



**GOVT. OF ASSAM,  
OFFICE OF THE DISTRICT COMMISSIONER, CHIRANG**

**REQUEST FOR QUOTATION**

Sealed bids affixing non refundable court fee of ₹8.25 (₹ eight and twenty five paise) only are invited from the registered suppliers/ vendors/ firms/ individuals etc. for supply of the following items to the Circuit House, Chirang as per the terms & conditions detailed below.

The bids will be received by the Office of the District Commissioner, Chirang (Nazarat Branch) up to 12.00 PM on 16<sup>th</sup> June, 2025 and will be opened at 01:00 pm on the same day in presence of the concerned suppliers/ vendors/ firms/ individuals etc. or their authorized agents.

Sl. No.	Name of the item	Estimated requirement (in Nos.)	Rate quoted (per unit) in rupees and words
1	Bed sheet (king size)	05	
2	Bed sheet (single bed)	06	
3	Door curtain (standard size)	23	
4	Window curtain	08	
5	Bath towel (700 GSM, Length: 150 CM, Width: 75 CM)	10	
6	Hand towel (700 GSM, Length: 50 CM, Width: 100 CM)	10	
7	Bucket (15 litre)	10	
8	Mug (1250 ML)	10	

**Terms & conditions:**

1. The rates quoted should be inclusive of all admissible taxes i.e. GST, IT and other relevant taxes as applicable.
2. The bidder should invariably enclose self attested photocopies of (1) Trade License (2) GST Registration Certificate (3) IT Return for last FY (4) PAN Card and (5) Aadhaar Card along with the bid. Bids without required valid documents will be rejected out rightly.
3. The supply of items has to be completed in such a manner and in such time as stipulated in the work/supply order without fail. Under no circumstances, the extension of time for completion of work/supply will be entertained.
4. Rates against each item should be quoted both in digit and words by the bidder.
5. 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.

6. 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.
7. It is not necessary that rate quoted by L1 will get finalized, quality aspect will be considered in the public interest.
8. No advance payment will be made. No payment shall be made for rejected supplies.
9. The bill in triplicate may be submitted to this office for settlement after delivery of the items.
10. The bidder should be capable to arrange the supply at the shortest notice.
11. No representation/ appeal for enhancement of rate on the ground of rise in cost of materials, labour cost and rise in the market rate etc. or any other reason whatsoever will be entertained.
12. The undersigned reserves the right to seek clarification or verification of any information furnished by the bidder.
13. The undersigned reserves the right to accept or reject any/ all bids without assigning any reason thereof in public interest.

**E-signed**

District Commissioner,  
Chirang.

e-File No. NAZ-20/14/2024-NAZ-CHR/418852

Dated Kajalgaon, the 10<sup>th</sup> June, 2025.

Copy to:

1. The Joint Director (IT) & DIO, NIC, Chirang with a request to upload the NIT in the District Website.
2. The Office Notice Board.

District Commissioner,  
Chirang.