



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER  
GOALPARA (ASSAM)  
(DISASTER MANAGEMENT BRANCH)  
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**TENDER NOTICE**

No.GDM.-34/Tender/2025/02-03, Dated- 24 /03/2025: Sealed Tender documents affixing Court Fee Stamps worth Rs.8.25 (Rupees eight and twenty five paise) 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 Office of the District Commissioner, Goalpara as and when required for relief purpose in different disasters like flood/ storm etc. during the financial year **2025-2026**. 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 District Commissioner, Goalpara with the Tender documents. The Tender documents will be received up to **02:30 P.M.** of 10/4/25 and shall be opened at **03:00 P.M.** on the same day in presence of bidders or their authorized representatives.

Sl. No.	Relief Materials/ Items	Quantity
<b>Edible Items</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 ½ Liter Pouch)	Per Litre
7	Salt (Iodized)	Per Quintal
8	Chira (good quality)	Per Quintal
9	Atta (wheat's product)	Per Quintal
10	Gur (good quality)	Per Quintal
11	Sugar (good quality)	Per Quintal
<b>Baby Food</b>		
12	Nestum (Rice) (6 to 12 months)	Per 300 gm pkt.
13	Nestum (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>Cattle Feed</b>		
19	Wheat Bran	Per Quintal
20	Rice Bran	Per Quintal
<b>Other Relief items</b>		
21	Sanitary Napkin (good quality)	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. of Steel Rice Plates, 2 nos. of Steel Bowls, 2 nos. of Steel Glasses, 2 nos. of Cooking Spoons, 1 no. Aluminum Degchi, 1 no. Aluminum Saucepan, 1 no. Aluminum Kadai and 1 no. Aluminum Lid (Dhakna)	Per Set
27	Plastic Bucket Best Quality ( 16Ltrs. 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	Matches Box	Per Packet of 10 Boxes
33	Mosquito Coil (Mortin/Goodnight/Maxo)	Per Pkt.
34	Hair Oil (Shalimar Brand) 30 ml	Per Bottle
35	Bathing Soap (Dettol 100 gm)	Per Piece
36	Dettol (Antiseptic liquid) 60 ml	Per Bottle
37	Hand Sanitizer (50 ml)	Per Bottle
38	Disposable Basic 3 Ply Face Masks	Per Packet of 10 (ten) pieces.
39	Disposable Medical Hand Gloves	Per Pair
40	Bleaching Powder	Per Quintal
41	Phenyl (1 litre)	Per Bottle
42	Mosquito Net ( Size 190cm x 180 x 150 cm) (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	Gamocho ( Standard Size & Quality)	Per Piece
48	Ganji ( Standard Size & Quality)	Per Piece
49	Shawl	Per Piece
50	Bamboo (Standard Size)	Per Piece
51	Tarza Bera- Bocket & Pithi	Per Sq. ft.

**Terms & Conditions :-**

1. Rate quoted shall remain valid for the financial year 2025-2026 (i.e. up to 31<sup>st</sup> of March, 2026).
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 words 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. **Rs. 1,00,000.00** (Rupees one 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 Goalpara.
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 Suppliers 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 the bid documents.
14. The undersigned reserves the right to accept or reject the tender process without assigning any reason thereof during or after the tender process.
15. Eligible bidders, whose rates 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 item 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. Suppliers should ensure quality of supplied 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 against Govt. requirement may not be considered.

  
 District Commissioner,  
 Goalpara  
 Dated-21/03/2025.

Memo No. GDM.34/Tender/2025/02-03 -A

Copy to:-

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

  
 District Commissioner,  
 Goalpara