



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
KAMRUP METROPOLITAN DISTRICT::GUWAHATI
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

Telephone – 0361-2733052

E-mail – ddma.kamrup@gmail.com

Web Site – www.ddmakamrupmetro.org

No. DDMA K (M) 16/2026/

Date:13/05/2026

TENDER NOTICE

REQUEST FOR QUOTATION FOR SUPPLY OF RELIEF MATERIALS

1. The District Commissioner, Kamrup (M), Guwahati, (hereafter referred to us “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 paise) only under two bid system for supply the materials. The sealed Quotation, Super scribed at the top of envelope as “**Quotation for supply of Relief Materials**” should be addressed to “**The District Commissioner & Chairman, DDMA, Kamrup Metro, Guwahati, Assam-781006.**”
3. A pre-bid meeting is proposed to be held on 18/05/2026, at 11.30AM at the Conference Hall of DC’s Office, Kamrup(M).
4. Tender documents shall be available in the office of District Disaster Management Authority (DDMA), Kamrup Metropolitan District at O/o The District Commissioner, Kamrup Metropolitan District, Litchubagan, Hengarabari, 781006 on payment of non- refundable fee of INR 10,000/- (Ten Thousand Only) by A/C payee cheque in favour of **The Deputy Commissioner & Chairman, DDMA, Kamrup Metro, Guwahati. The RFQ may also be downloaded from the District website www.kamrupmetro.assam.gov.in.**
5. Quotation should reach the office latest by 02-06-2026 up to 02.00 PM. The Quotation shall be opened on 02-06-2026 at 04.00 PM. at the DC’s Office, Kamrup (Metro), Guwahati.
6. Authorized 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 particular for Technical Bid and Financial Bid Separately. A In **TECHNICAL BID** envelop, the bidders will provide **Annexure I** in addition to bid form. **B.** In **FINANCIAL BID** envelop, the bidders will submit only **Annexure-II**. The bidders are also advised 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 and the decision of the entity shall be final and binding upon all the bidders.

District Commissioner & Chairman,
DDMA, Kamrup Metropolitan District,
Guwahati

Memo No. DDMA K (M) 16/2026/

Date: 13/05/2026

Copy to-

1. The Joint Secretary to the Govt. of Assam Revenue & Disaster Management Department, Dispur Guwahati-06 for kind information.
2. The Secretary of the Govt. of Assam, FCS & CA Department, Dispur, Guwahati -06 for kind information.
3. The Additional District Commissioner (FCS & CA), Kamrup (M), Guwahati, for information and necessary action.
4. The Finance & Accounts Officer, DC Office, Kamrup (M), Guwahati for information.
5. The Deputy Director, FPD & CA, Kamrup (M), Guwahati for information and necessary action.
6. The District Information & Public Relation Officer, Kamrup (M), Guwahati. He is requested to make wide publicity through 2 (two) leading Newspaper, One in English daily and another in vernacular language daily.
7. The DIO, NIC Kamrup (M), Guwahati for information and necessary action. He is requested to upload the TENDER NOTICE in the D.C.’s Office web portal & facebook official page.
8. Office Notice Board.

District Commissioner & Chairman,
DDMA, Kamrup Metropolitan District,
Guwahati

Section I
BID FORM

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

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

To,
The District Commissioner,
Kamrup Metropolitan District,
Guwahati-781036

Sub:-Request for Quotation (RFQ) for "Supply of Relief Materials".

Sir,

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

- A. Technical BID Part, and
- B. Financial BID Part.

1. 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 supply of relief materials to you in conformity with the terms & conditions specified in the Quotation and have no reservation whatsoever.
- b. Conformity: We offer to provide the goods in conformity with the RFQ document and accordance with the specifications specified in the RFQ document.
- c. Quotation Validity Period: Our Quotation shall be valid for the period of 30 days, i.e. the contract with these rates has to be signed within 30 days from the deadline fixed for submission of the Quotation. Validity may be extended bases 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 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 false, I/We shall be liable to such consequences/ lawful actions as you wish to take.

Yours faithfully

(Authorized Signatory)

Name & Title of signatory.....

