



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI, ASSAM  
(Disaster Management Branch)

**Empanelment Notice**

In pursuance of Government guidelines and in connection with the Recovery & Reconstruction activities under the Post-Disaster Need Assessment (PDNA)-2022, the Disaster Management Authority (DDMA), Udalguri, invites applications from APWD (Building) registered Contactors/ Firms/ Individuals/Vendors for empanelment to undertake repairing, renovation and reconstruction works of the 2022 flood-affected Schools, Anganwadi Centres (AWCs) under Udalguri District.

1. The applicant must be a registered APWD building Contactors/ Firms/ Individuals/Vendors with valid registration.
2. Must possess
  - a. Valid PAN
  - b. GST registration
  - c. Trade License
  - d. Bank Account details
  - e. Necessary work experience of minimum 05 years and technical/ financial competency certificates (where applicable).

Scope of Empanelment:

The empanelment will be for undertaking works related to:

- Structural repairing
- Renovation
- Reconstruction
- Other associated civil, electrical and allied works as per technical specifications and directions of the competent authority.


Important Conditions:

- Empanelment does not guarantee award of work.
- The works will be as per PDNA Guidelines funding limited to the highest ceiling as specified in the guidelines.
- Plan & estimate for the works will be prepared by the respective Departments.
- Execution will be implemented under strict supervision of the respective Department and bill & other documental works will be carried out the Department & will submit to DDMA, Udalguri for physical verification and further processing.
- All works shall be allocated as per prescribed procedure, availability of funds and priority of restoration works and subject to the approval of the District Implementation Committee.
- Execution of works shall strictly follow Government norms, technical specifications and approved estimates.
- Payments will be related subject to availability of Government funds, as and when received.
- PDNA norms are available in the NDMA/MHA website.

Submission Timeline:

Interested eligible applicants may submit their complete application along with Court Stamp Fee Rs. 8.25 & all necessary documents to the Office of the District Commissioner cum Chairman, DDMA, Udalguri on or before **08-12-2025 during working hours (10:00 AM to 5:00 PM)**. For further details,

applicants may contact the DDMA, Udalguri during working days or visit the notice section of the Udalguri District Administration website.

  
District Commissioner &  
Chairman, DDMA, Udalguri  
**District Commissioner  
Udalguri**

Memo No. DM-16/204/2025-DDM-UDL/ 8-9 (E.164295)

Dated. 01-12-2025

Copy to,

1. The Addl. CEO, ASDMA, Dispur, Guwahati-06 for favour of kind information.
2. The District Mission Coordinator, SSA, Udalguri for information and necessary action.
3. The District Social Welfare Officer, Udalguri for information and necessary action.
4. 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.
5. The DIPRO, Udalguri for publishing in at least two leading Dailies / news papers.
6. All Local Contactors/ Firms/ Individuals/Vendors for information and necessary action.
7. Office file.

  
District Commissioner &  
Chairman, DDMA, Udalguri  
**District Commissioner  
Udalguri**