



**GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER:::KAMRUP:::AMINGAON  
(DISASTER MANAGEMENT BRANCH)**

ECF No. E 19416/DFA/

Dtd.

**TENDER NOTICE**

1. The Deputy Commissioner, Kamrup, Amingaon (hereafter referred to as 'buyer') intends to empanel reputed manufacturers / suppliers for supply of Relief materials during any kind of disaster both man-made and natural.
2. The buyer invites sealed Quotations affixing Court fee stamps worth Rs.8.25 (Rupees eight and twenty-five paise) only under one bid system for supply the materials. The RFQ may be downloaded from website <https://kamrup.assam.gov.in>
3. A bid security of **Rs.10,000/- (Rupees Ten Thousand)** only will be deposited in the form of a Demand Draft / Banker's Cheque in favour of **Deputy Commissioner & Chairman, DDMA, Kamrup, Amingaon – 781031** along with the quotation.
4. The sealed Quotation, superscribed at the top of envelope as **“Quotation for supply of Flood Relief Materials”** should be addressed to **‘The Deputy Commissioner & Chairman, DDMA, Kamrup, Amingaon - 781031.**
5. Quotation should reach the office latest by **15/05/2023 at 02.00 PM.** The Quotations shall be opened on **16/05/2023 at 03.00 PM** at Conference Hall 2<sup>nd</sup> Floor, DC's Office, Kamrup, Amingaon.
6. Authorised bidder or their representative may attend the opening of the bids at the scheduled date and time. **Quotation received beyond the last date and time shall be summarily rejected.**
7. Bidders are requested to furnish particulars for Technical and Financial parts as per the **Annexure-I and Annexure-II** respectively in addition to the **Bid form.** The bidders are also advice to go through the **General Terms & Conditions** and satisfy themselves before submitting the quotation.
8. The buyer reserves the right to accept or reject any offer or empanel more than one bidder without assigning any reason.

**Signed by Keerthi Jalli**

**Date: 28-04-2023 19:19:12**

**Deputy Commissioner & Chairman,  
DDMA, Kamrup , Amingaon**

**Dtd.**

**Memo ECF No. E 19416/DFA/**

**Copy to:-**

1. The Commissioner & Secretary to the Govt. of Assam Revenue & Disaster Management Department, Dispur, Guwahati – 06 for kind information.
2. The Secretary to the Govt. of Assam, FCS & CA Department, Dispur, Guwahati – 06 for kind information.
3. The Additional Deputy Commissioner (FCS & CA), Kamrup for information and necessary action.
4. The Finance & Accounts Officer, DC Office, Kamrup for information.
5. The Deputy Director, Food Civil Supplies & Consumer Affairs, Kamrup for information and necessary action.
6. The President /Secretary, Chamber of Commerce, Kamrup for information.
7. The DIO, Kamrup for uploading the Tender in the District website.
8. The DIPRO, Kamrup, Amingaon. He is directed to publish the Tender Notice in local base One (1) English and One (1) Assamese Newspaper of next publication as paid advertisement
9. Notice Board, DC,s office, Kamrup.

**Sd/-**

**Deputy Commissioner & Chairman, DDMA,  
Kamrup , Amingaon**

**Section I  
BID FORM**

**(This form must be submitted using official letterhead of the bidder)**

RFQ No.: No. ....dated Amingaon, the....., 2023.  
Our reference no.....dated.....

