



GOVT. OF ASSAM

OFFICE OF THE CO-DISTRICT COMMISSIONER:: SIPAJHAR:: DARRANG  
( DISASTER MANAGEMENT BRANCH )

**QUOTATION NOTICE**

Sealed quotation affixing Court fee Stamp worth **Rs.8.25 (Eight Rupees & Paisa Twenty Five)** only hereby invited from the intending Govt. Registered Firms /Suppliers along with supporting documents for supply of following GR items/commodities etc. for the **Financial Year 2026-27**. The quotation will be received up to **01:00 PM of 16/03/2026** and opened on **Same Day i.e. 16/03/2026 at 02:00 PM** in presence of quotationers or their representatives. If the last date of receiving the quotation happens to be unforeseen Bandh / Holiday the quotation box will be received / opened on the next working date at the same time and place.

Earnest money amounting to **Rs.50,000.00 (Rupees Fifty Thousand)** only will have to be deposited in favour of Co-District Commissioner, Sipajhar, Darrang by Bank Draft / Banker Cheque / Fixed Deposit / Demand Draft /CD along with the Quotation. The sealed Quotation Box will be kept in front of office chamber of Assiatant Commissioner, CDC Sipajhar, Darrang.

**Terms & Conditions**

1. **The supplier/ Firm must have the ability to supply the GR Items time to time on requisition.**
2. **The Quotation must be in Sealed cover and should be superscribed as "Quotation for Supply of GR items/commodities etc. for the Financial Year 2026-27"**
3. **Rate should be quoted inclusive all taxes and Rate against each item should clearly be written in figure and words.**
4. **The quotationers are restricted for supply of G.R. items in the event of probable disaster like Flood/Storm etc. for the Financial Year 2026-27.**  
**The quotationers must mention their complete postal address with PIN No., Phone No. etc. in their Quotation.**
5. **In regards to lifting of Goods by the firms/ suppliers from outside district, no additional transportation cost will be provided and such additional transportation cost will be borne by the concerned supplier only.**
6. **Rate of the items should be genuine and should not be more than the printed MRP and sample of materials must be placed in the time of opening of the Quotation Box.**
7. **Brand Name has to be mentioned against the item at Sl.55 to 62.**
8. **No Labour charge for loading/unloading of GR items will be provided.**
9. **Labour has to be engaged by the supplier at Loading / Unloading Point at his own cost.**
10. **The concerned bidders have to keep sufficient stock of the GR items/ tarpaulins /temporary GR etc. for prompt delivery.**
11. **The items have to be delivered at respective Relief Camps/ Distribution Points and Item Delivery Challan Copy have to be signed by the competent authority /recipient.**

12. The material will be checked by the authority at the time of receipt/distribution. The quality of the items has to be good, if any discrepancy found in the quality of item, appropriate action will be taken against the concerned Firms/ Suppliers as per procedures. If any item supplied is found to be inferior quality, the same will be rejected outright and will have to be replaced at the risk and responsibility of the tenderers. Tender Evaluation Committee has the right to reject any items of inferior quality product.
13. The Items has to be delivered promptly by the firms/suppliers in the time of need. The rate to be fixed inclusive of all taxes. In case of emergency, telephonic intimation shall be considered as order.
14. All taxes have to be paid by the supplier concerned.
15. **Documents to be furnished along with the Quotation:-**
- (I) ***Copy of Firm Registration Certificate***
- (II) ***Copy of up to date GST Registration Certificate***
- (III) ***Copy of PAN Card***
- (IV) ***Copy of up to date Income Tax Returning Certificate***
- (V) ***Copy of Financially Sound Certificate***
- (VI) ***Copy of Trade License***
- (VII) ***Experience Certificate in supply of GR Items***
- (VIII) ***Dealership Certificate if any.***
16. **Withdraw of Rate, after fixation of Rate by the Tender Committee, may invite forbidden of the Earnest Money.**
17. Quotation which shall not be as per requirement of the NIT shall be treated as cancelled.
18. The Co-District Commissioner, Sipajhar, Darrang reserves the right to accept or reject the rates without assigning any reason thereof. The payment will be made subject to availability of Fund.
- The decision of Tender Evaluation Committee shall be final in all aspect.

SI	Item	Unit	Rate per unit
1	2	3	4
<b>Edible Items:-</b>			
1	Rice Common	Per Qtl.	
2	Rice (fine)	Per Qtl.	
3	Rice (Boiled)	Per Qtl.	
4	Chira.	Per Qtl.	
5	Sugar	Per Qtl.	
6	Gur	Per Qtl.	
7	Masur Dal (Big)	Per Qtl.	
8	Masur Dal (Small)	Per Qtl.	
9	Masur Dal (Medium)	Per Qtl.	
10	Iodized Salt.	Per Qtl.	
11	M.Oil (Good quality)	Per Lit.	
<b>Cattle Feed</b>			

