



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER::GOALPARA (ASSAM)  
(DISASTER MANAGEMENT BRANCH)

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**SHORT TENDER NOTICE**

No.GDM.49/2020/70-71, Dated- 15/05/2021: Sealed quotation affixing Court Fee Stamps worth Rs.8.25 (Rupees eight and fifty paise) only are hereby invited as per cited terms & conditions from the reputed Suppliers / Registered firms for supply of the below mentioned relief materials to the Office of the Deputy Commissioner, Goalpara as and when required for relief purpose in different disasters like flood/ storm etc. during the financial year 2021-2022. A security money of Rs. 1,00,000.00 (Rupees One lakh) only will have to be deposited by the bidders in the form of Bank Draft only in favour of the Deputy Commissioner, Goalpara along with the quotation. The quotation will be received up to **3:00 PM on 31/05/2021** and shall be opened at 3:30PM on the same day in presence of bidders or their authorized representatives.

Sl. No.	Relief Materials/ Items	Quantity
<b>Edible Items</b>		
1	Rice (Grade-A)	Per Quintal
2	Masur Dal (Big Size)	Per Quintal
3	Masur Dal (Medium Size)	Per Quintal
4	Masur Dal (Small Size)	Per Quintal
5	But Dal (good quality)	Per Quintal
6	Mustard Oil (to be supplied in ½ Liter Pouch)	Per Litre
7	Salt (Iodized)	Per Quintal
8	Chira (good quality)	Per Quintal
9	Atta (wheat's product)	Per Quintal
10	Gur (good quality)	Per Quintal
<b>Baby Food</b>		
11	Nestum	Per 400 gm pkt.
12	Cerelac	Per 400 gm pkt.
13	Amul Spray/Everyday	Per 400 gm pkt.
14	Good Day Biscuit (small size)	Per pkt.
<b>Cattle Feed</b>		
15	Rice Bran	Per Quintal
<b>Other Relief items</b>		
16	Utensil Set (One set containing of- 2 nos. of Steel Rice Plates, 2 nos. of Steel Bowls, 2 nos. of Steel Glasses, 2 nos. of Cooking Spoons, 1 no. Aluminum Degchi, 1 no. Aluminum Saucepan, 1 no. Aluminum Kadai and 1 no. Aluminum Lid (Dhakna)	Per Set
17	Plastic Bucket Best Quality ( 16Ltrs. Capacity)	Per Piece
18	Torch Light (Three Cell & Two Cell)	Per Piece
19	Candle (700x6)	Per Packet (6 candles)
20	Matches Box	Per Packet of 10 Matches Box
21	Mosquito Coil (Mortin/Goodnight/Maxo)	Per Pkt.
22	Hair Oil (Shalimar Brand) 30 ml	Per Bottle
23	Bathing Soap (Dettol 100 gm)	Per Piece
24	Dettol (Antiseptic liquid) 60 ml	Per Bottle
25	Hand Sanitizer (50 ml)	Per Bottle
26	Disposable Basic 3 Ply Face Masks	Per packet of 10 (ten) pieces.
27	Disposable Medical Hand Gloves	Per Pair
28	Bleaching Powder	Per Quintal
29	Phenyl (1 litre)	Per Bottle
30	Mosquito Net ( Size 190cm x 180 x 150 cm) (Double)	Per Piece
31	Blankets (Single Size)	Per Piece
32	Sweater	Per Piece
33	Cotton Saree ( Standard Size & Quality)	Per Piece
34	Lungi ( Standard Size & Quality)	Per Piece
35	Gamocha ( Standard Size & Quality)	Per Piece
36	Ganji ( Standard Size & Quality)	Per Piece
37	Shawl	Per Piece
38	Bamboo (Standard Size)	Per Piece
39	Tarza Bera- Bocket & Pithi	Per Sq. ft.



**TERMS & CONDITION**

1. Rate quoted shall remain valid for the financial year 2021-2022 (i.e. up to 31<sup>st</sup> of March, 2022).
2. Rate should be quoted inclusive of all taxes i.e. GST etc. against the specified quantity.
3. Rate against each item should be clearly written both in figure and words against the specified quantity.
4. Any over writing/ cancellation on the quotation paper shall not be entertained.
5. Deposit of Security money i.e. **Rs.1,00,000.00** (Rupees one lakh) only should be made only in the shape of **Bank Drafts**. Other form of deposit of security money shall not be considered. Suppliers/ Firms who have already deposited the security money i.e. Rs.1,00,000.00 (Rupees one lakh) only vide earlier Short Tender Notice No.GDM.49/2020/43-44, dated-10/02/2021 for the current year 2021-22 need not to deposit Security money again, they can submit a proof of the same/ copy of the Bank Draft.
6. The bidder must have a valid **Trade License** and a own standing Shop/ Godown in Goalpara.
7. Suppliers should furnish copies of **PAN** and **GST** registration certificate along with the quotations.
8. Suppliers should furnish records on clearance of **Income Tax** of the preceding financial year.
9. Rate of the items should not be more than the printed MRP.
10. The Suppliers should mention the brands against all quoted items compulsorily.
11. It is not binding upon the authority to accept the lowest rate.
12. Sample of materials must be supplied with quotation.
13. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof during or after the tender process.
14. 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.
15. Bidders must be capable in supplying items within 2 (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.
16. If supplier is unable to supply items at quoted price, they will forfeit their Security Deposit & will be blacklisted.
17. Supply of relief materials shall have to be done during emergencies. Suppliers should ascertain that the supplied items should be of good quality. 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.
18. The bidder should have experience in supplying materials in Govt. Offices.
19. Suppliers should mention their address of the Shop/ Office/ Godown along with valid Contact numbers.
20. Payment against bills for supplying relief materials will be considered for payment subject to availability of fund.
21. The Payment against bills will be made through Bank A/C only. Hence, the suppliers should have an operation bank A/C in the name of the firm.
22. Any suppliers with prior complaints in supplying against Govt. requirement may not be considered.

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15/05/2021  
Addl. Deputy Commissioner,  
Goalpara

Memo No. GDM.49/2020/70-71 -A

Dated- ~~15/05/2021~~  
15/05/2021

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-06 for kind information.
2. The Secretary to the Govt. of Assam, FCS & CA Department, Dispur, Guwahati-06 for kind information.
3. The Additional Deputy Commissioner (FCS & CA), Goalpara. He will also arrange to serve this Tender Notice to all Local Traders/Suppliers/Firms etc. immediately.
4. The Finance & Accounts Officer, D.C.'s Office, Goalpara for information.
5. The Deputy Director, FCS & CA, Goalpara for information and necessary action.
6. The District Information & Public Relation Officer, Goalpara is requested to give wide publicity through 2(two) leading Newspapers, one in English daily and another in vernacular language daily.
7. The DIO, NIC, Goalpara for information and necessary action. He is requested to upload the TENDER NOTICE in the D.C.'s Office web portal & facebook official page.
8. The President / Secretary, Chambers of Commerce / Merchant Association, Goalpara/ Dhubri/ Bongaigaon/ Barpeta/ Guwahati for information & necessary action.
9. All Local Traders / Suppliers / Firms for information & necessary action.
10. CA to DC for kind appraisal of the Deputy Commissioner, Goalpara.
11. Office Notice Board.

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15/05/2021  
Addl. Deputy Commissioner,  
Goalpara