



**GOVT. OF ASSAM**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL):::GOSSAIGAON**  
**(RELIEF & DISASTER MANAGEMENT BRANCH)**

No.GDM.04/2024/27

Dated Gossaigaon the 19<sup>th</sup> March, 2025

**NOTICE INVITING QUOTATIONS**

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 Sub Divisional Officer (Civil), Gossaigaon as and when required for relief purpose in different disasters like Flood/Storm etc. during the financial year 2025-26. The quotation will be received on or before 04/04/2025 up to 3:00 P.M and the same will be opened at 4:00 P.M in presence of the quotationers or their authorized representatives. The Quotation should be submitted in a sealed envelope super-scribed on the cover as “SUPPLY OF GR ITEMS (STORM/FLOOD) 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 Kilogram	
11.	Baby Food (Puffed Rice (Muri))	Per Kilogram	
12.	Baby Food (Kumol Chawal)	Per Kilogram	
13.	Baby Food (Suji)	Per Kilogram	
14.	Baby Food (Ground Nut)	Per Kilogram	
15.	Good Day Biscuit (Small size)	Per packet	
16.	Water Bottle (500 ml)	Per bottle	
17.	Mosquito Net (190cm x 180cm x 150cm, double)	Per piece	
18.	Tarpaulin (15ft x 18ft with 150GSM)	Per piece	
19.	Black Polythene Sheet	Per meter	
20.	Candle (Big)	Per packet	
21.	Candle (Medium)	Per packet	
22.	Match Box (10 Pkt each)	Per box	
23.	Hair Oil (Shalimar Brand) 30 ml	Per bottle	
24.	Bathing Soap (Dettol 42gm)	Per piece	
25.	Cleaning Soap (50gms)	Per piece	
26.	Dettol (Antiseptic liquid) 60 ml	Per bottle	
27.	Tooth Paste (Colgate 50gm)	Per packet	
28.	Sanitary Napkin (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 (Dettol 50ml)	Per piece	
32.	Bleaching Powder (500 g)	Per packet	
33.	Mosquito Coil (Mortin/Goodnight/Maxo)	Per packet	
34.	Milk powder (Everyday- 200 g)	Per packet	
35.	Harpic (Big)	Per bottle	
36.	Harpic (Small)	Per bottle	
37.	Phenyl Liquid	Per litre	
38.	Plastic Bucket (Best Quality) (16 Ltrs. 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	Per set	

	Degchi, 1 no. Aluminium Saucepan, 1 no. Aluminium Kadai and 1 no. Aluminium Lid)		
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	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 31<sup>st</sup> March, 2026).
2. Rate should be quoted inclusive of all taxes (i.e GST etc. against the specified quantity) including supply to the designated points of Loading/Unloading.
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. Security Money of **Rs. 50,000/- (Rupees Fifty Thousand)** must be deposited only in the form of Bank Draft/Fixed Deposit in favour of the Sub-Divisional Officer (Civil), Gossaigaon. Other forms of deposit of security deposit shall not be accepted.
6. The bidder must have a valid Trade License and possesses standing Shop/ Godown in Gossaigaon.
7. Suppliers should furnish copies of PAN, GST Registration Certificate and IT Return (last 3 years) 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 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 to check for quality.
13. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof during or after the quotation 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 of 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 L1 rates.
16. If a supplier is unable to supply items at quoted rate, he/she 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.

(Shri Mridul Shivhare, IAS)  
Sub Divisional Officer (Civil)

Gossaigaon Sub-Division, Gossaigaon  
Dated Gossaigaon the 19<sup>th</sup> March, 2025

Memo No.GDM.04/2024/27  
Copy to:-

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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, FPD & CA Department, Dispur, Guwahati-06 for kind information.
3. The District Commissioner, Kokrajhar for favour of kind information.

4. The Asstt. Director, FPD & CA, Gossaigaon for information and necessary action.
5. The Treasury Officer, Gossaigaon for favour of kind information.
6. The Sub-Divisional Information and Public Relation Officer, Gossaigaon. He/She is requested to make wide publicity through 3 (Three) leading Newspapers, one in English daily, one in Assamese daily and another in vernacular language daily.
- ✓ 7. The District Informatics Officer, NIC, Kokrajhar is requested to upload the Tender Notice on the District website.
8. All local Firms of Gossaigaon Sub-Division for information and necessary action.
9. Notice Board of SDO (Civil) Office, Gossaigaon.



(Shri Mridul Shivhare, IAS)  
Sub Divisional Officer (Civil)  
Gossaigaon Sub-Division, Gossaigaon

