



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER, BONGAIGAON**  
**[DISTRICT DISASTER MANAGEMENT AUTHORITY]**

Email Id: [dc-bongaigaon@nic.in](mailto:dc-bongaigaon@nic.in)

**T E N D E R      N O T I C E**

Sealed tender affixing non-judicial stamp of Rs. 8.25 (Rupees eight and paisa twenty five ) only is invited from intending Wholesale, Traders and Suppliers of Bongaigaon District for supply of the following items in connection with distribution of Gratuitous Relief to the people likely to be affected by Flood/Natural Calamities for the year 2025-2026. The tender will be received in the office of the undersigned up to **3.00 P.M. on 24/03/2025** and will be opened on the same day at **4.00 P.M.**

The sample of each item should be produced by the bidder at the opening time of the tenders. The undersigned is not bound to accept the lowest rate with right to accept or reject any tender without any reason thereof

Sl. No.	Relief Material/Items	Specification	Unit
<b>Edible Items</b>			
1	Rice	Grade A	Per Qtls.
2	Masoor Dal	Big Size	Per Qtls.
3	Masoor Dal	Small Size	Per Qtls.
4	But Daal	Good Quality	Per Qtls.
5	Mustard Oil (to be supplied in ½ ltr. Pouch)	Helicopter	Per Ltr.
6		Engine	Per Ltr.
7		Patanjali	Per Ltr.
7	Salt (Iodized)	Tata	Per Qtls.
8		Annapurna	Per Qtls.
9		Everyday	Per Qtls.
10	Chira (Rice Flakes)	Good Quality	Per Qtls.
11	Atta	Good Quality	Per Qtls.
12	Gur (Jaggery)	Good Quality	Per Qtls.
13	Sugar	Good Quality	Per Qtls.
<b>Baby Food</b>			
14	Baby Food	Nestum Rice (6-12 Months)	Per 300 gm pkt.
15		Nestum Rice Fruits (10-24 Months)	Per 300 gm pkt.
16		Cerelac Rice (6-12 Months)	Per 300 gm pkt.
17		Cerelac Wheat (6-12 Months)	Per 300 gm pkt.
18		Cerelac Rice Fruits (10-24 Months)	Per 300 gm pkt.
19		Packaged Milk (Liquid)	Per 200 ml

20		Packaged Milk (Liquid)	Per 500 ml
21		Packaged Milk (Liquid)	Per 1 Ltr.
22		Junior Horlicks (Big pkt.)	Per pkt.
23		Junior Horlicks (Small pkt.)	Per pkt.
24		Mothers Horlicks (Big pkt.)	Per pkt.
25		Mothers Horlicks (Small pkt.)	Per pkt.
26	Biscuits	Biscuits (Big pkt.)	Per 250 gm
27		Biscuits (Small pkt.)	Per 45 gm
<b>Cattle Feed</b>			
28	Wheat Bran	Good Quality	Per Qtls.
29	Rice Bran	Good Quality	Per Qtls.
<b>Other Relief Items</b>			
30	Sanitary Napkin	Stayfree	Per pkt. 7 Sanitary Napkins
31		Whisper	Per pkt. 7 Sanitary Napkins
32	Tarpaulin	HDPE Tarpaulin Sheet 12 ft X 12 ft (120 GSM)	Per Piece
33		HDPE Tarpaulin Sheet 12 ft X 15 ft (120 GSM)	Per Piece
34		HDPE Tarpaulin Sheet 15 ft X 15 ft (120 GSM)	Per Piece
35		HDPE Tarpaulin Sheet 14 ft X 18 ft (120 GSM)	Per Piece
36	Polythene Sheet	Good Quality 12 ft X 16 ft (500 micron)	Per Piece
37	Packaged Drinking Water	Good Quality	
38	Water Dispenser Can	Good Quality	20 Ltr.
39	Disposable Glass	Good Quality Biodegradable	
40	Disposable Plate	Good Quality Biodegradable	
41	Utensils	One set containing- 2 nos. of steel rice plates, 2 nos. of steel bowls, 2 nos. of steel glasses, 2 nos. of cooking spoons, 1 no. of aluminum degchi, 1 no. of aluminum saucepan, 1 no. of aluminum kadai and 1 no. of aluminum lid (dhakni).	Per set
42	Plastic Bucket	Good Quality	16 ltrs.
43	Battery Torch Light	Good Quality Two Cell	Per Piece
44	Emergency Rechargeable Light	Good Quality	Per Piece
45	Search Light	Good Quality	Per Piece

