



**GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER ::: HOJAI  
(DM BRANCH)**

**NOTICE INVITING TENDER**

**ECF No. 111891/15** : Sealed tender affixing non-refundable Court Fee stamps of Rs. 8.25/- (Rupees eight and twenty five paise) only is hereby invited from the intending reputed registered firms/vendors/suppliers/whole sellers/individuals for supply and distribution of the GR items/ materials like food grains/essential commodities/baby food/cattle feeds etc. as shown at **Annexure-I** among the affected people/family/cattle and livestock of Hojai district as Gratuitous relief during the natural calamities (flood/storm/earthquake etc.) for the year 2026-27. The tender will be received by the office of the District Commissioner, Hojai in the Tender Box placed in front of the DDMA Control Room (DEOC), Ground Floor of DC office new building during office hours on or before 26-05-2026 (up to 03:00 PM) and shall be opened on the same day at 04:00 PM at the office of the District Commissioner, Hojai, Srimanta Sankardev Nagar in presence of the Tender Committee. The intending traders/bidders or their authorized representative may remain present at the time of opening of the said tender with sample of items.

**Terms and Conditions:**

1. **Two BID System:** All bidders required to submit their offers in **Two covers** separately sealed in a **single cover affixing tender nos.**

**A. First Cover (Technical Bid)** should contain the following documents:

- i) Bio-data of the tenderer/proprietor/owner/individuals in **Annexure-II** with requisite documents.
- ii) Self attested valid GST Registration Certificate.
- iii) Self attested GST Clearance Certificate.
- iv) Self attested valid Trade license.
- v) Self attested PAN Card.
- vi) Self attested last three years Income Tax return certificate
- vii) Self attested AADHAAR card.
- viii) Self attested Voter ID card.
- ix) Self attested Experience Certificate.
- x) An Affidavit as **Annexure-III** for holding of sufficient space for storage of reserve stock of relief materials within Hojai district.
- xi) Self attested Bank Passbook front page.
- xii) Self attested Financially Sound Certificate from recognized Financial Institution/Bank.
- xiii) Security Deposit/Earnest Money Deposit of Rs. **1,00,000.00** (Rupees One Lakh) only in form of **“Demand Draft”** or **“Bank Draft”** only in favour of the District Commissioner cum Chairman, DDMA, Hojai.

**B. Second Cover(financial Bid)** should contain the following documents:

- i) Rates of items inclusive of all taxes in **Annexure-I**.
  - ii) Rates should be clearly written.
  - iii) There should not be any correction and over writing.
2. The L<sub>1</sub> (lowest bidder) shall be accepted if otherwise found valid. But, the Tender Committee is also not bound to accept the lowest rates quoted, as procurement of quality of relief materials is necessary in public interest.
  3. The Tender Committee shall consider the technically selected bid and the best quality items only.
  4. The firms/vendors/suppliers/whole sellers/individuals has to supply/deliver the relief items at various places of Hojai district at his own cost during the natural calamities (flood/storm/earthquake etc.) on receipt of supply order or being asked to do so by the authority concerned.
  5. In case of the approved supplier unable to supply of any items at quoted rate, the concerned supplier will forfeit their Security Deposit/Earnest Money Deposit and will be blacklisted.
  6. The bidder should not be a Central/State Govt. employee and Govt. PRI or Member of the Local Body.
  7. The bidder should submit a notarized affidavit in stamp paper mentioning that, if they are unable to supply of items at quoted rate, they will forfeit their Security Deposit/Earnest Money Deposit and will be blacklisted and also an FIR may be lodged against them under DM Act 2005.
  8. The firms/vendors/suppliers/whole sellers/individuals should submit a notarized affidavit in stamp in writing to effect that it has not been blacklisted by Govt. of India/Govt. of Assam/Any other State Government Institutions/Union Territory/Local Body and does not have any Criminal cases against it.
  9. Each bidder must have GSTIN Registration and PAN Card etc.
  10. Preference may be given to the local and experienced firms.
  11. Mandatory to submit sample of specified items and it will not be refundable.
  12. Once the rate of tender is accepted, an agreement is arrived at with the tenderer/supplier/firm/vendors/whole sellers/individuals and it will be effective for 01 (one) year only.
  13. Any other conditions deem to be just, fit and proper at any point of time.
  14. The undersigned reserves the right to accept or reject or cancel all the bid(s) or any supply order issued to the supplier as and when the situation and circumstances arises in public interest without assigning any reason thereof.
  15. In case of any dispute, the decision of Tender Committee will be final and binding.

