



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

No.KDM.03/2026/3

Dated Kokrajhar the 3rd March, 2026

TENDER NOTICE

Sealed tenders affixing non-refundable Court Fee Stamp worth ₹8.25 (Rupees eight and twenty-five paise) only are hereby invited from intending registered Firms/Vendors/Suppliers for supply of the **Gratuitous Relief (GR) items** at **Annexure-I** 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 **2026-27** with the following terms and conditions. The tenders will be received by the undersigned from **02/03/2026** up to **09/03/2026** till 3:00 PM and the quotations shall be opened in the presence of the tenderers or their authorised representatives on the **09/03/2026** at **3.30 pm** at Conference Hall of DC's Office, Kokrajhar. The quotations should be deposited in sealed envelope superscribed on the cover as **"SUPPLY OF GR ITEMS (STORM/FLOOD/ETC.) FOR THE YEAR 2026-27"** at the tender box kept at the Relief Branch, DC's Office, Kokrajhar during office hours on working days.

Sl. No.	Name of GR 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.	Gamocho (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 2026-27 (i.e. up to 31st March 2027).~~
 1. The rates shall be quoted inclusive of GST and other applicable taxes, which shall be payable as per Government norms.
 2. Rate against each item should clearly be written both in figure and words against the specific quantity.
 3. Rate of the items should not be more than the printed Maximum Retail Price (MRP).
 4. The Supplier should mention the brands against all quoted items compulsorily.
 5. It is not binding upon the authority to accept the lowest rate.
 6. **Sample of materials must be supplied with quotation.**
 7. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof during or after the tender process.
 8. The L1 bidder/or the best advantageous bid shall be awarded the contract for supply of the required items.
 9. If the L1 bidder is unable to complete the assign work within prescribed timeline, the next party will be eligible to carry out the work at L1 rate.
 10. 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.
 11. 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.
 12. If supplier is unable to supply items at quoted rate, they will forfeit their Security Deposit & will be blacklisted.
 13. 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.
 14. Experience in supply to Government/Semi-Government Offices is mandatory.
 15. Suppliers should mention their address of the Shop/Office/Godown along with valid contact numbers.
 16. Transportation costs within and around Kokrajhar shall be borne by the supplier.
 17. All bills submitted by the suppliers must be supported by valid supply orders, challans etc.
 18. Any suppliers with prior complaints in supplying against Govt. requirement may not be considered.
 19. Payment shall be made only after receipt of funds from the Revenue & Disaster Management Department, Dispur, Guwahati-6 and subject to availability of fund. No claim for advance payment shall be entertained.
 20. Documents to be furnished along with the rate quotation:
 - (a) Valid GST Registration Certificate along with updated GST Return, Trade License, and PAN Card
 - (b) Income Tax Returns for the last three (03) Financial Years
 21. Earnest Money Deposit (EMD) of ₹50,000/- (Rupees fifty thousand) only in the form of Bank Draft drawn in favour of District Commissioner, Kokrajhar.
 - o The EMD of unsuccessful tenderers shall be refunded.
 - o In case of successful tenderer, the EMD shall be retained as Security Deposit, which shall be liable to forfeiture in case of failure to supply materials as per order.


District Commissioner, cum
Chairman, DDMA, Kokrajhar

Dated Kokrajhar the 3rd March, 2026

Memo No.KDM.03/2026/3

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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, BTC, 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(Sadar) Sub-Division for information and necessary action.
8. Notice Board of District Commissioner's Office, Kokrajhar.


District Commissioner, cum
Chairman, DDMA, Kokrajhar