



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: : CHIRANG:: KAJALGAON
(DISTRICT DISASTER MANAGEMENT AUTHORITY:CHIRANG)

NOTICE INVITING BID

File No. DM-20/68/2025-RDM-CHR/491396:: Sealed bids addressed in favour of the undersigned affixing non-refundable court fee of Rs. 8.25 (Rupees Eight and Twenty Five Paise) only in plain paper are invited from the reputed suppliers/ firms/ traders etc for supply of various items as per Annexure A, B & C in connection with various training/ meeting etc of District Disaster Management Authority (DDMA), Chirang.

The bids will be received by the undersigned up to 2 PM on 6th December, 2025 and will be opened on the same date in the O/o the District Commissioner, Chirang in presence of the quotationers/ his or her authorized representatives as desired to be present.

Terms & conditions:

1. Bidders must have a valid PAN, GST Registration and Trade License.
2. The rates should be quoted in both figure and words inclusive of all applicable taxes.
3. No inferior quality of items/ materials will be accepted.
4. Selected bidders will have to supply the items immediately to the training venue (wherever conducted in any part of Chirang District) after receipt of the supply order from the DDMA, Chirang.
5. The delivery of food items will be at the venue of the workshop/ meetings/ events free of cost failing which penalty clause would be applicable
6. The DDMA, Chirang reserves the right to accept or reject any or all bids without assigning any reason thereof.
7. The Supply order will be placed as per requirement and payment shall be made upon availability of fund under proper Head of Account.
8. If the supplier fails to supply the items as per supply order within the stipulated time, the supply order will automatically be cancelled/ withdrawn.

9. If the selected party is not able to supply the items as per rate fixed or supply substandard items, he/she will have to replace the same immediately else his/her supply order will be cancelled. In that case L2 supplier/ bidder will be considered.
10. The bid shall remain valid for the financial year 2025-26.

**Digitally signed by
ARUP CHOUDHURY
Date: 21-11-2025
13:52:36**

Addl. District Commissioner & CEO
DDMA, Chirang, Kajalgaon.

DTD. As per approval

Memo No: DM-20/68/2025-RDM-CHR/491396-A

Copy to:

1. The DIO, NIC, Chirang with a request to upload the NIT in the district official website.
2. Office Notice board.
3. All Interested Suppliers/ Bidders/ Firm stc for information.

e-Signed/-

Addl. District Commissioner & CEO
DDMA, Chirang, Kajalgaon.

Food items

| Sl. No | Items | Appx. quantity | Rate per Pkt/ Plate (In Rs) |
|--------|---|----------------|------------------------------|
| 1 | For breakfast (per packet): It includes 1. Bread butter, Jam (2 Pcs) 2. 01 (one) Egg. 3. 01 (one) Banana. 4. 01 (one) Sweet. 5. 01 (one) cup Tea (Black & white) | 500 Pkt. | |
| 2 | For Lunch | | |
| | 1. Veg meal | 500 Nos. | |
| | 2. Panner Thali | 500 Nos. | |
| | 3. Chicken Thali | 500 Nos. | |
| | 4. Mutton Thali | 500 Nos. | |
| | 5. Fish Thali | 500 Nos. | |
| | 6. Egg Thali | 500 Nos. | |
| | 7. Veg Biriyani | 500 Nos. | |
| | 8. Chicken Biriyani | 500 Nos. | |
| | 9. Mutton Biriyani | 500 Nos. | |
| | 10. Veg Polao | 500 Nos. | |
| | 11. Chicken Polao | 500 Nos. | |
| 3 | For Evening Tea (Plate/ Pkt) Tea (Black/ Milk), Biscuit and Pokoda | 500 Nos. | |
| 4 | Water Bottle 1 Litre | 500 Nos. | |
| 5 | Water Bottle 1/2 Litre | 500 Nos. | |

Signature of the bidder

Venue Arrangement

| Sl. No | Particulars | Rate (In Rs) | Remarks |
|--------|--|--------------|---------|
| 1 | Laptop, Projector & Screen with operator on rent per day | | |
| 2 | Camera with cameraman on rent per day basis | | |
| 3 | Sound system with cordless Mike on rent per day. | | |
| 4 | Plastic dining table per pc/ per day rent with white cloth cover | | |
| 5 | Plastic Chair with white cloth cover on rent per piece per day | | |
| 6 | Executive Chair per piece per day rent | | |

Signature and seal of Bidder

Stationery Items

| Sl. No | Particular | Appx. quantity | Rate as per specification) | Remarks (if any) |
|--------|---|----------------|----------------------------|------------------|
| 1 | Aronai (good quality) Per Pc | 30 Pc | | |
| 2 | Note Pad(30 Pages) | 500 Pc | | |
| 3 | Ball Pen | 500 Pc | | |
| 4 | Certificate printing Per Pc (A4 Size) | 500 Pc | | |
| 5 | Flex Banner Printing per Square feet | 20 Pc | | |
| 6 | Wooden Standee with flex banner per square feet | 20 Pc | | |
| 7 | Plastic Folders (good quality) | 500 Pc | | |
| 8 | Sketch Pen Per pkt | 20 Pkts | | |
| 9 | Chart Papet Per Pc. | 20 Pkts | | |

Signature of the bidder