**Sd/-**

Addl. District Commissioner cum  
CEO, DDMA, Hojai.

## List of the items with specifications

Sl. No.	Name of Items / Particulars	Description in Quantity/ Packing	Quoted Rate (in Rs.) including all Taxes
1	Rice	Per Qtl	
2	Rice (Fine)	Per Qtl	
3	Rice (Super Fine)	Per Qtl	
4	Masoor Dal (Big)	Per Qtl	
5	Masoor Dal (Small)	Per Qtl	
6	Masoor Dal (Medium)	Per Qtl	
7	Mustard Oil best quality (1 Ltr Pouch)	Per Pc/Ltr	
8	Mustard Oil best quality (500 ml Pouch)	Per Pc/Ltr	
9	Mustard Oil best quality(1 Ltr Bottle )	Per Pc/Ltr	
10	Mustard Oil best quality(500 ml bottle)	Per Pc/Ltr	
11	Mustard Oil Blended ( 1 Ltr Bottle)	Per Pc/Ltr	
12	Mustard Oil Blended ( 500 ml Bottle)	Per Pc/Ltr	
13	Salt Iodised free flow 50 kg	Per Qtl	
14	Salt Refined 50 Kg	Per Qtl	
15	Suger	Per Qtl	
16	Rice Flakes (Chira) Fine	Per Qtl	
17	Rice Flakes (Chira) Big	Per Qtl	
18	Atta	Per Qtl	
19	Potato	Per Qtl	
20	Onion	Per Qtl	
21	Gur (Jaggery)	Per Qtl	
22	Buiscuit	Per Pkt	
23	Water Pouch (500 ml)	Per Pc/Ltr	
24	Water (500 ml) bottle	Per Pc/Ltr	
25	Water (1 Ltr) bottle	Per Pc/Ltr	
26	Packed cooked food (Veg rice thali)	Per Pkt	
27	Packed Snacks (1 sweets, 1 namkeen & 1 sugar free)	Per Pkt	
28	Tea (100 gm)	Per Pkt	
29	Tea (250 gm)	Per Pkt	
30	Green Tea	Per Pkt	
31	Baby Food Cerelac	Per Pkt	
32	Nestum (Rice)	Per Pkt	

33	Baby Food Lactogen	Per Pkt	
34	Baby Food Amul	Per Pkt	
35	Daliya	Per Kg	
36	Packaged Milk( Amul Taza)	Per Pkt	
37	Wheat Bran	Per Qtl	
38	Rice Bran	Per Qtl	
39	De-oiled (cattle feed)		
40	Baby Diaper(S,M,L Size)	Per Pkt	
41	Fire Wood	Per Qtl	
42	Tarpaulin HDPP(12x24-100GSM)	Per Pc	
43	Tarpaulin (15x12-70GSM)	Per Pc	
44	Blanket Single (50x80)	Per Pc	
45	Blanket Double( 60x80)	Per Pc	
46	Blanket ( 50x60)	Per Pc	
47	Blanket ( 50x80)	Per Pc	
48	Raincoat PVC	Per Pc	
49	Raincoat Dustard	Per Pc	
50	Raincoat Standard	Per Pc	
51	Bucket 5ltr	Per Pc	
52	Bucket 9ltr	Per Pc	
53	Bucket 12ltr	Per Pc	
54	Bucket 13ltr	Per Pc	
55	Bucket 15ltr	Per Pc	
56	Bucket 18ltr	Per Pc	
57	Mug 1 ltr	Per Pc	
58	Soap Lifebuoy	Per Pc	
59	Soap Dettol	Per Pc	
60	Floor Wiper	Per Pc	
61	Floor Mop	Per Pc	
62	Green Mortein Coil(Per)	Per Pkt	
63	Match Box	Per Pc	
64	Sanitary Napkin	Per Roll	
65	Phenyle Black(500ml)	Per Ltr	
66	Phenyle White(500ml)	Per Ltr	
67	Paper A4	Per Rim	
68	Paper Legal	Per Rim	
69	File Board & Cover	Per Set	
70	Note Sheet(Legal Size.500 Page)	Per Pc	
71	Tag(9 inch long)	Per Bundle	
72	Alpin	Per Box	
73	Steppler & Pin( Big Size)	Per Set	
74	Steppler & Pin( Small Size)	Per Set	

