



सत्यमेव जयते

**GOVT. OF ASSAM,
OFFICE OF THE DISTRICT COMMISSIONER:: CHIRANG:: KAJALGAON
(DISTRICT DISASTER MANAGEMENT AUTHORITY)**

NOTICE INVITING TENDER

dated Kajalgaon, the 6th March, 2025

No. DM-29/73/2023-RDM-CHR/377276: Sealed bids affixing non refundable court fee stamp of Rs. 8.25 (Rupees Eight Twenty Five Paise) Only are invited from the registered supplier/ vendor/ firm/ Individual for supply of essential GR & other Commodities (List at Annexure-A) in connection with the flood/ hailstorm/ Cyclone/Others etc under Chirang District for the year 2025-26 through Rate Contract/ Parallel Rate Contract and as per the following terms & conditions. The bids will be received by the Office of the District Commissioner, Chirang (Disaster Management Branch) up to **11.00 AM of 26th March, 2025**, and will be opened on **3.00 PM** on the same day in presence of the vendors/bidders/ suppliers or their authorized agents.

Terms & conditions:

1. The rates quoted should be inclusive of all admissible taxes i.e. GST, IT and other relevant taxes.
2. The bidder should invariably enclose copy of firm registration certificates/ Trade Licenses, GST registration Certificate, PAN Card and self attested copies of up-to-date Income Tax clearance from the competent authority, Aadhaar Card along with the bid. Bids without valid documents will be rejected out rightly.
3. The supply of items (List at Annexure-A) has to be completed in such a manner and in such time as stipulated in the work order without fail. Under no circumstances, the extension of time for completion of work/ supply order will be allowed/ entertained.
4. The bidder should have to deposit security money of Rs. 10,000/- (Rupees ten thousand) only in the form of Bank Draft/ Cheque in favour of the District Commissioner, Chirang.
5. The supply order of essential commodities/ items (List at Annexure-A) will be placed as per the requirement and payment will be made subject to availability of fund in the respective head of account after observing due formalities thereof. No claims as regards to payment, advance payment etc will be entertained.
6. Rates should be quoted both in digit and words by the bidder.
7. Any overwriting, over typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.
8. The undersigned reserves the right to accept or reject any/ all bids without assigning any reason thereof in public interest.
9. It is not necessary that rate quoted by L1 will get finalized, quality aspect will be considered in public interest.
10. O/o the District Commissioner, Chirang in its discretion reserves the right to reject or accept any or all the tenders, partly or completely at any time without assigning any reason thereof.
11. The undersigned in finalizing the product rates reserves the right to cancel the tender in public interest.
12. The participating bidders after finalization of rates of GR and Other items have to execute a contract agreement with the O/o the District Commissioner, Chirang before supply of the articles declaring that all the terms & conditions stated in the tender are agreeable.
13. Any matter related to code of integrity/ conflict of interest as the case may be, the District Commissioner, Chirang will take necessary action by following the procedures

prescribed in "The Assam Public Procurement Act, 2017" and the other relevant Govt. rules/ regulations.

14. Bids shall not be allowed to be withdrawn or altered after due date of submission.
15. Withdrawal of bids after due date of submission shall result in forfeiture of Earnest Money deposited.
16. All the pages of the tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
17. O/o the District Commissioner, Chirang reserves the right to seek clarification or verification of any information furnished by the bidder.
18. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
19. The rate contract with the winning bidder shall be valid for a period of one year (i.e. for the F.Y. 2025-26).
20. Although the Rate Contract/ Parallel Rate Contract shall be valid for the financial year 2025-26 however, in case of unavoidable circumstances new rate contract cannot be executed, the existing rate contracts may be extended at the same rates, terms & conditions for another financial year.
21. The O/o the District Commissioner, Chirang reserves the right to conclude parallel rate contract with different bidders, in addition to responsive bidders submitting the lowest priced bid or most advantageous bid at the rates of such bidder.
22. If the Bid winner after entering the Rate Contract agreement with the undersigned renders similar goods at a price lower than the rate contract price to anyone in the state of Assam, at any time, during the validity of the rate contract, the rate contract price will be automatically lowered or reduced accordingly to such lesser or reduced price quoted for the subject matter of procurement with effect from the date of such quoting or reducing, and the rate contract will be amended accordingly.
23. The bidder should be capable to arrange the supply at the shortest notice.
24. The delivery of GR & other materials to be done at the District Head Quarter, Kajalgaon which includes GST/ Taxes, transportation, uploading & unloading charges etc.
25. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
26. The bill in triplicate may be sent to this office for settlement after delivery of the materials has been done satisfactorily.
27. No advance payment will be entertained. No payment shall be made for rejected supplies.

Signed by

Jatin Bora

District Commissioner,

Date: 06-03-2025 10:59:52
dated Kajalgaon, the 6th March, 2025

No. DM-29/73/2023-RDM-CHR/377276-A

Copy to:

1. The Secretary to the Govt. of Assam, Revenue & DM Department (G) Branch, Dispur, Guwahati-06 for favour of kind information.
2. The SDO (Civil), Bijni for kind information.
3. The Circle Officer Sidli/ Bijni/ Bengtol Revenue Circle for information & wide publicity.
4. The DIPRO, Chirang for wide publicity. He is requested to arrange to publish the advertisement in at least 2 (two) daily news papers.
5. The DIO, NIC, Chirang with a request to upload the NIT in the District Website.
6. All Local Supplier/ Vendor/ Firm/Individual for information & necessary action.
7. The Office Notice Board.

