



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

NOTICE INVITING TENDER

ECF No. 111891/tel Y: 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 of the GR & RG items/ materials like food grains/essential commodities/baby food/cattle feeds etc. as shown at **Annexure-I** for distribution 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 2025-26. The tender will be received by the office of the District Commissioner, Hojai in the Tender Box placed in front of the DDMA Branch (1st Floor) during office hours on or before 15-04-2025 (up to 03:00 PM) and shall be opened on the same day at 04:00 PM at the office chamber of the undersigned 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:

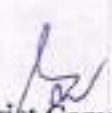
1. **Two BID System:** All bidders required to submit their offers in **Two covers** separately sealed in a **single cover affixing tender nos.**

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.
- 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 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 select 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.


Addl. District Commissioner cum
Addl. CEO, DDMA, Hojai
Date: 26-03-2025

Memo ECF No. 111891/ 1014

(A)

Copy to:

1. The Principal Accountant General, Assam, Maidam Gaon, Beltola, Ghy-06 for favour of kind information.
2. The CEO, Assam State Disaster Management Authority, Dispur, Ghy-06 for favour of kind information.

3. The Joint Secretary to the Govt. of Assam, Revenue & DM Department, Dispur, Ghy-06 for favour kind information.
4. The Joint Secretary to the Govt. of Assam, Finance (Budget) Department, Dispur, Ghy-06 for favour of information.
5. The Member concerned for information and necessary action.
6. The District Information & Public Relation Officer, Hojai for wide publicity in daily news paper (atleast two).
7. The DIO, Hojai NIC unit for upload the same in the District website.
8. Notice Board of D.C Office, Hojai, Srimant Sankardev Nagar.
9. PA to DC for kind appraisal of the District Commissioner, Hojai.
10. Office file.


Addl. District Commissioner cum
CEO, DDMA, Hojai.
Addl. District Commissioner cum
CEO, DDMA, Hojai

ANNEXURE -II

BIO-DATA OF TENDERER

Attach Passport
size colour
photograph of
Tenderer/Proprietor

1. Name of Firm / Tenderer (in block letters): _____
2. Name Owner / Proprietor (in block letters): _____
3. Address of the Firm Registered: _____
4. Address of the owner / Proprietor: _____
(ignore if same as point 3)
5. Account Details:
 - a. Bank Account No. _____
 - b. Bank Name _____
 - c. Bank Branch Name _____
 - d. IFSC Code _____
 - e. PAN No. _____
 - f. GST No. _____
6. Contact Details:
 - a. Mobile no (Whatsapp No) _____
 - b. E-mail ID _____

(Signature of tenderer/ Owner/ Proprietor)

Please attach below mentioned documents along with this Bio data:

- a. Court fees of minimum Rs 8.25/-
- b. A passport size colour photograph,
- c. Self attested copy of Photo ID proof (PAN/Voter ID/AADHAAR card),
- d. Self attested copy of PAN card,
- e. Self attested copy of valid GST Registration Certificate and Clearance Certificate,
- f. Income Tax return for assessment year 2024-25.
- g. Self attested copy of bank passbook or Cancelled Cheque and financial soundness certificate.
- h. Self attested copy of Trade license and experience certificate.
- h. An Affidavit as per Annexure II.

(attach court fees of Rs. 8.25 below)

Annexure-III

(Format of AFFIDAVIT)

I, Shri/Smt/Mr/Mrs of vill/town
....., PO-, PS-, Dist-
....., PIN- Proprietor/owner of
..... do hereby declare that I have a storage
facility/godown at, Hojai measuring (.....X.....)
square feet which is suitable for storage of supply items for which I have
tendered.

I do hereby declare that the statement made above is true to the best of
my knowledge and belief and will be liable for legal action if any information is
found to be false and have signed this affidavit on this day of
....., 2025.

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	Biscuit	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	Baby Diaper(S,M,L Size)	Per Pkt	
40	Fire Wood	Per Qtl	
41	Tarpaulin HDPP(12x24-100GSM)	Per Pc	
42	Tarpaulin (15x12-70GSM)	Per Pc	
43	Blanket Single (50x80)	Per Pc	

