



GOVERNMENT OF ASSAM  
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL):::  
BHERGAON::DIST::UDALGURI  
(DISASTER MANAGEMENT BRANCH)

No. BGN-06/DDMA/2025/115

Date: 24-03-2025

**BIDDING DOCUMENT FOR**  
**SUPPLY OF GR ITEMS / COMMODITIES ETC. IN CONNECTION WITH ENSUING FLOOD**  
**SEASON FOR THE FINANCIAL YEAR 2025-26**

**Tender inviting authority:** Additional District Commissioner, i/c Bhergaon Sub-Division,  
Bhergaon, Dist: Udalguri, Assam



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No. BGN-06/DDMA/2025/115

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**NOTICE INVITING QUOTATION (NIQ)**

**For supply of relief materials to the Sub-Divisional Officer (Civil), Bhergaon as and when required for relief purpose in different disasters like flood/ storm etc. during the financial year 2025-26**

1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate for **Supply of Relief materials for the year 2025-26** following single bid system to O/o the Sub-Divisional Officer (Civil), Bhergaon as per requirement of the undersigned.
2. Details of the requirement of the Materials are mentioned in the **Annexure (B)** of the Bidding Document.
3. For any clarifications, interested parties may visit the office of the Sub-Divisional Officer (Civil), Bhergaon on any working day between 10:00 AM to 05:00 PM (except Holidays) before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Act, 2020".
5. The Bid is to be submitted (by hand) following 1(one) envelope system in sealed envelope affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be super scribed as given below:

**"BID FOR SUPPLY OF GR ITEMS / COMMODITIES ETC.FOR THE FY 2025-26"**

(TENDER NO. \_\_\_\_\_)

**Name & Address of the Bidder: XXXXXXXXXXXX**

6. Bids without court fee stamp will be rejected.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **22<sup>nd</sup> April, 2025 up to 01:00 PM.** The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned on **22<sup>nd</sup> April, 2025 at 03:00 PM.**

10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.

11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

Additional District Commissioner,  
i/c Bhergaon Sub-Division,  
Bhergaon

Date: -03-2025

Memo No. BGN-06/DDMA/2025/

Copy to:-

1. The Secretary to the Govt. of Assam, Revenue & Disaster Management Deptt. Dispur, Guwahati-06 for favour of kind information.
2. The District Commissioner, Udalguri for favour of kind information.
3. The Circle Officer, Bhergaon/Khoirabari/Kalaigaon Rev. Circle for wide publicity.
4. All members of Purchase Committee for information & necessary action.
5. The SDIPRO, Bhergaon for wide publicity in Local Dailies / news papers at least in two consecutive editions.
6. The Sub-Divisional Agriculture Officer, Dimakuchi / Sub-Divisional Veterinary Officer, Bhergaon for information and necessary action.
7. The Asstt Director, FPD & CA, Bhergaon for information and necessary action. He will also arrange to serve this Tender Notice to all Local Traders/ Suppliers/ Firms etc. immediately.
8. The DIO, NIC, Udalguri for information and necessary action. He is requested to upload the Tender Notice in official website / web portal & facebook official page etc.
9. The President/ Secretary, Chambers of Commerce, Tangla for information and necessary action.
10. All Local Traders/ Suppliers/ Firms for information and necessary action.
11. Office file.

Additional District Commissioner,  
i/c Bhergaon Sub-Division,  
Bhergaon



### GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in "Annexure- (B)" in both Hard and Soft copy under authentication of the Bidders.
2. Tender will be evaluated by the Purchase Committee duly approved by the competent authority which will decide the Lowest bidder (L1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
3. Specification of the Bid: Hiring/Supply of items specified in the BoQ shall be done for relief related.
4. The Bidders submitting their proposals must meet the following minimum eligibility criteria for financial bid opening should furnish the following documents duly self-attested along with the bid documents, failing which; the Bid will be liable for rejection.

#### Minimum Eligibility for Financial Bid opening

Sl.No	Eligibility Criteria	Documents Required
1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 1 year in Business as on 31 <sup>st</sup> March, 2025. The Legal Entity must have GST Registration for Assam	#Copy of Certificate of Incorporation /Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of AADHAAR Card # Copy of Tax Clearance Certificate (GST and IT) # Copy of Bank Passbook/ cancelled cheque against the firm.
2	Average Annual Turnover of minimum Rs.5,00,000.00 (Rupees five Lakhs only) in the last one financial year.	Certified Turnover Certificate with UDIN needs to be furnished.
3	Must have executed similar works for supply / services for Govt./PSU in the last 3 Financial years: 2022-23, 2023-24 & 2024-25.	Copy of Purchase/Work Order/Work completion Certificate. The nature and volume of work should be clearly seen in these documents.
4	The Bidder should not have been blacklisted by any Government Department/ Bidder/Ministries or The applicant shall also be not blacklisted at the time of applying the TENDER.	A Notarized Affidavit with respect to the same needs to be furnished along with this bid.

