



## GOVT. OF ASSAM

### OFFICE OF THE DISTRICT COMMISSIONER :: GOLAGHAT

(DISASTER MANAGEMENT BRANCH)

Email- [dc-golaghat@nic.in](mailto:dc-golaghat@nic.in)

Ph. 03774-280222

No. DM-18/32/2023-DDM-GLT/427-428

#### SHORT NOTICE INVITING TENDER

Sealed tender affixing Court Free Stamp Rs. 8.25 (Rupees eight and paise twenty five) only with a validity of 10 (ten) days is invited from the Contractors/Firm/supplier for the following furniture's of DEOC building Golaghat:

| Sl. No. | Name of items  | Approx. value of works (In Rs.) | Earnest Money 2% for General category & 1% for SC/ST/OBC (refundable) | Period of completion |
|---------|--|---------------------------------|---|----------------------|
| 1.      | i. Conference Table 12 seater (U shape)- 1 No.<br>ii. Officer's Chair- 1 No.<br>iii. Office Chair- 13 nos.<br>iv. Aquaguard water filter (15 Liters)- 1 No.<br>v. Steel Almirah (big size)- 1 No.<br>vi. Steel rack- 1 No.<br>v. Plastic chairs- 15 nos. | Rs.2,99,321/-                   | 2% = Rs.5,986/-<br>1%= Rs.2,993/-                                     | 30 (thirty) days     |

Earnest Money may be deposited in the form of TDR/FDR duly pledged in favour of the District Commissioner, Disaster Management Branch Payable at Golaghat.

- The tender papers will be issued on **01/12/2023** to **21/12/2023** during office Hrs.
- Tender papers will be received up to **3:00 PM** of **21/12/2023** and will be opened on **21/12/2023** at **3:30 PM** on the same date. If the office is closed on the specified date, due to un-avoidable reasons, tenders will be opened on the next working day at the same time as above. The tenderers or his/her authorized agent may remain present at the time of opening of Tender papers.
- Rates must be mentioned both in figure & words legibly and clearly.
- Tenderer should mentioned their registration number of PAN, GST in tender paper and attested copies of PAN card, GST registration certificate, trade license etc. must be submitted along with the tender.
- The undersigned shall have the right to accept or reject all or any of the tenders without assigning any reasons and will also not be bound to accept the lowest tender.
- The items supplied should be of good quality.
- The experience firms of the District Commissioner, Golaghat and local firms/supplier will be given preference.
- The rate should be quoted considering all the taxes dues and other levies as per Govt. rule and the same will be deducted from the bill as per prevailing rules.
- The prospective bidders may inspect the building in any working days during office hours with prior intimation to DDMA, Golaghat before submission of the tender.
- The successful contractor/firm/supplier is to furnished Security Deposit money in the prescribe rate.

Sd/  
District Commissioner,  
Golaghat

To  
The District Commissioner &  
Golaghat.

Dated Golaghat the \_\_\_\_\_

Sub: Submission of tender papers for furniture of DEOC, Golaghat.

Ref: Your short notice tender No.DM- dtd.....

Respected Sir,  
With due respect I do hereby submit herewith tender papers along with all requisite documents for furniture of DEOC building, Golaghat for favour of your kind consideration and necessary action.

- 1. Name of bidder: .....
- 2. As per estimate..... below..... % (.....)
- 3. GST Registration Certificate No.....
- 4. PAN No.....
- 5. Trade License.....

Signature of bidder

Signature of witness:  
1.

- Document enclosed:
- 1. GST Registration Certificate.
  - 2. Caste certificate (in case of reserved category).
  - 3. PAN Card.
  - 4. ITR last 2 (two) financial year.
  - 5. ITR of GST last 3 months.
  - 6. Bidders photographs (1 copy).
  - 7. Court fee Rs.8.25/- (Rupees eight & twenty five paise) only.