall lead to forfeiture of security money, holding of bill payment and initiation of legal actions.
19. The bidder should have experience in supplying materials in Govt. Offices.
20. Suppliers should mention their address of the shop/ Office/ Godown along with valid Contact numbers.
21. Payment against bills for supplying relief materials will be considered for payment subject to availability of fund
22. The payment against bills will be made through Bank A/C only. Hence, the suppliers should have an operation bank A/C in the name of the firm.
23. Any suppliers with prior complaints in supplying Govt. requirement may not be considered.

  
**Deputy Commissioner**  
**Bongaigaon**

Copy to-

1. The Commissioner & Secretary to the Govt. of Assam Revenue & Disaster Management Department, Dispur Guwahati-06 for kind information
2. The Secretary of the Govt. of Assam, FCS & CA Department, Dispur, Guwahati-06 for kind information
3. The Additional Deputy Commissioner (FCS& CA), Bongaigaon for information and necessary action.
4. The Finance & Accounts Officer, DC's Office, Bonganigaon for information
5. The Deputy Director, FCA & CA, Bongaigaon for information and necessary action. He will also to serve this Tender Notice to all Local Tenders/ Suppliers/ Firms etc. Immediately.
6. The District Information & Public Relation Officer, Bongaigaon. She is requested to make wide publicity through 2(two) leading Newspapers, One in English daily and another in vernacular language daily
7. The DIO, NIC Bongaigaon for information and necessary action. He is requested to upload the TENDER NOTICE in the D.C.'s Office web portal & face book official page.
8. The President/ Secretary, Chamber of Commerce/ Merchant Association, Bongaigaon for information & necessary action.
9. All Local Tenders/ Suppliers/ Firms for information & Necessary action.
10. Office Notice Board.

  
**Deputy Commissioner**  
**Bongaigaon**