To,  
The Deputy Commissioner  
Kamrup, Amingaon, Guwahati- 781031

Sub: Request for Quotation (RFQ) for **“Supply of Flood Relief Materials”**

Sir,

I/We, the undersigned, hereby submit our Quotation in two parts, namely:

- a. Technical Part, and
- b. Financial Part

2. In submitting Quotation, we make the following declarations:

- a. No reservations: Having read RFQ in its entirety and materials to be provided, I/We, offer to participate in the supply of flood relief materials to you in conformity with the terms and conditions specified in the quotation and have no reservations whatsoever;
- b. Conformity: We offer to provide the goods in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
- c. Quotation Validity Period: Our Quotation shall be valid for the period of 90 days, i.e. the contract with these rates has to be signed within 90 days from the deadline fixed for submission of the Quotation. However, the bid validity may be extended based on specific request made by you;
- d. Eligibility: We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one quotation in this bidding process and we have not been debarred / blacklisted / suspended by the Central or any State Government/PSU, etc. in India;
- e. Annulment: We understand that you are not bound to accept any Quotation you may receive and may also empanel more than one agency for the supply of the stated materials under the RFQ.
- f. Declaration: It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as you wish to take.

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 \_\_\_\_\_ Telephone  
no. \_\_\_\_\_ emailid. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

**Section II****GENERAL TERMS AND CONDITIONS**

1. The Agency should have a legal business entity in Assam.
2. The bidder's annual financial turn over (gross) during the last three financial years, i.e., 2020-21, 2021-2022 & 2022-23 duly audited by CA should not be less than 50 lakhs in each financial year, i.e., 2020-21, 2021-2022 & 2022-23.
3. The bidder should have the experience of supplying at least one item in each group for which quotation has been given, to either Kamrup or any of the five neighboring districts, i.e. Kamrup (Metro), Darrang, Nalbari, Baksa and Goalpara. The experience should be in any one of the last three financial years, i.e., 2020-21, 2021-2022 & 2022-23.

**N.B. The approve rate of Tender will be valid for one (1) year.**

**Bidder should clearly mention the Dietary & Non Dietary items supplied (Experienced certificate)**

4. The successful bidder will have to enter into an agreement within 15 (fifteen days) days after receipt of the Letter of Award (LoA) from the buyer and after submitting Performance Security.
5. All costs, etc., related to Agreement signing like stamp paper, etc., will be borne by the empanelled bidder.
6. The Agreement shall be effective for one (1) year.
7. Liquidated damages @ 10% of the ordered value shall be imposed on the empaneled bidder if the quality of the material supplied is found to be of non-standard quality. Repetition of lapses on the part of the empaneled agency for three (3) instances shall invite cancellation of the agency's empanelment with the buyer, including forfeiture of the performance security and legal action. In such cases, the buyer would have the discretion to award the contract to the next lowest evaluated bidder.
8. All the pages of the Quotation have to be signed by the authorized bidder.
9. No overwriting / cancellation of the quotation will be allowed.
10. The buyer reserves the right to change/add terms & conditions as and when felt necessary through a letter issued to the empanelled agency.
11. Bidder should fill up rates both in figures and words in the Financial Part.
12. The **applicable GST** and applicable taxes (if any) should be **shown separately**.
13. Rates will be considered together for all the items together in a particular Group and shall not be evaluated item wise. For the purpose of arriving at the lowest bidder, the total cost for the Indicative Quantities for all items in the Group shall be taken into consideration. The lowest evaluated cost for each Group will be considered.

14. Ideally, the L1 bidder will be awarded the work order as and when supplies are to be undertaken,

1/17626/2023.e. L1 bidder will have *the first right to refuse*. However, if the L1 bidder is not able to meet the demand, due to escalation in the quantities or for any other justifiable reasons, L2 and L3 (in that order) may be asked to supply the same at L1 rates.

15. The buyer will have the discretion to not award any orders to the L2 and L3 bidder, if the performance of the L1 bidder is satisfactory and prompt.

16. Bidders can either quote for one (1) Group or for all the Groups. **Bidders will have to mandatorily quote for all items in a group.** Failing to do so, such quotation shall be considered as non-responsive and shall not be evaluated.

17. The selected agency(ies) shall be empaneled based on the approval by Selection Committee constituted for the purpose by the buyer.

18. The Selection committee will seek the samples from the lowest evaluated three bidders (from each group), before empanelment. Hence, samples **need not be provided during quotation** submission.

19. Indent will be usually issued one (1) day prior to the requirement. However, in the event of emergency, indent may be given over phone which will be followed with the physical indent. It shall be binding on the empaneled vendor to supply such materials at short notice.

20. No labour charge will be provided for loading / unloading of the materials.

21. In case any discrepancy between the unit price and the total price, between words and figures, the same shall be re-computed by the buyer. The **unit price shall prevail and the total price** shall be corrected, in case of any discrepancy. If the prospective empaneled bidder does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected and bid-security will be forfeited.

22. The rates quoted by the bidder shall be fixed for the duration of the contract (one year) and shall not be subject to adjustment/modification on any account.

23. The Prices should be quoted in Indian Rupees only.

24. The buyer shall evaluate and compare the **quotations determined to be substantially responsive**, i.e. which,

- i. are properly signed and sealed;
- ii. have submitted the required documents and meet the criteria specified as indicated above;
- iii. evaluation will be carried out on the basis of the total price quoted for the group (excluding taxes);
- iv. mere submission of quotation does not entitle a bidder for award of contract and the Deputy Commissioner, Kamrup reserves the right to cancel any or all quotation received under this RFQ without assigning any reason thereof.

25. It may be quoted that mere submission of quotation does not entitle a bidder for award of contract and the Deputy Commissioner, Kamrup reserves the right to cancel any or all quotations received under this RFQ without assigning any reasons thereof.
26. The buyer will award the contract to the bidder whose **quotation has been determined to be substantially** responsive and who has **offered the lowest evaluated quotation** price.
27. Payment will be made based on availability of fund from the government. The bill should invariably be enclosed with the office indent for making necessary payment.

**BIDDER'S PROFILE**

**Annexure I**

Sl. no.	Essential information to qualify technically	Documents to be submitted	Documents/ attached (Yes / No)
1.	Name of the Agency	Self-certified registration certificate.	
2.	Status of the firm	Self-certified document of proof of Proprietorship/ Partnership / any other.	
3	Complete address of the Firm with telephone, mobile no., email id.etc.	Information in the Agency's letterhead.	
4	Name of the Proprietor/Managing Partner/etc. (as the case may be)	Self-certified valid document	
5	Date of commencement of business	Self-certified valid document	
6	Name of organization(s) to which the Agency is rendering similar services.	Self-certified copy from concerned organization(s).	
7	Trade License	Self-certified up-to-date Trade License.	
8	Annual Turnover as certified by Chartered Accountant for the last three years (enclose copies):		
a)	2020-21 Turnover	Self-certified Chartered Accountant's Certificate	
b)	2021-22 Turnover	Self-certified Chartered Accountant's Certificate	
c)	2022-23 Turnover	Self-certified Chartered Accountant's Certificate	
9	Relevant Experience	Self-certified previous year's contract documents, work orders, etc.	
10	PAN No.	Self-certified copy of PAN card.	
11	GST No.	Self-certified up-to-date copy of GST certificate	
12	Any other related document/information which the firm desires to inform the buyer in relation to the RFQ		

NB: Documents to be submitted serially 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 \_\_\_\_\_

Telephone no. \_\_\_\_\_ emailid. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

## LETTER OF QUOTATION– FINANCIAL PART

Annexure II

(This financial part must be submitted using official letterhead of the firm)

RFQ No.: ..... dated Amingaon the .....,2023.

Our reference no.....dated.....

To,

The Deputy Commissioner  
Kamrup, Amingaon, Guwahati – 781031

Sub: Request for Quotation (RFQ) for “Supply of Flood Relief Materials”

Sir,

I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

- Our quotation shall be valid for the period of 90 days from the deadline fixed for the quotation submission;
- I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.
- I have crossed-out the groups (in red ink), for which quotations are not provided.