5. All bidders are required to deposit Earnest Money / Security Deposit of Rs. 20,000.00 in the form of Demand Draft/ Banker's Cheque in favour of Sub-Divisional Officer (Civil), Bhergaon.
6. Selection of the successful bidder (i.e. L1 Bidder of item wise) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
7. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
8. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.

9. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
10. The office of the Sub-Divisional Officer (Civil), Bhergaon will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the Sub-Divisional Officer (Civil), Bhergaon.
11. All the pages of bid documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.
12. Office of the Sub-Divisional Officer (Civil), Bhergaon, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
13. Office of the Sub-Divisional Officer (Civil), Bhergaon, reserves the right to seek clarification or verification of any information furnished by the bidder.
14. Office of the Sub-Divisional Officer (Civil), Bhergaon, reserves the right to alter any eligibility criteria without any prior notice to the bidders.
15. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
16. The bidder shall give a **Notarized Affidavit** that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.
17. The selected bidder shall be contracted for a period of 1 (one) year from the date of Agreement. This period may be also shorter if the Sub-Divisional Officer (Civil), Bhergaon arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work
18. The bidders shall submit all the Annexure (A, B, C, D) along with the bid documents.



### GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange the supply even at very short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the Sub-Divisional Officer (Civil), Bhergaon will have the right to place order for hiring and supply of required materials even beyond office hours, and on holidays during emergency.
4. The supplier shall maintain the quality of product. All goods should be free from any defects and within the warranty period.
5. The rates should be genuine and reasonable and at the prevailing market rate.
6. The rates should be quoted as **inclusive of GST and any other taxes/ charges**.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material.
11. No advance payments will be entertained.
12. No payment will be made for rejected supplies.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/service to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of supplier's bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
18. Deduction of tax at source from payment to the suppliers will be as per existing norms.
19. The submission of a tender by a bidder implied that he/she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of items will have to be made in the O/o the Sub-Divisional Officer (Civil), Bhergaon, within 24 (twenty four) hours as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which does not comply with the date and time and the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

## BID APPLICATION

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply of Material & Miscellaneous items)

1.	Name of the bidder with address	:	
2.	Nature of Business/Status	:	Manufacturer/ Franchisee /Firms /Suppliers (Documentary evidence to be furnished, as applicable)
3.	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	:	
4.	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	:	
5.	PAN No. (self-certified copy to be attached)	:	
6.	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
7.	Experience in similar assignments. Total Years	:	
8.	Notarized Affidavit for Non- Blacklisting by State/UT/Central Govt./PSU	:	Attached / Not Attached As per Annexure-C

Date:

Signature with seal  
Bidder/Authorised Signatory  
Place: \_\_\_\_\_



**Annexure – B**

Sl. No.	Items of Relief Materials	Quantity
1	Rice (normal)	Per quintal
2	Masur Dal (Medium size)	Per quintal
3	Mustard Oil	Per ltr.
4	Sugar	Per quintal
5	Iodised Salt	Per quintal
6	Flattened Rice (Chira / Poha)	Per quintal
7	Puffed Rice (Muri)	Per quintal
8	Gur	Per quintal
9	Wax Candle (Medium)	Per packet
<b>Baby food/ multi grain cereals</b>		
10	Nestum (300 Gram)	Per Pkt.
11	Cerelac (300 Gram)	Per Pkt.
12	Horlics (200 Gram)	Per Pkt.
13	Lactogen (400 Gram)	Per Pkt.
14	Biscuit- Good Day (Small size)	Per packet
15	Biscuit thin arrowroot (Small size)	Per packet
16	Marie Gold Biscuit (Small size)	Per packet
17	Pkt Milk (liquid) (200 ml)	Per Pkt.
18	Powder Milk (200 gm)	Per Pkt.
<b>Cattle food</b>		
19	Wheat Bran	Per quintal
20	Rice Bran	Per quintal
21	Paddy straw	Per quintal
22	Green fodder	Per quintal
<b>Other Essential / Misc Items</b>		
23	Tarpaulin 12 feet x 12 feet (120 GSM)	Per piece
24	Tarpaulin 12 feet x 15 feet (120 GSM)	Per piece
25	Tarpaulin 15 feet x 15 feet (120 GSM)	Per piece
26	Tarpaulin 15 feet x 15 feet (140 GSM)	Per piece
27	Tarpaulin 18 feet x 24 feet (4 Kgs.) (120 GSM)	Per piece
28	Utensil Set {One set containing of 2 nos. Steel Rice Plates, 2 nos. Steel Bowls, 2 nos. Steel Glasses, 2 nos. Cooking Spoons, 1 no. Aluminium Degchi, 1 no. Aluminium Saucepan, 1 no. Aluminium Kadai and 1 no. Aluminium Lid (Dhakna)}	Per set
29	Firewood	Per quintal
30	Triple Layer face Mask	Per piece
31	Hand Sanitizer (100 ml)	Per Pc.
32	Hand Sanitizer (200 ml)	Per Pc.
33	Sanitary Napkin (Stayfree)	Per packet
34	Baby diapers (Pampers/ Huggies)	Per packet
35	Hair Oil Coconut (Shalimar) (30/50 ml)	Per piece
36	Tooth Paste (Colgate) (50 gm)	Per piece
37	Bathing Soap (Dettol) (50 gm)	Per piece
38	Dishwash Soap (VIM) (50 gm)	Per piece
39	Drinking Water (500 ml bottle)	Per bottle
40	Water Jar / Water can (20 ltrs.) with dispenser	Per Jar/Can
41	Mosquito Net (190cm x 180 cm x 150 cm) Double	Per piece
42	Mosquito Coil	Per packet
43	Match Box (loose 10 box including 1 Pkt.)	Per packet
44	Plastic Bucket (15 Ltr)	Per piece
45	Blanket (Polo) (Medium size)	Per piece
46	Blanket (good quality) standard size.	Per piece
47	Mattress (Cotton- 7'x4')	Per piece

