



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
DHEMAJI DISTRICT, DHEMAJI-787057
(DISASTER MANAGEMENT BRANCH)

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phone no.03753-224208

No.DM-32/2/2025-DDM-DMJ/01

TENDER NOTICE

Sealed tender affixing court fees of Rs 8.25 (Rupees Eight and Twenty Five Paisa) only is invited from the intending reputed registered firms/suppliers/wholesaler/mills for supply of materials/food stuff/cattle feed etc shown at **ANNEXURE III** for distribution among affected people and livestock of Dhemaji Sadar Sub Division as Gratuitous Relief during flood and other natural disasters for the year 2026-27. The tender will be received by the Office of the undersigned in Tender Box in front of **ROOM No 401** during office time upto **04/04/2026 (upto 02 PM)** and will be opened on same day (by 03.00 PM) at the conference hall of the District Commissioner, Dhemaji. The intending traders or their representative may remain present at the time of opening of the said tender with samples 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 in **Annexure I** with requisite documents.
- ii. Self attested valid GST Registration Certificate.
- iii. Trade License of Municipal Board or Goan Panchayat.
- iv. Security money of **Rs 75,000/-** (Rupees Seventy Five Thousand) only in form of **Demand Draft or Bank Draft** only pledged to the District Commissioner, Dhemaji.
- v. Income Tax return for assessment year 2025-26.
- vi. An affidavit holding of sufficient space for storage of reserve stock of relief materials within Dhemaji Sub-Division. in **Annexure II**.

B.SECOND COVER (Financial Bid): should contain the following documents:

- i. Rates of items inclusive of all taxes in **Annexure III**.
- ii. Rates should be clearly written.
- iii. There should not be any correction and over writing.

2. The 'Tender Evaluation Committee' shall select the best quality items only as per specification mentioned in **ANNEXURE III**. The 'Tender Evaluation 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 Evaluation Committee' reserves the right to accept or reject or cancel all the 'bids' / any supply order issued to the supplier as and when situation and circumstances arises in public interest without assigning any reason. The District Commissioner, Dhemaji has right to fix the price of items as per market rate/MRP.

4. Mandatory to submit sample of specified items. Sample submitted will not be refundable.

5. In case the approved supplier fails to carry out any supply order, the tender shall be cancelled and the security deposit will be forfeited.

6. Once the rate of the tender is accepted, an agreement is arrived at with the tenderer/supplier/firm, it will be valid till next bid is called.

7. The supplier has to deliver the relief items at various places of Dhemaji District at his own cost during flood or any other disaster immediately on receipt of supply order from this office.

8. In case of any dispute, the decision of the *District Commissioner / Tender Evaluation Committee* will be final and binding.

The production of samples with proper labelling of firms/suppliers name is mandatory along with sealed rate/bids at the time and date mentioned above.

Tender papers may be collected from Room no 7, of DC,s office, Dhemaii during the office hours till **04/04/2026** by depositing requisite fees, if any.

(sd/-)

**District Commissioner cum
Chairman, DDMA, Dhemaji
Date:**

Memo No. DM-32/2/2025-DDM-DMJ/01

Copy for favour of information and necessary action:

1. The Member of 'Tender Evaluation Committee'.
2. The DIPRO, Dhemaji. He is directed to do the needful to publish the notice in local daily newspaper and wide publicity.
3. The DIO, NIC. He is directed to upload the notice in the official websites of the District Administration, Dhemaji.
4. Notice Board/Office File.


**District Commissioner cum
Chairman, DDMA, Dhemaji**

BIO-DATA OF TENDERER

*Attach Passport
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) _____

1. Account Details:
- a. Bank Account No. _____
 - b. BANK Name _____
 - c. Bank Branch _____
 - d. IFSC Code _____
 - e. PAN No. _____
 - f. GST No. _____

6. Contact Details: a. Mobile no _____
b. Mobile no with whatsapp _____

(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 photograph,
- c. Self attached copy of Photo ID proof,
- d. Self attached copy of PAN card,
- e. Self attached copy of valid GST Registration Certificate,
- f. Income Tax return for assessment year 2023-24.
- g. Self attached copy of bank passbook or Cancelled Cheque.
- h. Affidavit as per Annexure II.



(attach court fees of ` 8.25 below)



Annexure-II

(SAMPLE)

Affidavit

I, Sri _____ of vill/town _____, PO- _____, Dist _____, proprietor/owner of _____ do hereby declare that I have a storage facility / godown at _____, Dhemaji measuring (_____ X _____) sqft 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 ____/____/ **2026** .