46	Candle	Good Quality (700 X 6)	Per pkt. (6 Candles)
47	Match Box	Good Quality	Per pkt. (10 boxes)
48	Mosquito Coil	Mortein	Per Pkt.
49		Goodnight	Per Pkt.
50		Maxo	Per Pkt.
51	Hair Oil	Shalimar (30 ml)	Per Bottle
52	Bathing Soap	Dettol (100 gm)	Per Piece
53	Dettol	Antiseptic Liquid (60 ml)	Per Bottle
54	Hand Sanitizer	Good Quality (50 ml)	Per Bottle
55	Disposable Basic 3 ply Face Mask	Good Quality	Per pkt. of 10 (ten) pieces.
56	Disposable Medical Hand Gloves	Good Quality	Per pair
57	Bleaching Powder	Good Quality	Per Qtls.
58	Phenyl	Good Quality	Per Ltr.
59	Mosquito Net	Good Quality (1.2 mm Mesh Size Rectangular Large 160 X 180 X 150 cm)	Per Piece
60	Blanket	Good Quality (Single Size)	Per Piece
61	Sweater	Good Quality	Per Piece
62	Cotton Saree	Good Quality Standard Size	Per Piece
63	Lungi	Good Quality Standard Size	Per Piece
64	Gamosa	Good Quality Standard Size	Per Piece
65	Ganji	Good Quality Standard Size	Per Piece
66	Shawl	Good Quality Standard Size	Per Piece
67	Gum Boot	Good Quality Standard Size	Per Pair (size wise)
68	Umbrella	Good Quality Standard Size	Per Piece
69	Packed Cook Food including Water Bottle	Non Veg	Per Plate
70	Packed Cook Food including Water Bottle	Veg	Per Plate
71	Rain Coat	Good Quality Standard Size	Per Pair (Pant & Coat)
72	A4 Paper	80 GSM	Per Packet
73	Legal Paper	80 GSM	Per Packet
74	Glossy Paper	Best Quality	Per Packet
75	Cartridge	HP Laserjet M1136 MFP	Per Piece
76	Cartridge	HP Laserjet P1108	Per Piece
77	Cartridge	HP Laserjet Pro M501	Per Piece
78	Cartridge	Canon MF3010	Per Piece
79	Cartridge	HP Inktank 319	Per Piece
80	PP Folder A4	Best Quality	Per Packet
81	PP Folder Legal	Best Quality	Per Packet

**Terms and Conditions:**

1. Rate quoted shall remain valid for the financial year 2025-2026 (i.e. 31st 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 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 to 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/- (Rupees One Lakh) Only should be made only in the shape of Bank Drafts. Other forms 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 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 quotation.
  14. The undersigned reserves the right to accept or reject any or all quotations 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 of supplying items within 02 (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 the Supplier is unable to supply items at quoted price, they will forfeit their Security Deposit and will be Blacklisted.
  18. Supply of relief materials shall have to be done during emergencies. Suppliers 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 the address of their 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 funds.
  22. The payment against bills will be made through Bank A/C only. Hence, the suppliers should have an operating Bank A/C in the name of the firm.
  23. Any supplier with prior complaints in supplying Govt. requirement may not be considered.

**District Commissioner & Chairman,  
DDMA, Bongaigaon**

Copy to:-

1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management

- Department, Dispur, Guwahati-06 for kind information.
2. The District Secretary to the Govt. of Assam, FCS & CA Department, Dispur, Guwahati-06 for kind information.
  3. The Co-District Commissioner, Abhayapuri for favour of information.
  4. The Circle Officer, Bongaigaon/Dangtol/Boitamari/Srijangram/Manikpur
  5. The Treasury Officer, Bongaigaon.
  6. The Deputy Director, FCS & CA, Bongaigaon for information. He will verify the samples at the time of selection of tender of the suppliers.
  7. The D.I.P.R.O. Bongaigaon for information and necessary action. She is requested to give wide publicity of the same on news paper in both English and Assamese.
  8. Notice Board.

**(E-signed)**  
**District Commissioner & Chairman,**  
**DDMA, Bongaigaon**