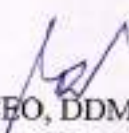
44	Blanket Double(60x80)	Per Pc	
45	Blanket (50x60)	Per Pc	
46	Blanket (50x80)	Per Pc	
47	Raincoat PVC	Per Pc	
48	Raincoat Dustard	Per Pc	
49	Raincoat Standard	Per Pc	
50	Bucket 5ltr	Per Pc	
51	Bucket 9ltr	Per Pc	
52	Bucket 12ltr	Per Pc	
53	Bucket 13ltr	Per Pc	
54	Bucket 15ltr	Per Pc	
55	Bucket 18ltr	Per Pc	
56	Mug 1 ltr	Per Pc	
57	Soap Lifebuoy	Per Pc	
58	Soap Dettol	Per Pc	
59	Floor Wiper	Per Pc	
60	Floor Mop	Per Pc	
61	Green Mortein Coil(Per)	Per Pkt	
62	Match Box	Per Pc	
63	Sanitary Napkin	Per Roll	
64	Phenyle Black(500ml)	Per Ltr	
65	Phenyle White(500ml)	Per Ltr	
66	Paper A4	Per Rim	
67	Paper Legal	Per Rim	
68	File Board & Cover	Per Set	
69	Note Sheet(Legal Size.500 Page)	Per Pc	
70	Tag(9 inch long)	Per Bundle	
71	Alpin	Per Box	
72	Stepler & Pin(Big Size)	Per Set	
73	Stepler & Pin(Small Size)	Per Set	
74	Cello Tape Big	Per Pc	
75	Cello Tape Medium	Per Pc	
76	Cello Tape Small	Per Pc	
77	Pen (Red, Blue,& Red)	Per Pc	
78	Plastic Rope	Per Kg	
79	Tube Light (LED)	Per Set	
80	Notice Board with Thumb Pin	Per No.	
81	Tarpaulin HDPP 9x12	Per Pc	
82	Mosquito Repellent	Per Pc	
83	Torch Light	Per Pc	
84	Gum Boot	Per Pc	
85	Bleaching Powder	Per Kg	
86	Candles	Per Pkt	
87	Envelope Legal	Per Pc	
88	Envelope A4	Per Pc	
89	Envelope Medium Size	Per Pc	
90	Gum	Per Pc	
91	Milky File Legal	Per Pc	
92	Milky File A4	Per Pc	
93	Marker Pen Permanent	Per Pc	
94	Highlighter	Per Pc	
95	Register Copy (10 Nos)	Per Pc	
96	Paper Weight	Per Pc	

97	Broom	Per Pc	
98	Fan(Ceiling)	Per Pc	
99	Fan(Table)	Per Pc	
100	Bulb (LED)	Per Pc	
101	Packaged Cooked Food (Non-Veg)	Per Pkt	
102	Packaged Cooked Food(Veg)	Per Pkt	
103	Blanket(4.5x7)	Per Pc	
104	Printer Cartridge Toner (Hp Laser Jet MFP M436 nda)	Per Pc	
105	Cartridge Toner (Cannon SHARP AR 6023 Nv)	Per Pc	
106	File Board 24 A	Per 100	
107	File Cover (Ordinary)	Per 100	
108	File Cover (Best Quality)	Per 100	
109	Stapler Big Size	Per Pc	
110	Stapler Small Size	Per Pc	
111	Stapler Pin	Per Box	
112	Detergent (100 gm Surf)	Per Pc	
113	Room Freshener	Per Pc	
114	Utensil Set (Small Size)	Per Set	
115	Utensil Set (Big Size)	Per Set	
116	Disposable Item (Glass)	Per 100	
117	Disposable Item (Plate)	Per 100	
118	Fire Wood	Per Qtl	
119	Tooth Paste	Per Pkt	
120	Cloth (Half Pant)	Per Pc	
121	Chadar	Per Pc	
122	Frock for Girls(size 22-30)	Per Pc	
123	Gamosa 4.5ft long Syntehtic	Per Pc	
124	Gamosa 4.5ft long Cotton	Per Pc	
125	Highlighter Index Teb Flagspage	Per Pkt	
126	Hand wash (200 ml)	Per Pc	
127	Battery (for Remote)	Per Pc	
128	Blanket(4X6)	Per Pc	
129	Polythine Sheet (9X12)	Per Pc	
130	Gram Whole	Per Qtl	
131	DFC Paper	Per Pc	
132	Sign board	Per Pc	
133	Display board (3'X4')	Per Pc	
134	Display board (2'X3')	Per Pc	
135	Kore. Non Meg. Eco Board (7'X 4')	Per Pc	
136	(50 Pc) Chalk	Per Box	
137	Wooden Pencil	Per Box	
138	Colour pencil	Per Box	
139	Eraser	Per Box	
140	W.C Toilet Cleaner	Per Pc	
141	Towel	Per Pc	
142	Duster	Per Pc	
143	Stam pad	Per Pc	
144	Stam -Ink	Per Pc	
145	Clip Board	Per Pc	
146	3 Col. Flag (Paper Bag for sign.	Per Pc	

