



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER.....SRIBHUMI  
(DISASTER MANAGEMENT BRANCH)

E-mail: ddmakarimganj@gmail.com

Phone No. 03843-280000

No. KRR.36/2025-26/GR Tender/1,

Dated Sribhumi, the 19<sup>th</sup> March, 2025.

**NOTICE INVITING TENDER FOR PROVIDING RELIEF MATERIALS TO  
CALAMITY AFFECTED FAMILIES**

Sealed Tenders are invited affixing court fee stamp worth Rs. 08.25 (Rupees eight & twenty five paise) from the interested Wholesalers/ Suppliers/ Firms/ Traders from open market for supplying of the following items as Gratuitous Relief (G.R.) for providing to the victims of flood/ natural calamities/ other disturbances for the year 2025-26.

The detailed terms and conditions of this Tender may be downloaded from the website <https://sribhumi.assam.gov.in/>

- 1) Description of the items
  - a) Rice (common)
  - b) Massor Dal ( Medium size)
  - c) Gur ( Balti) of standard quality.
  - d) Chira of standard quality
  - e) Iodized salt (1 kg packet & ½ kg packet) of standard quality.
  - f) Plastic tarpaulin sheets for temporary shelters of standard quality of size (in sq.ft) 12x12, 15x18, 18x24, 24x27 and 30x36 of 90 micron to 170 micron in thickness.
  - g) Candle (Big) size of standard quality.
  - h) Match Box of standard quality (Sunflower/Aim or equivalent brands)
  - i) Mustard Oil of standard brand- Sethiji, Upasana, Engine, Rani ( Per bottle and per tin)
  - j) Cattle feed (Rice bran and wheat bran in quintals) of standard quality.
  - k) Baby food (Amul, Nestle or equivalent brands of 500gm pkt.)
  - l) Phenyl ( 500ml and 1 liter bottle).
  - m) Biscuit (Packets of Rs. 10 {ten} or 100gm size, Parle-G or equivalent brand )
  - n) Bleaching powder ( 1kg pkt and 2 kg pkt).
  - o) Mosquito Coil (standard size pkt).
  - p) Sanitary Napkin (Stayfree/Whisper or equivalent brand).
- 2) Date of issue of Notice Inviting Tender-20-03-2025.
- 3) Schedule for issue and submission of tender.
  - a) Period of issue and receipt of tender 20-03-2025 to 01-04-2025 upto 2.00 P.M.
  - b) Opening of Tender documents – 01-04-2025 at 4 P.M.
- 4) Quotation received after the closing date may not be entertained.
- 5) The quotation should be submitted in duplicate and on printed pad preferably with Sales Tax Number for the Firm enclosing DD for Rs 1,00,000/- ( Rupees One Lakh ) only as bid security.
- 6) Authorized bidder or their representatives are to attend at the time of the opening of the bids at the scheduled date and time along with sample of the items bided for.
- 7) Bidders are requested to submit particulars for Technical and Financial parts as per the Annexure-I and Annexure-II respectively. The bidders are also advised to go through the general terms and conditions and satisfy themselves before submitting the quotation.
- 8) The District Commissioner reserves the right to accept or reject any offer or empanel more than one bidder without assigning any reason and also deserves the right to extend validity period of accepted Tender for certain period in emergency situation.
- 9) The nature/ quantum of GR Materials for supply will be at the discretion of District Commissioner and Chairman, DDMA, Sribhumi. Further, issuance of supply order for aforesaid relief items will be only in the event of occurrence of flood/ natural calamities/

other disturbance and based on essentiality as decided by the District Administration and mere selection of the item/ Tender through this Tender Notice shall not entitle any right whatsoever for placement of Supply Orders.

Further, the placement of work order (supply order) for the Gratuitous Relief (GR) material(s) shall take place only in the event of the District Administration represented by the District Commissioner, Sribhumi deciding (in its sole judgment) to provide relief to victims of the flood on natural calamities on other disturbance also will not entitle the selected bidders any right for claim of placement of work order for supply of Gratuitous Relief (GR) materials.

- 10) The District Commissioner, Sribhumi reserves the right in all circumstances to accept or reject any Tender without assigning any reason thereof, besides the right of accepting the Tender of more than one supplier (provided the rates are found justifiable) in the event of any emergency and also based on the demand of the situation or any other eventuality the District Commissioner, Sribhumi reserves the right to procure Gratuitous Relief (G.R.) items from other sources.

