



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER ::::::::::: HAILAKANDI

(Disaster Management Branch)

Phone: 03844-280000

Email: dmhailakandi2012@gmail.com

No.HRR(DM)1/TN/2026/1-2

Dated, Hailakandi the 15th May, 2026

NOTICE INVITING TENDER

Sealed bids affixing court fee stamps worth Rs.8.25 (Rupees eight and paise twenty-five) only are hereby invited from the reputed suppliers/ firms for supply of the under mentioned relief materials to the District Commissioner, Hailakandi as and when required for flood relief and other disaster during the year 2026-27. The bids will be received up to 2:00 PM of 06.06.2026 at DEOC/DDMA, Hailakandi and will be opened at 2:00 PM on the same day followed by quality inspection. The Bidders/representatives may remain present while opening the bid.

List of Items to be supplied are mentioned in Annexure-A

Terms & Conditions:

1. The rate fixed shall remain valid for the financial year 2026-27.
2. Overwriting in the quotation will not be entertained.
3. Rate against each item should be clearly written.
4. It is not binding to the undersigned to accept the lowest rate.
5. The undersigned reserves the right to accept or reject any or all bids without showing any reason thereof.
6. Rate should be quoted inclusive of all taxes.
7. Necessary documents & stock report should be submitted along with the bid.
8. Items are to be supplied immediately after receipt of indent. The selected vendor should maintain a separate godown in all or at least in one revenue circle in Hailakandi district and ensure advance storage of items for timely disbursement of the GR materials.
9. Sample of materials must be produced on the day of opening of tender quality check. If the sample does not pass the quality check, the bid shall be rejected.
10. Supply of materials shall have to be done during emergencies. Hence, items offered shall be of good quality. Supply of substandard, inferior quality materials shall be rejected with subsequent legal action.
11. Supplier should submit a copy of stock availability register along with the tender proposal verified by FPD & CA.
12. Bidder while submitting the tender proposal should enclose a DD for Rs.1,00,000/- in favour of the District Commissioner & Chairman, DDMA, Hailakandi which will be considered as security deposit/Performance guarantee liable to be taken in case of failure of the supply for the successful bidders and DD of unsuccessful bidders shall be returned.
13. The bidder should mention the brands which will be supplied with the price quoted compulsorily.
14. The bidders with previous experience of GR related Govt. supply shall be given preference.
15. Payment will be made as and when fund is received from Govt.
16. Non submission of G.R. materials in time or non-availability of sufficient stock, etc. causing to any public service delay will be viewed as per law/ D.M. Act, 2005.
17. Rate contract method under Rule 24 (I) of APPR, 2020 shall be followed for procurement of GR items. Work may be distributed among multiple bidders to avoid any shortage of supply during flood/natural calamity.
18. The bidder should supply the items within 12 hours of the indent received.

Documents to be submitted compulsorily along with the Bid without which Bid will be rejected:

1. PAN Card
2. GST Registration
3. Valid Trade Licence
4. I.T Return of last financial year
5. Stock availability register duly certified by FPD & CA
6. Address of shop/godown with contact numbers.
7. Rent agreement/necessary documents of godown.
8. D.D of Rs.1,00,000/- in favour of the District Commissioner & Chairman, DDMA, Hailakandi

Note:

1. Without the aforesaid documents, the bid document will be treated as invalid.
2. The bidder should put his signature on all the documents.

Abhishek Jain
District Commissioner-cum-Chairman,
DDMA, Hailakandi
15.5.26

Memo No.HRR(DM)1/TN/2026/1-2

Dated, Hailakandi the 15th May, 2026

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur Guwahati-6 for favour of kind information.
2. The District Information & Public Relation Officer, Hailakandi. He is requested to give wide publicity through local News Papers.
3. The Asstt. Director, FPD & CA, Hailakandi for information and necessary action.
4. The DIO, NIC, Hailakandi for information and necessary action.
5. Office file.

Abhishek Jain
District Commissioner-cum-Chairman,
DDMA, Hailakandi
15.5.26

Annexure-A

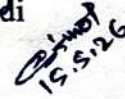
➤ **List of Items to be supplied for the year 2026-27 are mentioned below:-**