48	Gamocha (Standard size & good quality)	Per piece
49	Cotton Saree (Standard size & good quality)	Per piece
50	Lungi (Standard size & good quality)	Per piece
51	Ganji (Standard size & good quality)	Per piece
52	Bamboo (Bhaluka- Standard Size)	Per piece
53	Bamboo (Jati- Standard Size)	
54	Iron Bed 2.5 feet x 6 feet	Per piece
55	Bed sheet double size (Cotton)	Per piece
56	Disposable Glass (Paper)	Per pc.
57	Disposable Plate (paper)	Per pc
58	Disposable plastic bag	Per pc
59	Carry Bags	Per kg
60	Rubber Shoes/ Gum Boot	Per piece
61	Umbrella (Standard size)	Per piece
62	Torch Light (Two cell)	Per piece
63	Mega Phone	Per piece
64	Emergency Light (50 W)	Per piece
65	Water Pump (2HP)	Per piece
66	Tree Cutter on hire (Electric chain-saw) with man power (Per day)	Per piece
67	White phenyl (500 ml)	Per bottle
68	White phenyl (1 litre)	Per bottle
69	Black phenyl (500 ml)	Per bottle
70	Black phenyl (1 litre)	Per bottle
71	Bleaching powder	Per Kg
72	Malathin Technical 50%	Per litre
73	Chlorine tablet	Per Tablet
74	Geo bag (Type A) 400 GSM	Per piece
75	Geo bag (Type B) 300 GSM	Per piece
76	Reflector jacket	Per piece
77	Fire extinguisher (2 /3/4.5 Kgs)	Per piece
78	Rain coat with pant	Per pair
79	Jerry can (10 ltr)	Per piece
80	Foolscap paper	Per dista
81	Drawing board (Standard size)	Per pc
82	Marker pen	Per pc
83	FLEX	Per Sq. feet
84	Pencil	Per pkt.
85	Small Dustbin	Per Piece
86	LED Bulb (10 Watt)	Per Piece
87	Holder for electric bulb	Per Piece
88	Flexible electric wire	Per Metre
89	Electric Switch	Per Piece
90	Hire charge of manual labour (per man)	Per day
91	Hire charge of JCB (excavator)	Per day
92	Honda Water Pump on hire (5 HP)	Per day



CERTIFIED TURNOVER CERTIFICATE (On the Letter head of the Bidder)

Name of Organization:		
Annual turnover for last one Financial Years: FY-2024-25		
Sl.No	Financial Year	Turnover in INR Lakhs
1	FY 2024-25	

**\*\*Note:** Copies of Certified Turnover Certificate clearly mentioning the Financial Year Turnover to be attached herewith.

Name of the Bidder  
(Signature of the Authorized Person) Date:

Seal:



**ANNEXURE: D**

**DETAILS OF SIMILAR ASSIGNEMENTS (On the Letterhead of the Bidder)**

Sl. No.	Client Name and Address	Name of the Work	Year of the Work	Value of Work (in INR)

**\*\*Note:** Self-attested copies Work Orders / Completion Certificates to be attached for each assignment.

Name of the Bidder  
(Signature of Authorized Person)

Date:

Seal: