



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::: NALBARI
(DISASTER MANAGEMENT BRANCH)
03624-220496(O); 220469/220371(F)
E-mail: dc-nalbari@nic.in

Notice Inviting Tender (NIT)

Sealed tenders affixing Court fee stamp Rs. 8.25 (Rupees Eight and Twenty Five Paise) only are hereby invited from interested Firms / Traders of open market for supplying the items specified as per enclosed list and as per terms and conditions laid down below as Gratuitous Relief (GR) during flood / natural calamities / other disturbances for the year 2025-26, which will be received in the office of the District Commissioner, Nalbari up to 3.00 PM of 17/03/2025. The tenders will be opened on the same day at 4.00 PM. If tenders could not be opened on the day of closing the tender box due to unavoidable circumstances, the tenderers will be communicated telephonically about the next date for opening of the tenders.

Detailed terms and conditions of this tender may be obtained from Disaster Management (DM) Branch of the District Commissioner's Office during office hours up to 15/03/2025 and also can be downloaded from the [website](http://nalbari.nic.in) <http://nalbari.nic.in>.

TERMS AND CONDITIONS :

1. The Firm/ Trader should be a registered firm/trader. Self attested photocopy of valid Govt. Registration Certificate must be submitted along with the tender.
2. Self attested photocopy of last 3 (three) year's Income Tax return certificate must be submitted along with the tender.
3. Self attested photocopy of up-to-date GST clearance certificate and GST Registration certificate must be submitted along with the tender.
4. Self attested photocopy of Trade License must be submitted along with the tender.
5. Self attested photocopy of PAN Card must be submitted along with the tender.
6. Bank A/C No. in the name of Firm/Trader and IFSC Code & Bank Branch name must be indicated with the tender. Photocopy of 1st page of Bank Pass Book or copy of a cancelled cheque is to be submitted along with quotation wherein the IFSC code is mentioned.
7. The tenderers will have to deposit an amount of Rs. 50,000/- (Rupees Fifty Thousand) only as Earnest Money Deposit (EMD) in any form of deposit in favour of District Commissioner, Nalbari.
8. The tenderers should preferably have experience in the field of supply of materials of same kind to any State/Central Govt. or PSU. Documents of past experience should be enclosed with the tender.
9. All documents should be signed by the tenderer. The Technical Bid and Financial Bid should be sealed in separate cover. Both the Technical Bid and Financial Bid should then be put in a single outer cover.

10. The successful bidder will have to enter into an agreement within 7 (seven) days after receipt of the letter of Award.
11. The Agreement shall be effective for 1 (one) year.
12. No overwriting / cancellation of the quotations will be allowed.
13. Bidders must quote rate(S) against all items of which this Short Tender Notice is floated. Any deviation of this particular condition will lead rejection of tenders.
14. The bidder should fill the rates both in figure and words in the financial part. The rate should be inclusive of all taxes.
15. The Procurement Committee will check the sample from the lowest evaluated bidder before empanelment. Hence, sample need not be provided during submission of quotation. The Sample materials must be brought along on the day of opening the tender box.
16. The authority will empanel a list of successful bidders based on their technical and financial bid.
17. The empanelled Bidders must be capable of supplying items within 8 (Eight) hours after receipt of supply order at L1 rate. If one empanelled bidder fails to supply the item within stipulated time period, the indent will be issued to other empanelled bidders for a particular item at L1 rate. In this regard the decision of the authority will be considered.
18. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment / modification on any account.
19. The Bidders should submit a notarized Affidavit in stamp paper mentioning that, if they are unable to supply items at quoted rate, they will forfeit their security deposit and will be blacklisted.
20. The registered firm/suppliers should submit a notarized Affidavit in stamp paper in writing to effect that it has not been blacklisted by Govt. of India/Govt. of Assam/ Any other State Government Institutions/ Union Territory and does not have any Criminal cases against it.
21. The District Commissioner & Chairman, DDMA, Nalbari reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders due to office's action on any ground whatsoever. The documentation submitted by tenderers shall not be returned.

Signed by

Addl. District Commissioner &
Ruhav Ranjan Chakraborty
CEO, DDMA, Nalbari

Date: 07-03-2025 14:40:40

Copy to :-

1. The Principal Secretary to the Government of Assam, Revenue & Disaster Management (General) Department, Dispur, Ghty-6 for favour of kind information.
2. The DIPRO, Nalbari for wide publicity through well circulated News Papers.
3. The DIO (NIC), Nalbari for publication of the said tender notice in the District website.
4. PA to DC for kind appraisal of the District Commissioner, Nalbari.
5. Office Notice Board.