75	Cello Tape Big	Per Pc	
76	Cello Tape Medium	Per Pc	
77	Cello Tape Small	Per Pc	
78	Pen ( Red, Blue,& Red )	Per Pc	
79	Plastic Rope	Per Kg	
80	Tube Light (LED)	Per Set	
81	Notice Board with Thumb Pin	Per No.	
82	Tarpaulin HDPP 9x12	Per Pc	
83	Mosquito Repellent	Per Pc	
84	Torch Light	Per Pc	
85	Gum Boot	Per Pc	
86	Bleaching Powder	Per Kg	
87	Candles	Per Pkt	
88	Envelope Legal	Per Pc	
89	Envelope A4	Per Pc	
90	Envelope Medium Size	Per Pc	
91	Gum	Per Pc	
92	Milky File Legal	Per Pc	
93	Milky File A4	Per Pc	
94	Marker Pen Permanent	Per Pc	
95	Highlighter	Per Pc	
96	Register Copy ( 10 Nos )	Per Pc	
97	Paper Weight	Per Pc	
98	Broom	Per Pc	
99	Fan( Ceiling )	Per Pc	
100	Fan( Table )	Per Pc	
101	Bulb (LED)	Per Pc	
102	Packaged Cooked Food (Non-Veg )	Per Pkt	
103	Packaged Cooked Food(Veg )	Per Pkt	
104	Blanket( 4.5x7)	Per Pc	
105	Printer Cartridge Toner (Hp Laser Jet MFP M436 nda)	Per Pc	
106	Cartridge Toner (Cannon SHARP AR 6023 Nv)	Per Pc	
107	File Board 24 A	Per 100	
108	File Cover (Ordinary )	Per 100	
109	File Cover (Best Quality )	Per 100	
110	Stapler Big Size	Per Pc	
111	Stapler Small Size	Per Pc	
112	Stapler Pin	Per Box	
113	Detergent (100 gm Surf)	Per Pc	
114	Room Freshener	Per Pc	
115	Utensil Set (Small Size)	Per Set	

116	Utensil Set (Big Size)	Per Set	
117	Disposable Item (Glass)	Per100	
118	Disposable Item (Plate)	Per 100	
119	Fire Wood	Per Qtl	
120	Tooth Paste	Per Pkt	
121	Cloth (Half Pant)	Per Pc	
122	Chadar	Per Pc	
123	Frock for Girls(size 22-30)	Per Pc	
124	Gamosa 4.5ft long Syntehtic	Per Pc	
125	Gamosa 4.5ft long Cotton	Per Pc	
126	Highlighter Index Teb Flagspage	Per Pkt	
127	Hand wash (200 ml)	Per Pc	
128	Battery (for Remote)	Per Pc	
129	Blanket( 4X6 )	Per Pc	
130	Polythine Sheet (9X12)	Per Pc	
131	Gram Whole	Per Qtl	
132	DFC Paper	Per Pc	
133	Sign board	Per Pc	
134	Display board (3'X4')	Per Pc	
135	Display board (2'X3')	Per Pc	
136	Kore. Non Meg. Eco Board (7'X 4')	Per Pc	
137	(50 Pc) Chalk	Per Box	
138	Wooden Pencil	Per Box	
139	Colour pencil	Per Box	
140	Eraser	Per Box	
141	W.C Toilet Cleaner	Per Pc	
142	Towel	Per Pc	
143	Duster	Per Pc	
144	Stam pad	Per Pc	
145	Stam -Ink	Per Pc	
146	Clip Board	Per Pc	
147	3 Col. Flag (Paper Bag for sign.	Per Pc	
148	Lock 7 Key 50mm-90	Per Pc	
149	5 mtr Extension Board	Per Pc	
150	OT slipper (size 6,7,8,9)	Per Pc	
151	Carbon Paper (Kores 100 Sheets, 210mm X 330mm)	Per Pc	
152	Calculator	Per Pc	
153	Cushion	Per Pc	
154	Stock book register	Per Pc	
155	Brown/ white cello tape	Per Pc	
156	Brown Paper	Per Rim	

