



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :::: GOLAGHAT
(DISASTER MANAGEMENT BRANCH)

Email- dc-golaghat@nic.in

Ph. 03774-280222

No. DM-12/3/2025-DDM-GLT-Part(1)/1-4

SHORT QUOTATION NOTICE

Sealed quotations affixing court Fee Stamp of Rs.8.25/- (Rupees eight and twenty five paise) only, is invited from the local intending reputed registered firms/supplier/wholesalers/millers etc. of Golaghat district for supply of the following materials/food stuff/cattle feed tarpaulin/polyethylene sheets etc. to be used as G. R. during flood and other natural calamities for supply of GR material/food items/cattle feed/tarpaulin/polyethylene sheets etc. for distribution among affected people and livestock of the district for the year 2025-26.

The quotations will be received by the O/o the undersigned in tender box during Office hours up to **3.00 PM** on **03/04/2025** and will be opened on the same day at **3.30 PM** by the Addl. District Commissioner & CEO, DDMA, Golaghat. The intending traders or their representative may remain present at the time of opening of the said quotation.

Submit the quotation as the format given below:

Sl. No.	Category	Items	Specification	Quantity	Rate
1	Food stuff	Rice (Grade-A)	Superfine	Per Quintal	
2		Masur dal (big)	Good quality	Per Quintal	
3		Masur dal (medium)	Good quality	Per Quintal	
4		Masur dal (small)	Good quality	Per Quintal	
5		Arahar dal	Good quality	Per Quintal	
6		Moong Dal	Good quality	Per Quintal	
7		Salt	Iodized	Per Quintal	
8		Mustard Oil	Good quality	Per Quintal	
9		Chira	Good quality	Per Quintal	
10		Puffed rice	Good quality	Per Kg	
11		Molasses (Gur)	Good quality	Per Quintal	
12		Sugar	Good quality	Per Quintal	
13		Suji	Good quality	Per Kg	
14		Bread	Good quality	Per Pkt.	
15	Baby food	Biscuit good day (250 gm/ 25 gm)		Per Pkt.	
16		Biscuit marie gold (250 gm/ 25 gm)		Per Pkt.	
17		Horlicks		Per Pkt.	
18		Amul Taza		Per Pkt.	
19		Lactozen/cerelac		Per Pkt.	
20	Cattle feed	Wheat Bran	Good quality	Per Quintal	
21		Rice Bran	Good quality	Per Quintal	
22	Other essential items	Toilet Soap (Small)	Good quality	Per piece	
23		Bath soap	Good quality	Per piece	
24		Dettol liquid antiseptic (200 MI)		Per piece	
25		Hand wash (500 ml)		Per piece	
26		Hand wash (250/100 ml)		Per piece	
27		Sanitizer (250/100 ml)		Per piece	
28		Sanitary Pad (7/8 pieces)		Per Pkt	

Sl. No.	Category	Items	Specification	Quantity	Rate
29		Mask (Surgical)	Good quality	Per piece	
30		Mask (3 layer)	Good quality	Per piece	
31		Mask (N 95)	Good quality	Per piece	
32		Mug 1 (ltr)	Good quality	Per piece	
33		Plastic bucket (15 Ltrs)	Good quality	Per pieces	
34		Dustbin (big)	Good quality	Per piece	
35		Dustbin (medium)	Good quality	Per piece	
36		Phenyl white (500 ml/250ml)	Good quality	Per litres	
37		Phenyl Black (500 ml/250ml)	Good quality	Per litres	
38		Malathion		Per Bottle	
39		Baby Diapers (Huggies/Pampers)	(Small/Medium/big)	Per Pkt	
40		Disposable Glass (paper)	Good quality	Per 100 pieces	
41		Disposable Plate	Good quality	Per 100 pieces	
42		Mosquito Coil	Good quality	Per pieces	
43		Mosquito net (Single/medium/Double)	Good quality	Per piece	
44		Candle	Good quality	Per Pkt. of 6 pieces	
45		Match box	Good quality	Per pkt. containing 10 nos.	
46		Tarpaulin (15X18) (120 GSM)	Good quality	Per piece	
47		Tarpaulin (18X24) (120 GSM)	Good quality	Per piece	
48		Tarpaulin (24x30) (120 GSM)	Good quality	Per piece	
49		Polythelene sheet	Good quality	Per meter	
50		Packaged Drinking water	Good quality	Per 20 Ltr gallon	
51		Packaged Drinking water	Good quality	Per 5 Ltr gallon	
52		Packaged Drinking water	Good quality	1 Ltr	
53		Detergent powder	Good quality	Per pkt.	
54		Bleaching powder	Good quality	1 Kg Pkt	
55		Bleaching powder	Good quality	½ Kg Pkt	
56		Torch light with batteries	Good quality	Per piece	
57		Charge light with battery charger	Good quality	Per piece	
58		Inverter with installation (220 Ah, UPS 1050 Watt)		Per piece	
59		Garbage bag	(XL size)	Per kg.	
60		Gum boot		Per pair	
61		Umbrella		Per piece	
62		Mega phone (rechargeable)	Max-20 Watt	Per piece	
63		Mega phone (pencil cell/car battery)	Max-20 Watt	Per piece	
64		Water pump (2 HP) including suction pipe (88 mm dia) with foot valve 10 to 25 Mtr length and flexible delivery pipe (80 mm dia) including all necessary fitting		Per set	