In the capacity of [insert legal capacity of person signing the letter of Quotation

Name of Bidder _____

Address _____

Mobile No. _____ Email Id _____

Alternate Mobile No.: _____

Dated on _____ day of _____ (insert date of signing)

SECTION II

General Terms & Conditions:-

1. Rate quoted shall remain valid for the financial year 2026-2027 (i.e. up to 31st March, 2027)
2. The bidder's Annual Financial Turnover (gross) during the last Three Financial Years, i.e. 2022-2023, 2023-2024 and 2024-25 duly audited by C.A. should not be less than Rs.50,00,000.00(Fifty lakhs) in each financial year, i.e. 2022-2023, 2023-2024 and 2024-25.
3. The rates quoted shall be inclusive of all applicable taxes against the specified quantity.
4. Rate against each item should clearly be written both in figures and words against the specified quantity.
5. It is mandatory for the bidders to quote rate(s) for each of the items for which this Tender Notice is floated. Any deviation of this particular condition shall lead rejection of tenders.
6. Any over writing / cancellation on the quotation paper shall not be entertained.
7. Deposit of interest free EMD i.e. 1,00,000.00 (Rupees One Lakhs) only shall be made in the shape of Demand Draft/Banker Cheque/ Fixed Deposit in favour of Deputy Commissioner, Kamrup (M), Guwahati, along with the Technical Bid (A). Other form of deposit of EMD shall not be considered.
8. The EMD of the successful bidder will be converted to security deposit submission of Agreement by the bidder.
9. The EMD of unsuccessful bidders will be discharged/ returned as promptly after selection of the successful bidders.
10. The successful bidders have to enter into an agreement within 15 days after receipt of letter of Award (LoA) from the buyer.
11. All costs. Etc. related to Agreement signing like Stamp paper, etc. will be borne by the empanelled bidders.
12. Liquidated damages at 10% of the ordered value shall be imposed on the empanelled bidder if the quality of the materials supplied is found to be of non - standard quality. Repetition of lapses on the part of the empanelled agency for 3(three) instances shall invite cancellation of the agency empanelment with the buyer including forfeiture of the Security Deposit and legal action. In such cases, buyer would have the discretion to award the contract to the next lowest evaluated bidder.
13. The security deposit of the empanelled agency shall be released within 1 (one) month from the closure date of agreement.
14. The bidder must have a valid **GMC** or **GAON PANCHAYAT** Trade License and possesses Godown in Kamrup Metropolitan District.
15. The Bidders must have submit valid **LABOUR LICENSE**.
16. Suppliers should furnish copies of PAN and GST registration certificate along with the quotations.
17. Sample of materials must be supplied with quotation.
18. Eligible bidders, whose rate are accepted, shall maintain sufficient stock of relief items in good condition so as to ensure supply of items as per requirement immediately to meet up exigency during emergencies.
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 regularized at the earliest. It shall be binding on the empanelled vendor to supply such materials at short notice and time.
20. The Bidder should submit a notarized Affidavit in Stamp Paper mentioning that, if supplier is unable to supply items at their quoted price, they shall forfeit their Security Deposit & shall be liable to be blacklisted for 3years.
21. Suppliers should mention their address of the Shop / Office & Godown along with valid contact numbers.
22. Labour will be provided at the distribution site by the concerned circle officer.
23. The Transportation Charges and Detention charges of vehicle will be provided to the bidders as per approved rate.
24. Any discrepancy between the unit price and total price, between words and figures shall be re-computed by the buyer. The unit price shall prevail and the total price to be corrected. If the prospective empanelled 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.
25. Payment against bills for supplying relief materials will be paid on receipt of fund from Govt.
26. The payment against bills will be made through Bank A/C only. Hence, the suppliers should have an operational Bank A/C in the name of the firm.
27. The bidders against whom the prior complaints have been made in supplying Govt. requirement shall not be considered.
28. The bidders shall put their seal and signature on every page of the bid document.

29. In Tendering, the bidders shall submit Annexure- I along with bid form in envelop - A. TECHNICAL BID along with EMD of Rs. 1,00,000.00 (one lakh) and Annexure-II in envelop - B. FINANCIAL BID.
30. The undersigned is not bound to accept the lowest rate and reserves the right to accept/ reject any tender without assigning any reason thereof.
31. The registered firms / suppliers shall submit a notarized Affidavit in stamp paper of requisite value in writing to the effect that it has not been Blacklisted by Govt. of India / Govt. of Assam / Any others State Government Institution / Union Territory and does not have any Criminal cases against it, which must be notarized.
32. Copy of FSSAI license to be enclosed.
33. Copy MSME certificate to be enclosed.
34. Experience in similar works will get preference.
35. The District Commissioner, Kamrup (M) reserves the right to negotiate with the bidders for final fixation of rates if the rates are found to be unjustified or unreasonable. There will be no binding to select the lowest bidder as approved supplier. Buyer shall have the right to issue supply order to the eligible suppliers on emergent basis at the rate fixed by the rate fixation Committee.

District Commissioner & Chairman,
DDMA, Kamrup Metropolitan District,
Guwahati



Section III
BIDDER'S PROFILE

Annexure-I

SL NO	Essential information to qualify technically	Document to be submitted	Documents attached (Yes/No)
1	Name of the 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, mobile no. email id.	Information in the Agency's letterhead	
4	Name of the Proprietor / Managing Partner/etc. (as the instance may be)	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 services.	Self – certified copy from concerned organizations.	
7	Trade License (GMC or GAON PANCHAYAT)	Self – certified up-to-date Trade License	
8	Annual Turnover as certified by Chartered Accountant for the last three financial years (enclose copies)	Certified by Chartered Accountant	
	(A) FY 2022-2023 (B) FY 2023-2024 (C) FY 2024-2025	Certified by Chartered Accountant	
9.	Bank details of the Agency	Self attested copy	
10.	IT Return statement for the FY 2022-2023, 2023-2024& 2024-2025 enclosed.	C.A. Certified	
11.	Experience Certificate	Self attested copy	
12.	Pan Card.	Self attested copy	
13.	GST Registration Certificate along with upto date return.	Self attested copy	
14.	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 with seal	
18.	FSSAI Registration Certificate	Self attested copy	
19.	Notarized Affidavit in stamp paper as per terms & conditions no. 20	Original Notarized stamp paper copy	
20.	Notarized Affidavit in stamp paper as per terms & conditions no. 31	Original Notarized stamp paper copy	
21.	Any other related documents/information which the firm desires to inform the buyer in relation to the RFQ	Self attested copy	

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 Signatory)

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

Name of the bidder

Address.....

Mobile No.....Email Id.....

Alternate Mobile No

Dated on.....day of.....[insert date of signing]

SECTION IV

Annexure-II

LETTER OF QUOTATION – FIANANCIAL BID

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

RFQ No.

Dated Guwahati the/...../2026.

Our reference no.....

Dated

To,

The District Commissioner & Chairman,
District Disaster Management Authority
Kamrup Metropolitan District
Guwahati, Assam

Sub:- Request for quotation (RFQ) for “supply of Relief Materials.”

Sir,

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

SL NO	RELIEF MATERIALS / ITEMS	QUANTITY	Rate per unit (in Rs.)	GST in Rs. Per unit	Total cost (in figure)	Total cost (in words)
<u>EDIBLE ITEMS</u>						
1.	Rice (Grade A)	Per Qtls				
2.	Masur Dal (Big Size)	Per Qtls				
3.	Masur Dal (Medium Size)	Per Qtls				
4.	Masur Dal (Small Size)	Per Qtls				
5.	Chana Dal (Good Quality)	Per Qtls				
6.	Mustard Oil (Branded)	Per Liter				
7.	Salt Iodize (Branded)	Per Qtls				
8.	Chira (Good Quality)	Per Qtls				
9.	Atta (Wheat Product)	Per Qtls				
10.	Gur (Good Quality)	Per Qtls				
11.	Sugar (Good Quality)	Per Qtls				
12.	Muri (Puffed Rice)	Per Qtls				
13.	Onion	Per Qtls				
14.	Packet cooked food (Veg thali) for response agencies (NDRF / SDRF / ARMY etc.)/shelter place	Per Pkts				
15.	Potato	Per Qtls				
16.	Bread	Per pkt				
17.	Butter/Jam	Per Pouch				
<u>BABY FOOD</u>						
18.	Baby Food Nestum (Rice 6 to 12 Months)	Per Pkts				
19.	Baby food Nestum (Rice Fruits 10 to 24 Months)	Per Pkts				
20.	Baby Food Cerelac (Wheat 6 to 12 months)	Per Pkts				
21.	Baby food Cerelac (Rice Fruits 10 to 12 Months)	Per Pkts				
22.	Amul Spray / Everyday)	Per Pkts				
23.	Baby Food Biscuits (Neutri choice Good Day Biscuit etc.) (Small Size)	Per Pkts				
24.	Baby Food Lactogen 400 gm	Per Pkts				
25.	<u>Cattle Feed</u>	Per Qtls				
	Wheat Bran	Per Qtls				
	Rice Bran	Per Qtls				
<u>Relief Materials / Items</u>						
<u>Quantity</u>						
<u>Other Relief Items</u>						
26.	Sanitary Napkin (Good Quality) Stayfree / Whisper	Per Packet (7 Sanitary Napkins)				
27.	HDPE Tarpaulin 12 feet X 12 feet	Per Piece				
28.	HDPE Tarpaulin 12 feet X 15 feet	Per Piece				