157	Pencil cutter/sharpner	Per Pc	
158	Door mat	Per Pc	
159	Examination laa	Per Pc	
160	Ruler	Per Pc	
161	Single and double hole machine	Per Pc	
162	Soap case	Per Pc	
163	Correction pen	Per Box	
164	Cash book	Per Pc	
165	Ledger book	Per Pc	
166	AAA Baterry	Per Pc	
167	AA Battery	Per Pc	
168	Kodak glosy paper (180gsm)	Per Pc	
169	Scissor 6" & 8"	Per Pc	
170	20 ml Gum Plastic	Per Box	
171	A4 Size yellow paper	Per Bundle	
172	A4 size light green paper	Per Bundle	
173	A4 size paper (JK Red 75 GSM)	Per Bundle	
174	Fs (Legal) paper (JK 75 GSM)	Per Bundle	
175	Dustbin (Big & Small)	Per Pc	
176	Plastic Bag for Dustbin(S & B)	Per Bundle	
177	Tooth-Brush	Per Pc	
178	Washing Soap	Per Pc	
179	Harpic 500ml	Per Pc	
180	Toilet Cleaning brush	Per No.	
181	Hand Sanitizer (Alcohol based) 100 ml	Per Bottle	
182	Stand Fan	Per No.	
183	Hiring of Generator	Per day	
184	Spoon	Per No.	
185	Bowl	Per No.	
186	Baby Soap	Per Pc	
187	Baby Oil	Per No.	
188	Marker For White Board	Per Pc	
189	Lungi	Per Pc	
190	Kurta	Per Pc	
191	Banyan	Per Pc	
192	Baby Wiper	Per Pkt	
193	Folding Bed	Per Pc	
194	Sodium Hypochloride(5% Chlorine)	Per Ltr	
195	Air Conditioner	Per Pc	
196	Chair	Per Pc	
197	Cocunut Rope	Per Bundle	

198	Clear Bag	Per Dozen	
199	Clip Binder	Per Box	
200	Cloth	Per Mtr/Pc	
201	Flower Chain	Per Pc	
202	Comb	Per Pc	
203	Calling bell	Per Pc	
204	Carrom	Per Pc	
205	Chess	Per Pc	
206	Door Curtain	Per Pc	
207	Dettol liquid	Per Ltr	
208	Dhup	Per Pkt	
209	Dalda	Per Kg	
210	Dhupkati	Per Pkt	
211	Dhoti	Per Pc	
212	Drum	Per Pc	
213	Extension Cord	Per Pc	
214	Emergency Light	Per Pc	
215	Elastic Rubber Band	Per Pkt	
216	Electric Kettle	Per Pc	
217	Side Revolving Fan	Per Pc	
218	Ghee	Per Kg	
219	Glue Stick	Per Box	
220	Horlicks (1 Kg)	Per bottle	
221	Hair Oil (100 ml)	Per bottle	
222	Hand Spray Bottle	Per Pc	
223	Water Treatment Bucket	Per Pc	
224	Face Shield	Per Pc	
225	Iron Chain with Hook	Per Pc	
226	Jar	Per Pc	
227	Kolshi	Per No.	
228	Kerosene	Per Ltr	
229	Mug (500 ml)	Per Pc	
230	Lizol bottle	Per Ltr	
231	Mobil(Castrol) bottle	Per Ltr	
232	Mirror	Per Pc	
233	Note Pad ( Conference hall)	Per Pc	
234	Nylone Rope	Per Bundle	
235	Coconut Rope	Per Kg	
236	Napthalene Ball	Per Pkt	
237	Odonil	Per Pc	
238	Pen Stand	Per Pc	
239	Paper cutter	Per Pc	

240	Paper pin stand	Per Pc	
241	Paper plaster	Per Pc	
242	Pen Drive	Per Pc	
243	PPE Kit	Per Pc	
244	Room Freshner	Per Pc	
245	Surgical cap	Per Pc	
246	Sprayer Machine	Per Pc	
247	Shampoo	Per Pkt	
248	Soft broom stick	Per Pc	
249	Spade (Dust picker & all)	Per Pc	
250	Steel Almirah	Per Pc	
251	Saree	Per Pc	
252	Shoes	Per Pair	
253	Spray Nozzels	Per Dozen	
254	Screw (Box)	Per Box	
255	Bundle of flexible wire	Per Bundle	
256	Plastic wire (coil big)	Per Bundle	
257	Medicinal tape	Per Box	
258	Table (plastic)	Per Pc	
259	Trunk	Per Pc	
260	Gamusa (Handloom)	Per Pc	
261	Gamusa long(Handloom)	Per Pc	
262	Table mat	Per Pc	
263	Tray	Per Pc	
264	Umbrella	Per Pc	
265	Window curtain	Per Pc	
266	Water filter	Per Pc	
267	Yellow bags	Per Pc	
268	Wall Fan	Per Pc	
269	Wire	Per Bundle	
270	Water Tank	Per Pc	
271	Fare for hiring of Country Boat	Per day	
272	Fare for hiring of Iron Boat	Per day	