12	Wheat Bran	Per Qtl	
13	Rice Bran	Per Qtl	
14	Paddy Straw	Per Qtl	
Sl	Item	Unit	Rate per unit
1	2	3	4
15	Green Grass	Per Qtl	
16	Maize Grass	Per Qtl	
17	Silage	Per Qtl	
<b>Other Relief Materials:-</b>			
18	Empty gunny bag (Plastic)	Per Piece	
19	Fire Wood	Per Qtl.	
20	Dish (Disposable)	Per Hundred	
21	Bowl (small size) (Disposable)	Per Hundred	
22	Glass (Disposable)	Per Hundred	
23	Cup (Disposable)	Per Hundred	
24	(a) Tarpaulin (Size 12' X12',120 GSM)	Per Piece	
	(b) Tarpaulin (Size 12' X15',120 GSM)	Per Piece	
	(c)Tarpaulin (Size 15' X15',120 GSM)	Per Piece	
	(d)Tarpaulin (Size 14' X18',120 GSM)	Per Piece	
25	Bleaching Powder	Per Kg.	
26	Phenyl	(450 MI.) Per Piece	
		(200 MI) Per Piece	
27	Harpic	Per Piece (450 MI)	
28	Gum Boot	Per Pair	
29	Sodium Hypo Chloride Solution	Per Ltr	
30	Bathing Soap	Per Piece (75 Grm)	
		Per Piece (42 Grm)	
		Per Piece (120 Grm:)	
31	Hand wash	Per Piece (200 MI)	
		Per Piece (100ML)	
32	Match Box	Per Box (contains 10 Nos.)	
33	Candle	Per Pkt. (contains 10 Pcs)	
34	Candle (Big Size)	Per Piece	
35	Mosquito repellent	Per Pkt (contains 10 Pcs)	
36	Mosquito Net (Size 6'X3')	Per Piece	
37	Torch Light (2 Cell)	Per Piece	

38	Torch Light (3 Cell)	Per Piece	
39	Emergency Light (Chargeable)	Per Piece	
40	Umbrella (Good Quality)	Per Piece	

Sl	Item	Unit	Rate per unit
1	2	3	4
41	Garbage Dustbin	Per Piece (60 Ltr. capacity)	
		Per Piece (120 Ltr capacity)	
42	Disposable Plastic Bag(garbage bag)	Per piece (60 Ltr. capacity)	
		Per Piece (120 Ltr. capacity)	
43	Sanitary Napkin	Per Pkt.	
<b>Misc. Items</b>			
44	Drawing Paper	Per Piece	
45	Flex	Per Sq. Feet	
46	Sketch Pen	Per Pkt.	
47	Marker Pen	Per Pkt.	
48	Pencil	Per Pkt.	
49	Chalk	Per Pkt.	
50	Black Board (Standard Size)	Per Piece	
51	Packaged Drinking Water	Per No. (5 Ltr)	
		Per Piece (500 MI)	
		Per Piece (1Ltr.)	
52	Rain Quote (Good Quality)	Per Set	
53	Rope (Nylon Rope)	Per Mtr.	
54	Sutlee (Coconut Rope)	Per Kg.	
<b>Mother Food / Baby Food :</b>			
55	Mother Food (for Pregnant Women)	Per Pkts (200 Grm. Pkt.)	
		Per Pkts (500 Grm. Pkt.)	
56	Flattened Rice (Sira)	Per Kg.	
57	Puffed Rice (Muri & Akhoi )	Per 200 Grm Pkt.	
58	Rice Powder (Pithaguri)	Per 500 Grm Pkt.	
59	Sooji	Per 500 Grm Pkt.	
60	Nuts (Good Quality)	Per 200 Grm Pkt.	
61	Tonned Milk packet	500 MI Pkt.	
62	Baby Food (Multi grain cereals /dry)	Per Pkt. (450 Grm. Pkt)	
		Per Pkt. (300 Grm. Pkt.)	
	Pkt. Milk [liquid]	Per Pkt (200 MI)	
		Per Pkt (1.00 Ltr.).	
Pkt Milk [Powder]	Per 200 Grm. Pkt.		
	(f) Biscuit	Per Pkt. (50Grm. Pkt)	
		Per Pkt (150 Grm. Pkt.)	
63	A4 Paper (Good quality)	Per PKT	
64	Legal Paper (Good quality)	Per PKT	
65	Toner (Printer Model: HP Laser Jet 1020 Plus)	Per Piece	
66	Printer Ink	Per Piece	

	<b>(Printer Model-Canon G6070)</b>		
67	<b>Printer Ink (Printer Model- Cannon G2730)</b>	<b>Per Piece</b>	
68	<b>Toner for Canon Image Runner 2224 (Xerox Machine)</b>		
69	<b>Office Cover File</b>	<b>Per Piece</b>	
70	<b>Clip File</b>	<b>Per Piece</b>	
71	<b>Strip File</b>	<b>Per Piece</b>	

  
**Co-District Commissioner**  
**Sipajhar: Darrang**

**Memo No.: CDC/SPJ/DM-02/2025/61-A**

**Dated at Sipajhar, the 2<sup>nd</sup> March, 2026**

Copy to :

1. The Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-6 for favour of kind information.
2. All Circle Officers, Darrang Dist. for wide publicity.
3. The D.I.P.R.O., Darrang, Mangaldai for wide publicity in Local Dailies/News Papers at least in 2(two) consecutive editions.
4. The Dist. Agriculture Officer, Darrang/ Dist. Animal Husbandry & Vety. Officer, Darrang for information and necessary action.
5. The Deputy Director, Food, Civil Supplies & C.A. Darrang, Mangaldai for information and necessary action as well as wide publicity. He is requested to arrange to serve this Quotation Notice to all local traders/ Firms etc. immediately.
6. The DIO, Darrang. He is requested to upload the Quotation Notice in the Dist. website, NIC.
7. Notice Board, CDC's Office, Sipajhar, Darrang.

  
**Co-District Commissioner**  
**Sipajhar: Darrang**