E-signed

District Commissioner,
Chirang.

Annexure-A

List of Essential GR & Other Commodities

| Sl. No | Items/ Particulars | Description/ packaging |
|--------|---|------------------------|
| 1 | Rice (Parimal, Aijong and similar varieties) | Qtl. |
| 2 | Masur Dal (Size-Small & Big) (rates to be specified) | Qtl |
| 3 | Mustard Oil | Ltrs |
| 4 | Salt (Iodized & Free flow) | Kg |
| 5 | Chira (good quality) | Kg |
| 6 | Gur (good quality) | Kg |
| 7 | Tarpaulin (24' X 18' in size (150 GSM) | Pcs. |
| 8 | Tarpaulin HDPP 12' X 24' (180 GSM) | Pcs |
| 9 | Mask (Three Layer) | Pcs |
| 10 | Hand Sanitizer (250/ 300 ML recommended by WHO/ IMA) | Pcs. |
| 11 | Hand wash (Liquid-150/ 200 ML Dettol/ Savlon) | Pcs. |
| 12 | Baby food (lactogen) 400 gm | Pkt |
| 13 | Baby food (Cerelac) 300 gm | Pkt |
| 14 | Biscuit (Good day) 100 gm | Pkt |
| 15 | Biscuit (Marie gold) 100 gm | Pkt |
| 16 | Biscuit (Thin arrowroot) 52 gm | Pkt |
| 17 | Saree & Mekhela Sadaor (Cotton) | Pcs |
| 18 | Lungi (Cotton) standard size & quality) | Pcs |
| 19 | Ganji standard size & quality | Pcs |
| 20 | Dokona (Cotton) standard size & quality | Pcs |
| 21 | Gamocha-Standard size & quality | Pcs |
| 22 | Dhuti- Standard size & quality | Pcs |
| 23 | Mosquito Coil | Pkt |
| 24 | Black Polythene sheet (50-80 GSM) | Kg |
| 25 | Candle (Big) | Pkt |
| 26 | Candle (Medium) Per pkt | Pkt |
| 27 | Match Box (10 Pc per pkt) | Pkt |
| 28 | Cleaning soap (50 gm.) | Pc |
| 29 | Bleaching Powder (500 gm) | Kg |
| 30 | Sanitary Napkin (Regular/ XL Size) | Pkt |
| 31 | Phenyl (Liquid) Black | Ltr |
| 32 | Phenyle (Liquid) White | Ltr |
| 33 | Utensils (Packet containing 2 (two) Nos. of steel rice plates, 2 (two) Nos. of steel glasses, 2 (two) Nos. of cooking spoon, 1 (one) No. aluminum degchi, 1 (one) No. aluminum saucepan, 1 (one) No. aluminum kadai & 1 (one) aluminum lid (dhakna) | Per set |
| 34 | Animal fodder (Wheat bran) | Kg |
| 35 | Animal Fodders (Rice Bran) | Kg |
| 36 | GI Sheet standard size with thickness | Per bundle |
| 37 | Empty gunny bag | Pcs. |
| 38 | Jute rope Per Kg | Kg |
| 39 | Iron Wire | Kg |
| 40 | Mosquito Net (Single & Double) | Pcs |
| 41 | Fire wood | Qtl |
| 42 | LED Bulb 15 WT, 20 WT | Pcs. |
| 43 | Generator (Hiring charge) | Per day |
| 44 | Water bottle | ½ & 1 Ltr |
| 45 | A4 Paper 80 GSM | Per ream |
| 46 | Legal Paper 75 GSM | Per ream |
| 47 | Torch Light (2 battery) | Pcs. |
| 48 | Tonner (EPSON M-200), Cannon Image runner (2004) | Pcs. |

| | | |
|----|--|-----------------------------|
| 49 | Suji | Kg |
| 50 | Sugar | Kg |
| 51 | Huggies | Standard Pkt |
| 52 | Amul Taza Toned Milk (Tetra Pak) 200 ML and 500 ML | Per pkt for 200 ML & 500 ML |
| 53 | Flex banner | Per Sq. feet. |
| 54 | Wooden Standee | Per Sq. feet. |
| 55 | Writing Note Pad (35 leaves) | Per Piece |
| 56 | Ball Pen | Per Piece |
| 57 | Chart Paper | Per Piece |
| 58 | Sketch Pen | Per Pkt. |
| 59 | Pencil | Per Piece |
| 60 | Sharpener | Per Piece |
| 61 | Projector with Screen and Laptop on rent per day | On daily basis. |
| 62 | Digital camera with Operator on hiring basis | On daily basis |
| 63 | Printing on A4 page (single side) | Rate per A4 Paper. |
| 64 | Printing on Legal Page (Single side) | Rate per Legal Page |
| 65 | Plastic folder cover for meeting/ training | Per Peace |

NB:: All rates are inclusive of GST/ Taxes, transportation, uploading & Un-loading charges to the District Headquarters, Chirang, Kajalgaon.

Signed by

Jatin Bora

District Commissioner,

Date: 06-08-2025 11:00:36