Sl. No.	Items of Relief Materials	Quantity
1	Rice (good quality)	Per quintal
2	Masur Dal (Small size)	Per quintal
3	Masur Dal (Big size)	Per quintal
4	Mustard Oil	Per litre
5	Salt	Per quintal
6	Chira	Per quintal
7	Gur	Per quintal
8	Candle (Medium)	Per packet
9	Nestum	Per 400 gm. pkt.
10	Cerelac	Per 400 gm. pkt.
11	Horlicks	Per 500 gm. pkt.
12	Biscuit (Small packet) @Rs.10/-	Per packet
13	Package/Toned Milk	Per 200 ml pkt.
14	Wheat Bran	Per quintal
15	Rice Bran	Per quintal
16	Tarpaulin HDPP12*24-180GSM	Pc
17	Tarpaulin 15*12-70GSM	Pc
18	Tarpaulin HDPP 9*12	Pc
19	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
20	Blanket (Single size)	Per piece
21	Blanket (Double size)	Per piece
22	Plastic Bucket (16 ltr.)	Per piece
23	Torch Light (Big/small) (Two cell/three cell)	Per piece
24	Hair Oil (30 ml.)	Per bottle
25	Soap Rs.10/-	Per piece
26	Mosquito Net {Size- 190 cm. X 180 cm. X 150 cm. (Double)}	Per piece
27	Cotton Saree (Standard size & quality)	Per piece
28	Lungi (Standard size & quality)	Per piece
29	Gamocha (Standard size & quality)	Per piece
30	Ganji (Standard size & quality)	Per piece
31	Bamboo (Bhaluka/ Jati – Standard size)	Per piece
32	Cleaning Soap 50 gm	Per piece
33	Tooth Paste 50 gm	Per piece
34	Match Box	Per box
35	Triple Layer Mask	Per piece
36	Hand Sanitizer	100 ml.
37	Disposable Glass	Per piece
38	Disposable Plate	Per piece
39	Phenyl	500 ml
40	Harpic	500 ml
41	Mosquito Coil	Per pkt.
42	Soya Chunks Loose	KG
43	Soya Chunks 50gm	Pkt
44	Sugar	Qtl
45	Atta	Qtl

46	Potato	Qtl
47	Onion	Qtl
48	Baby Soap 50GM	Pc
49	Baby Oil 50ML	Pc
50	Baby Wipes	Pkt
51	Baby Diaper(S) Pack of 2	Pkt
52	Baby Diaper(M) Pack of 2	Pkt
53	Baby Diaper(L) Pack of 2	Pkt
54	Baby Diaper(XL) Pack of 2	Pkt
55	Floor Wiper	Pc
56	Floor Mop	Pc
57	Soap case plastic	Pc
58	Packed Cooked Food (Veg Thali (Rice, Dal, Mixed Veg, Paneer/Kofta, Water Bottle 500ml)	Pkt/Plate
59	Packed Cooked Food Non Veg (Rice, Dal, Aloo Fry, Dry Fish Chutney, Egg Curry/ Chicken Curry, water bottle 500 ml.)	Pkt/Plate
60	Snacks Packet including Tea & Biscuits (Samosa/Patties, Milk Cake, Sweets 2 types)	Pkt/Plate
61	Ration Kit including packing charges (Dal 1KG, Mustard Oil/Refined Oil 200ml, Soya Chunks 100gm Packet, Salt 500 gm)	Pkt
62	Dettol liquid 500	ml
63	Dhupkati	Pkt
64	Toilet Cleaning brush	Pc
65	PPE Kit	Pc
66	Fire Wood	Qtl
67	Tooth-Brush	Pc
68	Sanitary Pad XL Pack of 7	Pkt
69	Sanitary Pad Medium Pack of 7	Pkt
70	Sanitary Pad Large Pack of 7	Pkt
71	Sanitary Pad XXL Pack of 7	Pkt
72	Detergent (100 gm)	Pkt
73	Hand Wash (200ml)	Bottle
74	Bleaching Powder	Kg
75	Tea Loose	Kg
76	Tea packet (100 gm)	Pkt
77	Water Drum 200 Lit	Pc
78	Package Drinking Water 500ml	Per Bottle
79	Package Drinking Water 1 Lit	Per Bottle
80	Package Drinking Water 5 Lit	Per Bottle
81	Package Drinking Water 20 Lit Jar	Jar
82	Dispenser for Drinking Water	Unit
83	A4 size paper	Bundle
84	Legal size paper	Bundle
85	File Board & Cover	Set
86	Note Sheet (Legal Size)	Bundle
87	Tag (9 inch long)	Bundle
88	Alpin	Box
89	Stapler Pin (Big Size)	Set
90	Stapler Pin (Small Size)	Set
91	Stapler Big Size	Pc
92	Stapler Small Size	Pc
93	Emergency Light	Pc

94	Generator without Fuel & Transportation	Rent/Day
95	Stock Book register	Pc
96	Pinter Ink (HP Ink Tank 310)	Pc
97	Printer Head Black (HP Ink Tank 310)	Pc
98	Cartridge (HP Laser Jet 1020 plus printer)	Pc
99	Cartridge (Laser Jet Pro M501)	Pc
100	Polythene Sheet	Per M
101	Raincoat Standard	Pc
102	Mug 1ltr	Pc
103	Dustbin (Big)	Pc
104	Dustbin (Small)	Pc
105	Plastic Bag for Dustbin (Small)	Bundle
106	Plastic Bag for Dustbin (Big)	Bundle
107	Folding Bed	Pc
108	Umbrella	Pc
109	Note book	pc
110	Clear File	Pc
111	Sticky notes	Pkt.


 District Commissioner cum Chairman,
 DDMA, Hailakandi


 15.5.26