ANNEXURE III**LIST OF ITEMS WITH SPECIFICATIONS**

SI No	Name of item	Specification, Size etc	Rate	Remarks
1	Hand Tube well set	Hand Tube well set - with 40 ft. PVC pipe and filter- ISO Standard	Per Set	
2	Tarpaulin	i. Size 12 ft x 15 ft (150 GSM)	Per pcs	Sample mandatory
		ii. Size 12 ft x 15 ft (170 GSM)		
		iii. Size 15 x 18 ft (170 GSM)	Per pcs	Sample mandatory
		iv. Size 15 x 18 ft (200 GSM)		
3	Rice	(Best Quality) Grade-A (Punjab Lahi / Aijung etc.)	Per qtl	Sample mandatory in small plastic container with proper labelling
(Common) Grade-B (Muta / Jahinga etc)		Per qtl	-do-	
5	Masur Dal (polished)	Small	Per qtl	-do-
6		Medium	Per qtl	-do-
7	Masur Dal (non polished)	Small	Per qtl	-do-
8		Medium	Per qtl	-do-
9	Salt	Iodized	Per kg	-do-
10	Mustard Oil	Kachi Ghani	Per ltr	-do-
11		Normal	Per ltr	-do-
12	Chira (rice flakes)	Best Quality	Per kg	
13	Gur (Jaggery)	Best Quality	Per kg	
14	Candle	Big Size - 06 pics pack	Per Pack	
15	Biscuit	Marie Gold family Pack (300 gm)	Per Pkt	
16	Milk Powder	200 gm	Per Pkt	
17	Amul Taza Milk	01 ltr	Per ltr	
18	Biscuit	250 grams	Per pkt	
19	Junior Horlicks	200 grams	Per 200gm pkt	
20	Mother Horlicks	200 grams	Per 200gm pkt	
21	Cerelac wheat	200 grams	Per 200gm pkt	
22	ORS- Powder	Powder	Per pkt	
23	Hot Cooked Meal (khisidi-Rice, Dal, Vegetable/Sabjee Bhaji, Salad)	Good quality (suitable for all age group) including disposable plate, glass and transportation.	Per thali (300 gram)	
24	Packed cooked food	Veg (rice, dal, Veg/Sabjee Bhaji, salad, water 1 ltr)	Per pkt	
25	Packed cooked food	Non-Veg (rice, dal, veg/Sabjee Bhaji, water 1 ltr, Chicken)	Per pkt	
26	Packed snacks	(1 Singara/Kachori, 1 sweet, 1 namkeen)	Per pkt	
27	Tea with Biscuit	Per cup		
28	Water Dispenser-	Per Piece	Per Piece	
29	Packaged Drinking water	½ ltr	Per bottle	
30	Packaged Drinking water	1 ltr	Per bottle	
31	Packaged Drinking water	20 ltr	Per Gallon	
32	Potato	Good quality	Per kg	
33	Onion	Good quality	Per kg	
34	Sugar	Good quality	Per kg	
35	Tea Leaves	Good quality	Per kg	

36	Mosquito Net- best quality	Size Single	Per pics		
37		Size Double	Per pics		
38	Mosquito Coil	Standard quality	Per pkt		
39	Match box (Dozen)	Good quality	Per dozen		
40	Fire wood	Fire wood	Per Qtl		
41	Bleaching powder-white	White powder	Per kg		
42	Phenyl	Black	Per ltr		
43		White	Per ltr		
44	Bath Towel	Good quality Cotton	Per pcs		
45	Plastic Bucket	Good quality -05 ltr	Per pcs		
46	Plastic mug	Good quality	Per pcs		
47	Toothpaste	Colgate	Per pcs		
48	Bathing soap	75 g -good brand	Per pcs		
49	Washing soap	150 g -good brand	Per pcs		
50	Detergent powder	Good brand	Per kg		
51	Baby Diaper	Good quality - containing 10 pieces	Per pkt		
52	Sanitary napkin	Std size- containing 10 pieces	Per pkt		
53	LED Torch Light with battery	Everyday brand (5 cell)	Per pcs		
54	Portable rechargeable Search Light	(1 km range)	Per pcs		
55	Portable Solar lamp	Good quality -backup min 06 hrs	Per pcs		
56	Gum boot	Good quality	Per pair		
57	Rain Coat-	Style -2 Piece -Top & Bottom	Per Set		
58	Rain Coat	Style -long single piece hooded	Per Set		
59	Umbrella	Good quality- big	Per pcs		
60	Nylon Rope	Good quality	Per 100 mtr		
61	Coconut Rope	Good quality	Per kg		
62	Baofeng - Walkie Talkie	5pcs (Model 888s)	Per Set		
63	Generator	10 KV	Per Day		
64	(on hire) including operator.	15 KV	Per Day		
65		25 KV	Per Day		
66		9 W	Per pcs		
67	LED Bulb	15 W	Per pcs		
68		20 W	Per pcs		
69		FAN CEILING	Good quality / brand	Per pcs	
70	Animal Fodder	Wheat Bran - best Quality	Per Qtl	Sample mandatory in small plastic container with proper labelling	
71		Rice Polish/Bran- best Quality	Per Qtl		-do-
72		Branded - Godrej	Per Qtl		-do-

(Signature of Tender)