



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :::: KOKRAJHAR
(RELIEF & DISASTER MANAGEMENT BRANCH)

No.E-141327/2

Dated Kokrajhar the 5th March, 2025

NOTICE INVITING TENDER (NIT)

Sealed quotations affixing Court Fee Stamps worth Rs.8.25 (Rupees eight and twenty five paisa) only are hereby invited as per cited terms and conditions from the Suppliers/Registered Firms for supply of the below mentioned relief materials to the Office of the **District Commissioner, Kokrajhar** as and when required for relief purpose in different natural disasters like **flood/storm/etc.** during the financial year **2025-26**. The quotation will be received on or before **19/03/2025(Wednesday) up to 3:00 P.M** and the same will be opened on **19/03/2025 at 3:30 P.M** in presence of the tender/purchase committee and tenderers or their authorized representatives. The Tender should be submitted in sealed envelope superscribed on the cover as **“SUPPLY OF GR ITEMS (STORM/FLOOD/ETC.) FOR THE YEAR 2025-26”**.

Sl. No.	Name of Items	Unit	Rate
1.	Rice (Common)	Per Quintal	
2.	Rice (Fine)	Per Quintal	
3.	Dal Musur (Big)	Per Quintal	
4.	Dal Musur (Small)	Per Quintal	
5.	M.Oil (Standard Brand)	Per Litre	
6.	Beaten Rice (Chira)	Per Quintal	
7.	Jaggery (Gur)	Per Quintal	
8.	Sugar (Good Quality)	Per Quintal	
9.	Salt (Standard Brand-Packet)	Per Kilogram	
10.	Baby Food {Flattened rice (Chira)}	Per Kg	
11.	Baby Food {Puffed rice (Muri)}	Per Kg	
12.	Baby Food (Kumol chawal)	Per Kg	
13.	Baby Food (Suji)	Per Kg	
14.	Baby Food (Ground nut)	Per Kg	
15.	Good Day Biscuit (Small size-53 gram)	Per packet	
16.	Water Bottle (500 ml)	Per bottle	
17.	Mosquito Net (190cm x 180cm x 150cm- double size)	Per piece	
18.	Tarpaulin (Size-18feet x 15feet with 150 GSM)	Per piece	
19.	Black Polythene Sheet	Per meter	
20.	Candle (Big size)	Per packet	
21.	Candle (Medium size)	Per packet	
22.	Match Box (Contains of 10 Pkt)	Per box	
23.	Hair Oil (Standard Brand- 30 ml)	Per bottle	
24.	Bathing Soap (Dettol-42gm)	Per piece	
25.	Cleaning Soap (50gms)	Per piece	
26.	Antiseptic liquid (Dettol-60 ml)	Per bottle	
27.	Tooth Paste (Colgate- 50gm)	Per packet	
28.	Sanitary Napkin (Standard Brand-Good quality-Pack of 7 pads)	Per packet	
29.	Disposable Mask (3 Layer Surgical Mask- Pack of 100)	Per packet	
30.	Disposable Medical Hand Gloves	Per pair	
31.	Hand Sanitizer (Standard Brand- 50ml)	Per piece	
32.	Bleaching Powder (500 g)	Per packet	
33.	Mosquito Coil (Mortin/Goodnight)	Per packet	
34.	Milk powder (Everyday- 200 g)	Per packet	
35.	Harpic (Big size)	Per bottle	
36.	Harpic (Small size)	Per bottle	
37.	Phenyl Bottle	Per litre	
38.	Plastic Bucket (Best Quality-16 Ltr Capacity)	Per piece	
39.	Plastic Mug (Good Quality)	Per piece	
40.	Utensil Set (One set containing- 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. Aluminium Saucepan, 1 no. Aluminium Kadai and 1 no. Aluminium Lid)	Per set	
41.	Blankets (Single Size)	Per piece	
42.	Cotton Saree (Standard Size & Quality)	Per piece	
43.	Dokhona (Standard Size & Quality)	Per piece	
44.	Lungi (Standard Size & Quality)	Per piece	

45.	Gamocha (Standard Size & Quality)	Per piece	
46.	Shawl (Standard Size & Quality)	Per piece	
47.	Fire Wood	Per quintal	
48.	Cattle fodder (Wheat Bran)	Per quintal	
49.	Cattle fodder (Rice Bran)	Per quintal	

Terms and Conditions:-

1. Rate quoted shall remain valid for the financial year 2025-26 (i.e up to 31st March, 2026).
2. Rate should be quoted inclusive of all taxes. i.e GST/ etc. against the specified quantity.
3. Rate against each item should clearly be written both in figure and words against the specific quantity.
4. Any over writing/cancellation on the quotation paper shall not be entertained.
5. Deposit of Security Money i.e **Rs. 50,000/- (Rupees Fifty Thousand)** only should be made only in Bank Draft/ Fixed Deposit. Other forms of deposit of security deposit shall not be considered.
6. The bidder must have a valid Trade License and possesses standing Shop/Godown in Kokrajhar.
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 Maximum Retail Price (MRP).
10. The Supplier 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 conditions so as to ensure supply of items as per requirement immediately to meet up the 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 approved L1 rates.
16. If supplier is unable to supply items at quoted rate, 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 the bills will be made through Bank A/C only. Hence, the suppliers should have an operational bank A/C in the name of the firm.
22. Any suppliers with prior complaints in supplying against Govt. requirement may not be considered.

**District Commissioner
Kokrajhar**

Memo No.E-141327/2

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Dated Kokrajhar the 5th March, 2025**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 District Informatics Officer, NIC, Kokrajhar is requested to upload the Tender Notice on the District website.
4. The Joint Director, FCS & CA, Kokrajhar for information and necessary action.
5. The Finance & Accounts Officer, DC's Office, Kokrajhar for information.
6. The District Information and Public Relation Officer, Kokrajhar. He is requested to make wide publicity through 3(three)Nos. of leading Newspapers, one in English daily, one in Assamese daily and another in vernacular language daily.
7. All local Firms of Kokrajhar Sub-Division for information and necessary action.
8. Notice Board of District Commissioner's Office, Kokrajhar.

sd/-

**District Commissioner
Kokrajhar**