Sl. No.	Category	Items	Specification	Quantity	Rate	
65	Other essential items	Fire wood		Per Quintal		
66		LPG Cylinder (hire basis)		Per cylinder		
67		LED bulb (9/5/18/30 Watt)	Good quality	Per piece		
68		Chain Saw (wood cutter)	Good quality	Per piece		
69		Hiring charge of excavator		Per hour		
70		Hiring charge of crane		Per hour		
71		Hiring charge of generator		Per hour		
72		Mattress (Cotton 7x4)		Per piece		
73		Bed (steel) 2.5 X 6 feet		Per piece		
74		Bed sheet double size		Per piece		
75		Blanket (single size)	Good quality	Per piece		
76		Blanket (double size)	Good quality	Per piece		
77		Sweater size wise	Good quality	Per piece		
78		Cotton saree	Standard size & good quality	Per piece		
79		Gamocha/towel	Size (70cm X 135 cm) & good quality	Per piece		
80		Vest (Ganji)	Standard size & good quality	Per piece		
81		Shawl	good quality	Per piece		
82		Grocery carry bag (Muna)	10 Kg size	Per piece		
83		Grocery carry bag (Muna)	20 Kg size	Per piece		
84		Carry bag		Per Kg.		
85		Tooth brush		Per piece		
86		Tooth paste		(50 gm) per piece		
87		Bamboo (Bhaluka)	Standard size	Per piece		
88		Bamboo (Jati)	Standard size	Per piece		
			Utensil Set: One set containing of 2 nos. steel rice plates, 2 nos. steel bowls, 2 nos. steel glasses, 2 nos. cooking spoons, 1 No. Aluminium Degchi, 1 No. Aluminium Kadai and 1 Aluminium lid (Dhakna)	Standard size	Per set	
89			Geo bag (Type A) 400 GSM		Per Pkt	
90			Geo bag (Type B) 300 GSM		Per Pkt	
91			RCC Porcupine		Per piece	
92			Chlorine tablet			
93		Stationery	Paper (A4 size)	Good quality	Per Pkt	
94			Paper (FS)	Good quality	Per Pkt	
95			Cartridge (12 A)	Original	Per Piece	
96	Cartridge (18 A)		Original	Per Piece		
97	Cartridge (137 A)		Original	Per Piece		
98	Xerox Tonner		Original	Per Piece		

TERMS & CONDITION:

1. The firm should be Govt. registered having Trade License.
2. Quotationer must deliver the goods as and when required at the specified sizes and quality as well as quantity should be maintained.
3. The quotationer will have to quote their rates against each item both in figures and words.
4. The rates should be inclusive of all taxes such as GST etc. (mentioned specifically).

5. No grounds will be considered upon receiving of order from the Office of the undersigned by firms/suppliers/wholesaler/millers like workers strike/shortage of material in the market etc. and any other grounds for failure of supply materials.
6. The quotationer must submit self-attested photostat copy of GST Registration Certificate, latest IT return, PAN Card, Trade license/Bank Passbook etc.
7. The quotationer must have godown facility and the quotationer should have the competency to supply sufficient quantity of items whenever required.
8. The GR items supplied should be of good quality.
9. The Committee is not bound to accept the lowest rates in a quotation and reserves the right to accept or reject any quotation without any reason thereof and the Purchase Committee will fix the rates of GR items and decision of the committee is final. **Wherein the Purchase Committee accepts the lowest rate and is of the opinion that the rate is abnormally below market price and not feasible, the bidder may be asked to deposit a Security deposit/Performance Bank Guarantee of Rs.5,00,000 lakhs and submit an affidavit to that end. Any bidder failing to supply items at the quoted rate shall be blacklisted.**
10. The rates of GR Materials will be reviewed by the Purchase Committee keeping in pace with the fluctuation of price of Essential Commodities in the source of procurement, if need be.
11. Payment of bills will be as per Govt. norms and procedures and on receipt of required fund from the Revenue & DM (G) Department, Assam. The District Commissioner, Golaghat will not be responsible for any delay in payment for the reason beyond his control and authority.
12. The terms and conditions should be strictly followed by the tenderer.
13. The experience firms under Golaghat district will be given preference considering flood/disaster urgency.
14. The District Commissioner has the right to accept or reject any or all quotations without assigning any reason thereof.

District Commissioner
Golaghat

Memo No. DM-12/3/2025-DDM-GLT-Part(1)/1-4/A

Copy to:-

1. The Principal Secretary to the Govt. of Assam, Revenue & DM (G) Department, Dispur, Guwahati- 6.
2. The Addl. District Commissioner (DDMA)/FCS & CA, Golaghat for information and necessary action.
3. The Co-District Commissioner, Bokakhat, for information and necessary action.
4. The Co-District Commissioner, Dergaon. for information and necessary action
5. The Co-District Commissioner, Sarupathar , for information and necessary action
6. The DIO, NIC, Golaghat , request to upload the same in the district website.
7. The Circle Officer, Golaghat/Khumtai/Dergaon/Morongi/ Bokakhat and Sarupathar, for information and necessary action
8. The DI & PRO, Golaghat. He/she is directed to do the needful to publish the notice in local daily newspaper.
9. The Deputy Director, FPD & CA, Golaghat. He is requested to submit price list of last month of items for comparison of rates.
10. M/S _____
11. Notice Board, DC's Office, Golaghat.

(e-signed)
District Commissioner,
Golaghat