Before submitting their bids, the interested bidders are advised to contact with the office of the District Commissioner, Sribhumi for any clarifications on the nature and scope of the work mentioned in the Tender document upto 28-03-2025 during working hours.

- 11) The following terms and condition should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected.
- The Wholesaler/ Supplier/ Firm/ Trader should be a registered Wholesaler/ Supplier/ Firm/ Trader.
  - The quotations should be submitted in duplicate and on printed pad preferably with Sales Tax number for the firm. The duplicate copy of the quotations must bear original signature.
  - The Wholesaler/ Supplier/ Firm/ Trader should be financially sound so that GR items can be supplied immediately within 12 hours.
  - The Wholesaler/ Suppliers/ Firms/ Trader will submit the statement of Income Tax assessment for the last 3 (three) financial year 2022-23, 2023-24, 2024-25.
  - The Wholesaler/ Supplier/ Firm/ Trader should have a valid Tax Registration Certificate (GST) and TIN / PAN Number.
  - Weightage will be given during evaluation to Wholesaler/ Supplier/ Firm/ Trader having prior experience in supply of items during flood/natural calamities/ other disturbance.
  - The whole supply as per order shall have to be completed in short notice within 24 (Twenty Four) hours failing which the District Commissioner shall have the right to accept or reject any quantity of goods ordered. The Wholesale/ Supplier/ Firm/ Trader should sign an agreement to this effect.
  - Preference will be given during evaluation to the Wholesaler/ Supplier/ Firm/ Trader of Sribhumi District/Patharkandi Co-District/R.K. Nagar Co-District for supply of GR materials in respective District/Co-District areas and for those outside the district should have local representative(s) in this district with the necessary authority to liaise with the District Administration, Sribhumi and supply the GR items in short notice, if selected.
  - The quotation should preferably be given for the items in the same order as per notice and must enclose a DD for Rs 1,00,000 (One Lakh) prepared in favour of District Commissioner, Sribhumi towards EMD to the technical bid (in original).
  - The rate must be quoted both in figures and words and over writing should be avoided, however, all overwriting/corrections must be duly authenticated.
  - The Firm shall give declaration in writing stating it has not been blacklisted by Govt. of India/ Assam/ any other State Government and does not have any criminal case against it.
  - The Wholesaler/ Supplier/ Firm/ Trader can quote for one or more or all GR items. However during evaluation the bids, the preferred bidder will be selected separately.

- 5) m) Payment will be made after receipt of materials in full and in good condition and on availability of fund.
- n) The undersigned does not bind him to accept the lowest quotation and shall have the right to reject one or more or all quotations without assigning any reason thereof.
- o) The undersigned reserves the right to cancel/ reject quotation/bid for quoting the rate of item(s) far below the prevailing market rate.
- p) Due to exigency of public services, the undersigned reserves the right to give supply order to any supplier/ vendor who has not participated in this tender process for prompt supply of GR materials during emergency situation.
- q) The rates should be including of the cost of packing & transportation cost and inclusive of cost of delivery to District/ Co-District Head Quarters.
- r) Rates should be excluding of all taxes.
- s) If there is any doubt regarding the quality of materials supplied, the payment authority shall have the right to test the materials and the defective materials shall have to be replaced by the firm/supplier at his own risk & cost.
- t) Materials as per specifications & samples will be accepted.

  
District Commissioner,  
Sribhumi

Dated Sribhumi, the 19<sup>th</sup> March, 2025.

Memo No. KRR.36/2025-26/GR Tender/1-A,

Copy to:-

- 1) The Principal Secretary to the Govt. of Assam, Revenue & D.M. Deptt, Guwahati-6, for favour of kind information.
- 2) The Co-District Commissioner, Patharkandi/ R.K.Nagar for information.
- 3) The Addl. District Commissioner & CEO, DDMA, Sribhumi for information
- 4) The DI & PRO, Sribhumi for wide publicity through FLS and print media. He is also requested to publish the NIT in at least 2 (two) local Newspaper.
- 5) The Project Officer, DDMA, Sribhumi for information.
- 6) The President/ Secretary, Merchant Association, Sribhumi.
- 7) All Wholesaler/ Suppliers/ Firm/ Trader of Sribhumi District.
- 8) The DIO, NIC, Sribhumi. He is requested to upload the NIT in the District Website.
- 9) Office Notice Board for display.

  
District Commissioner,  
Sribhumi

19-3-25