**Group A: Cereals**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	Chira	Per quintal	100 qtls.				
2	Gur	Per quintal	80 qtls				

**Group B: Staples**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	Masur Dal (Big Size)	Per quintal	1200 qtls.				
2	Masur Dal (Small Size)	Per quintal	800 qtls.				
3	Mustard Oil (to be supplied in 1 / 2 litre pouches)	Per litre	3500 ltrs.				
4	Salt	Per quintal	100 qtls				

**Group C: Baby Food**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
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1	Nestum (400 gms)	Per packet	3000 pkt.				
2	Cerelac (400 gms)	Per packet	3000 pkt.				
3	Biscuit – Best quality (Small pack – 30-40 gms)	Per packet	2000 pkt.				
4	Packaged Liquid Milk (preferably AmulTaaza – 200 ml)	Per packet	120 ltrs.				
5	Packaged Powder Milk (preferably Lactogen) – 200 gm	Per packet	3000 pkt.				
6	Baby Diaper	Per packet	2000 pkt.				

**Group D: Cattle Feed**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	Wheat Bran	Per quintal	6000 qtls.				
2	Rice Bran	Per quintal	3000 qntl.				

**Group E: HDEP Poly Tarpaulin Sheets**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	12 feet * 15 feet	Per piece	8200 pcs.				
2	12 feet * 18 feet	Per piece	8200 pcs.				
3	14 feet * 18 feet (0.5 mm thickness)	Per piece	8200 pcs.				

**Group F : Utensil Grant**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words



1	Utensil set a. Two stainless steel rice plate (stainless steel gauge – 26, diameter 12 inches) b. Two steel bowls (minimum 10 cm dia& 4 cm height and heavy gauge) c. Two steel glasses (minimum 6 cm dia& 9 cm depth and heavy gauge) d. Two stainless steel ladle (heavy gauge) e. One aluminium Degchi (5 litre capacity) f. One aluminium Saucepan (1 litre capacity) g. One aluminium Kadai (1.25 litre capacity) h. One aluminium lid (Dhakna) compatible with kadai	Per set	6000				
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**Group G: Textiles**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	Blankets (Single size)	Per piece	10000				
2	Lungi (Standard size & quality)	Per piece	10000				
3	Gamocha (Standard size & quality)	Per piece	10000				
4	Ganji (Standard size & quality)	Per piece	10000				
5	Mosquito net (Size 190 cm x 180 cm x 150 cm) (Double)	Per piece	10000				

**Group H: Other essentials**

Sl No.	Item	Unit	Indicative Quantity	Base price per unit	GST in Rs. Per unit	Total cost (₹) in figures	Total Cost (₹) in words
1	Plastic Bucket (16 litre capacity)	Per piece	5000				
2	Torch light (Big size, Three cell)	Per piece	2000				
3	Torch light (Small size, two cell)	Per piece	2000				
4	Drinking water	Per	10000				

	(1 litres)	piece				
5	Drinking water (2 litres)	Per piece	10000			
6	Bleaching powder	Per kg	500 kg			
7	Wax Candle (10 mm dia, 15 cm length) (6 nos/packet)	Per packet	1000			
8	Phenyl (500ml)	Per bottle	100 Ltrs			
9	Sanitary Napkin (Big and Small Size 6 nos of pkt.)	Per Pkt.	1000 Pkt.			
10	Mosquito Coil (pkt. of 10 nos)	Per Pkt.	1000 Pkt.			
11	Baby diapers (Pack of 5 pcs)	Per pkt	1000 Pkt.			
12	Torch light battery Big Size	Per pkt.	100			
13	A4 size paper	Per Rim	10			
14	Lrgal size paper	Per rim	10			

(Note: The lowest evaluated quotation price shall be decided on the amount quoted **exclusive** of GST and other taxes as applicable)

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_ In the capacity of  
[insert legal capacity of person signing the Letter of Quotation]

Name of the Bidder \_\_\_\_\_  
Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ emailid. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

\*\*\*\*\*END OF RFQ\*\*\*\*\*