29.	HDPE Tarpaulin 12 feet X 18 feet	Per Piece				
30.	Utensil set (One set containing of - 2 nos Steel Rice Plates, 2 nos of steel Bowls. 2 nos of Steel Glasses, 2 nos of cooking spoons, 1 no Aluminium Kadai and 1 no Aluminium Lid (Dhakna)	Per Set				
31.	Plastic Bucket Best Quality (16 ltrs. Capacity)	Per Piece				
32.	Torch Light (Three Cell & Two Cell)	Per Piece				
33.	Emergency Rechargeable Light (Good Quality)	Per Piece				
34.	Search Light (Good Quality)	Per Piece				
35.	Candle (Standard size)	Per Packet (6 Candle)				
36.	Match Box	Per Packet of 10 Boxes				
37.	Baby Diapers (Pampers)	Per Pkts				
38.	Bamboo (standard size) Bhaluka - Jati	Per Pcs				
39.	Disposable Glass	Per Pkt 100 pcs				
40.	Disposable Plate	Per Pkt 100 pcs				
41.	Drinking Water 2 liter	Per Bottle				
42.	Drinking Water 1 liter	Per Bottle				
43.	Drinking Water 20 liter	Per Bottle				
44.	Water Dispenser	Per Pcs				
45.	Face Mask (three layer)	Per pcs				
46.	Fire Wood	Per Qtls				
47.	Generator (rent per day)	5 KV				
48.	Generator (rent per day)	15 KV				
49.	Gum Boot	Per Pair				
50.	Plastic Mug	Per Pcs				
51.	Rain Coat	Per Set				
52.	Washing Soap	Per Pcs				
53.	Detergent Powder	Per Pcs				
54.	Mattress (3' X 6' size)	Per Pcs				
55.	Folding Bed (size 3'X 6')	Per Pcs				
56.	Halogen Lamp Complete Fitting	500 watt				
57.	Halogen Lamp Complete Fitting	1000 watt				
58.	Mosquito Coil (Mortein / Goodnight / Maxo)	Per Pkt.				
59.	Bathing Soap (Dettol 100 gm)	Per Piece				
60.	Dettol (Antiseptic Liquid) 60ml	Per Bottle				
61.	Hand Sanitizer (100ml)	Per Bottle				
62.	Disposable Basic 3 Ply Face Masks	Per pkt of 10 pieces				

63.	Disposable Medical Hand Gloves	Per Pair				
64.	Bleaching Powder	Per Quintal				
65.	Phenyl (1 Liter)	Per Bottle				
66.	Mosquito Net (Double)	Per Piece				
67.	Blankets (Single Size)	Per Piece				
68.	Gamocho (Standard Size & Quality)	Per Piece				
69.	Umbrella	Per Piece				
70.	Bad Sheet	Per Piece				
71.	Bed Cover	Per Piece				
72.	Pillow	Per Piece				
73.	Pillow Cover	Per Piece				
74.	Safety Vessel	Per Piece				
75.	Bulb (CFL,LED)	Per Piece				
76.	Plastic Rope	Per Roll				

(Authorized Signatory)

Name & Title of signatory.....

In the capacity of [insert legal capacity of person signing the letter of Quotation

Name of Bidder_____

Address_____

Mobile No. _____ Email Id_____

Alternate Mobile No.:_____

Dated on _____ day of _____ (insert date of signing)

***** End of RFQ*****