(e- Signed)

Addl. District Commissioner &
CEO, DDMA, Nalbari

Section III BIDDER'S PROFILE

SI No	Essential Information to Qualify Technically	Document to be submitted	Documents Attached (Yes /No)
1	Name of Agency	Self Certified registration Certificate	
2	Status of the Firm	Self- Certified documents of proof of Proprietorship/ Partnership/ any other	
3	Complete Address of the Firm with Telephone No., Mobile No. & e-mail id.	Information in the Agency's Letter Head	
4	Name of Proprietor	Self- certified valid documents	
5	Date of Commencement of Business	Self- certified valid documents	
6	Name of organizations to which the Agency is rendering similar service	Self- certified copies from concerned organizations	
7	Trade License	Self certified Up-to -date Trade License	
8	Annual Turnover as certified by Charter Accountant for the last three financial years (enclose copies)	Certified by Chartered Accountant	
9	Bank Details of the Agency	Self Attested Copies	
10	Audited Balance Sheet for the financial year 2021-22 , 2022-23 & 2023-24 enclosed	Certified by Chartered Accountant	
11	Experience Certificate	Self Attested copy	
12	PAN Card	Self Attested copy	
13	GST Registration Certificate	Self Attested copy	
14	Ministry of Micro Small & Medium Enterprises (MSME) Registration Certificate	Self Attested copy	
15	Voter ID of the Person signing of the Tender	Self Attested copy	
16	Aadhar Card	Self Attested copy	
17	Copy of Financially Sound Certificate issued by Bank	Signed by Bank Authority	
18	Dealership Certificate if any	Self Attested copy	
19	Notarized Affidavit in Stamp Paper as per terms and conditions No.19	Original Notarized Stump Paper Copy	
20	Notarized Affidavit in Stamp Paper as per terms and conditions No.20	Original Notarized Stump Paper Copy	
21	Any Other related documents/ information which the firm desires to inform the buyer in relation to the NIT	Self Attested copy	

N.B. – Documents to be submitted as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory In the capacity of (insert legal capacity of person signing the letter of Quotation)

Name of Bidder Address
E.Mail Id Alternate

Mobile No

Dated on day of (Insert date of signing)

(e-signed)

Addl. District Commissioner &CEO

DDMA, Nalbari

Section IV
LETTER OF QUOTATION –FINANCIAL BID
(This financial part must be submitted using official letterhead of the firm)

NIT No.....

Dated Nalbari the...../...../2025.

Our reference no.....

Dated -

To,

The District Commissioner,
& Chairman, DDMA, Nalbari

Sub:- Request for Tender for "supply of relief Materials" 2025-26

Sir,

I/ We the undersigned, hereby submit herewith the financial part of our quotation. In submitting for Financial Part, I/we have thoroughly read and understood all the terms & conditions as contained in the Notice Inviting Tender (NIT) and agree to abide by them

Sl. No	Relief Materials/ Items	Quantity	Rates (in Rs.) Inclusive of all Taxes
EDIBLE ITEMS			
1	Masur Dal (Big Size)	Per Qtls	
2	Masur Dal (Medium Size)	Per Qtls	
3	Masur Dal (Small Size)	Per Qtls	
4	Mustard Oil (Branded) (to be supplied in ½ liter pouch)	Per Liter	
5	Salt Iodize (Branded)	Per Qtls	
6	Chira (Good Quality)	Per Qtls	
7	Gur (Good Quality)	Per Qtls	
8	Packet cooked food for responsible team (NDRF/SDRF/ARMY etc.) veg thali	Per Pkts	
Cattle Feed			
9	Wheat Bran	Per Qtls	
10	Rice Bran	Per Qtls	
Other Relief Items			
11	Sanitary Napkin (Good Quality) Stayfree/ Whisper	Per Packet (6 nos.)	
12	HDPE Tarpaulin 12 feet x 15 feet	Per piece	
13	HDPE Tarpaulin 12 feet X 18 feet	Per piece	
14	HDPE Tarpaulin 15 feet X 18 feet	Per piece	
15	HDPF Tarpaulin 18 feet x 24 feet	Per piece	
16	HDPE Tarpaulin 18 feet X 30 feet	Per piece	
17	HDPE Tarpaulin 18 feet X 36 feet	Per piece	

18	Candle (Standard size)	Per packet (6 Candle)	
19	Match Box	Per packet (10 Boxes)	
20	Mosquito Coil	Per packet	
21	Phenyl (1 Liter)	Per Bottle	
22	Bleaching Powder	Per Qtls	
BABY FOOD			
23	Rice Flour	Per Pkts of 200 gm	
24	Puffed Rice	Per Pkts of 100 gm	
25	Milk Powder	Per Pkts of 200 gm	
26	Poha (Flattened Rice)	Per Kg	
27	Jaggery (Gur)	Per Kg	
28	Biscuit (Britannia Marie Gold)	Per Packet of 120 gm.	
29	Horlicks	Per Kg.	

(e-signed)

Addl. District Commissioner &CEO
DDMA, Nalbari