147	Lock 7 Key 50mm-90	Per Pc	
148	5 mtr Extension Board	Per Pc	
149	OT slipper (size 6,7,8,9)	Per Pc	
150	Carbon Paper (Kores 100 Sheets, 210mm X 330mm)	Per Pc	
151	Calculator	Per Pc	
152	Cushion	Per Pc	
153	Stock book register	Per Pc	
154	Brown/ white cello tape	Per Pc	
155	Brown Paper	Per Rim	
156	Pencil cutter/sharpner	Per Pc	
157	Door mat	Per Pc	
158	Examination laa	Per Pc	
159	Ruler	Per Pc	
160	Single and double hole machine	Per Pc	
161	Soap case	Per Pc	
162	Correction pen	Per Box	
163	Cash book	Per Pc	
164	Ledger book	Per Pc	
165	AAA Battery	Per Pc	
166	AA Battery	Per Pc	
167	Kodak glosy paper (180gsm)	Per Pc	
168	Scissor 6" & 8"	Per Pc	
169	20 ml Gum Plastic	Per Box	
170	A4 Size yellow paper	Per Bundle	
171	A4 size light green paper	Per Bundle	
172	A4 size paper (JK Red 75 GSM)	Per Bundle	
173	Fs (Legal) paper (JK 75 GSM)	Per Bundle	
174	Dustbin (Big & Small)	Per Pc	
175	Plastic Bag for Dustbin(S & B)	Per Bundle	
176	Tooth-Brush	Per Pc	
177	Washing Soap	Per Pc	
178	Harpic 500ml	Per Pc	
179	Toilet Cleaning brush	Per No.	
180	Hand Sanitizer (Alcohol based) 100 ml	Per Bottle	
181	Stand Fan	Per No.	
182	Hiring of Generator	Per day	
183	Spoon	Per No.	
184	Bowl	Per No.	
185	Baby Soap	Per Pc	
186	Baby Oil	Per No.	
187	Marker For White Board	Per Pc	
188	Lungi	Per Pc	
189	Kurta	Per Pc	
190	Banyan	Per Pc	
191	Baby Wiper	Per Pkt	
192	Folding Bed	Per Pc	
193	Sodium Hypochloride(5% Chlorine)	Per Ltr	
194	Air Conditioner	Per Pc	
195	Chair	Per Pc	
196	Cocunut Rope	Per Bundle	

197	Clear Bag	Per Dozen	
198	Clip Binder	Per Box	
199	Cloth	Per Mtr/Pc	
200	Flower Chain	Per Pc	
201	Comb	Per Pc	
202	Calling bell	Per Pc	
203	Carrom	Per Pc	
204	Chess	Per Pc	
205	Door Curtain	Per Pc	
206	Dettol liquid	Per Ltr	
207	Dhup	Per Pkt	
208	Dalda	Per Kg	
209	Dhupkati	Per Pkt	
210	Dhoti	Per Pc	
211	Drum	Per Pc	
212	Extension Cord	Per Pc	
213	Emergency Light	Per Pc	
214	Elastic Rubber Band	Per Pkt	
215	Electric Kettle	Per Pc	
216	Side Revolving Fan	Per Pc	
217	Ghee	Per Kg	
218	Glue Stick	Per Box	
219	Horlicks (1 Kg)	Per bottle	
220	Hair Oil (100 ml)	Per bottle	
221	Hand Spray Bottle	Per Pc	
222	Water Treatment Bucket	Per Pc	
223	Face Shield	Per Pc	
224	Iron Chain with Hook	Per Pc	
225	Jar	Per Pc	
226	Kolshi	Per No.	
227	Kerosene	Per Ltr	
228	Mug (500 ml)	Per Pc	
229	Lizol bottle	Per Ltr	
230	Mobil(Castrol) bottle	Per Ltr	
231	Mirror	Per Pc	
232	Note Pad (Conference hall)	Per Pc	
233	Nylone Rope	Per Bundle	
234	Coconut Rope	Per Kg	
235	Napthalene Ball	Per Pkt	
236	Odonil	Per Pc	
237	Pen Stand	Per Pc	
238	Paper cutter	Per Pc	
239	Paper pin stand	Per Pc	
240	Paper plaster	Per Pc	
241	Pen Drive	Per Pc	
242	PPE Kit	Per Pc	
243	Room Freshner	Per Pc	
244	Surgical cap	Per Pc	
245	Sprayer Machine	Per Pc	
246	Shampoo	Per Pkt	
247	Soft broom stick	Per Pc	
248	Spade (Dust picker & all)	Per Pc	
249	Steel Almirah	Per Pc	

250	Saree	Per Pc	
251	Shoes	Per Pair	
252	Spray Nozzels	Per Dozen	
253	Screw (Box)	Per Box	
254	Bundle of flexible wire	Per Bundle	
255	Plastic wire (coil big)	Per Bundle	
256	Medicinal tape	Per Box	
257	Table (plastic)	Per Pc	
258	Trunk	Per Pc	
259	Gamusa (Handloom)	Per Pc	
260	Gamusa long(Handloom)	Per Pc	
261	Table mat	Per Pc	
262	Tray	Per Pc	
263	Umbrella	Per Pc	
264	Window curtain	Per Pc	
265	Water filter	Per Pc	
266	Yellow bags	Per Pc	
267	Wall Fan	Per Pc	
268	Wire	Per Bundle	
269	Water Tank	Per Pc	
270	Fare for hiring of Country Boat	Per day	
271	Fare for hiring of Iron Boat	Per day	


 ADC & CEO, DDMA, Hojai cum
 Chairman of Tender Committee
 Date: 15-03-2025

Memo ECF No. 111891/

(A)

Copy to:

1. The CEO, Assam State Disaster Management Authority, Dispur, Ghy-06 for favour of kind information.
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