



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER.....:BARPETA

Address:-

Ward. No-5, PO & PS-Barpeta

Pin:- 781301

Contact Details

Phone:- 91(3665) 252129


E-Mail:- dc-barpeta@nic.in

No. BDM-07/2025/Tender /2-7

Date:- 01/03/2025

TENDER NOTICE

1. The District Commissioner, Barpeta (hereafter referred to as 'buyer') intends to empanel manufacturers / suppliers for supply of materials for the impending flood relief operations.
2. The buyer invites sealed Quotations affixing Court Fee Stamps worth Rs. 8.25 (Rupees eight and twenty-five paisa) only under one bid system for supply the materials. The RFQ may be downloaded from website <https://barpeta.assam.gov.in>
3. A pre-bid meeting is proposed to be held on ...10.../03/2025 at 3.00 PM at the Conference Hall, DC's office, Barpeta.
4. The sealed Quotation, super scribed at the top of the envelope as "Quotation for Supply of Flood Relief Materials" should be addressed to 'The District Commissioner, Barpeta, Assam — 781301'.
5. Quotations should reach the office latest by 21/03/2025 at 2.00 P.M. The Quotations shall be opened on the same day, i.e., 21/03/2025 at 3.00 P.M. at the Conference Hall, DC's Office, Barpeta.
6. Authorized bidder or their representative may attend the opening of the bids at the scheduled date and time. Quotations 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 advised to go through the General Terms & Conditions and satisfy themselves before submitting the quotations.
8. The buyer reserves the right to accept or reject any offer or empanel more than one bidder without assigning any reason.


(Rohan Kumar Jha, IAS)
District Commissioner,
Barpeta.

Memo No. BDM-07/2025/Tender /2-7-A

Date:- 01/03/2025

Copy to :-

1. The Deputy Director, Food Civil Supplies & Consumers Affairs, Barpeta for information and necessary action.
2. The President/ Secretary, Chambers of Commerce, Barpeta Road for information.
3. The President /Secretary, Barpeta Karbari Sangha, Barpeta for information.
4. The DIO, NIC Barpeta for uploading in the district website.
5. The DIPRO, Barpeta for favour of kind information and necessary action.
6. Notice Board, DC's Office, Barpeta.




District Commissioner,
Barpeta.



**Section I
BID FORM**

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

RFQ No.: No. Dated, Barpeta,/...../2025

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

To,
The District Commissioner
Barpeta
Barpeta — 781301

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

Sir,

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

1.

- 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 150 days, i.e. the contract with these rates has to be signed within 150 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. _____ email id.

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





Section- II

GENERAL TERMS AND CONDITIONS

1. The Agency should have legal business entity in Assam.
2. The bidder's annual financial turn over (gross) during the last three financial years, i.e., 2021-22, 2022-23 & 2023-24 duly audited by CA should not be less than 50 lakhs in each financial year, i.e., 2021-22, 2022-23 & 2023-24.
3. The bidder should have the experience of supplying the items for which quotation has been given, to either Barpeta or any of the five neighboring districts. i.e. Kamrup (Rural), Bongaigaon, Nalbari, Baksa and Goalpara. The experience should be in any two of the three financial years, i.e., 2021-22, 2022-23 & 2023-24.
4. Empanelled bidders will have to keep an interest free deposit of **Rs. 5.00 lakh** (Rupees five lakhs) only in the form of Demand Draft / Fixed Deposit with the buyer as a security deposit for the bid.
5. 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.
6. All costs, etc., related to Agreement signing like stamp paper, etc., will be borne by the empanelled bidder.
7. The Agreement shall be effective for one (1) year.
8. Liquidated damages @ 10% of the ordered value shall be imposed on the empanelled bidder if the quality of the material supplied is found to be of non-standard quality. Repetition of lapses on the part of the empanelled 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.
9. All the pages of the Quotation have to be signed by the authorized bidder.
10. No overwriting / cancellation of the quotation will be allowed.
11. The buyer reserves the right to change/add terms & conditions as and when felt necessary through a letter issued to the empanelled agency.
12. Bidder should fill up rates both in figures and words in the Financial Part.
13. The applicable GST and applicable taxes (if any) should be shown separately.
14. 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.
15. The selected agency (ies) shall be empanelled based on the approval by Selection Committee constituted for the purpose by the buyer.
16. The Selection committee will seek the samples from the lowest evaluated three bidders (from each group), before empanelment. Hence, samples needn't be provided during quotation submission.
17. 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.
18. No labour charge will be provided for loading / unloading of the materials.
19. Any discrepancy between the unit price and the total price, between words and figures 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 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.
20. 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.





21. The prices should be quoted in Indian Rupees only.
22. 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 should be carried on the basis of individual rates of items.
 - iv. submission of quotation does not entitle a bidder for award of contract and the District Commissioner, Barpeta reserves the right to cancel any or all quotations received under this RFQ without assigning any reasons thereof.
23. 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.
24. Performance bank guarantee to be furnished selected vendors will be 5% of estimated amount calculated on the basis of bid submitted & estimated average indent of last 3(three) years. However an estimated quantity of the last years in any way does not mean estimated quantity in the current year and has no correlation to it whatsoever.
25. The Performance Security of the empanelled agency shall be released after three (3) months from the closure date of the Agreement.
26. Rates are to be inclusive of taxes and delivery at Barpeta Town Head Quarter / Circle Head quarter as the case may be.
27. Tenderer should mention about the stock position of the item quoted for in Barpeta district duly audited by the Chartered Accountant of stock present on the day of dropping tender. Audited stock report as on date of bidding or 31st March, 2024 by a Chartered Accountant.
28. Tenderer's firm should be located within Barpeta district. Tenderer must have a godown within Barpeta district & the items quoted with quantity present in Barpeta district are to be quoted only. Suppliers should mention their address of the Shop/ Office/ godown along with contact numbers.
29. Intending bidders will submit section I, II & III in envelope-A(Technical Bid along with Audited stock report mention at Sl. No. 28) & Section IV in envelope-B(Financial Bid)



(Authorized Signature)

Name & Title of Signatory

In the capacity of (Direct Dept/ Capacity of person)

Name of Bidder

Address

Telephone no.

Date



Section III
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.	Information in the Agency's letterhead.	
4	Name of the Proprietor/Managing Parmer/etc. (as the instance 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)	2021-22 Turnover	Self-certified Chartered Accountant's Certificate	
b)	2022-23 Turnover	Self-certified Chartered Accountant's Certificate	
c)	2023-24 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.email id.

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





Section IV

LETTER OF QUOTATION— FINANCIAL PART

Annexure-II

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

RFQ No..... dated Barpeta the...../...../2025.

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

To,

The District Commissioner
Barpeta, 781301

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 150 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.

Sl. No	Name of item	Unit
1	Rice (super fine)	Per quintal
2	Rice (common)	Per quintal
3	Masur dal (Big)	Per quintal
4	Masur dal (small)	Per quintal
5	Mustard oil (ANUPAM/ENGINE)	Per 15 ltrs. Tin / per 100 gm pouch
6	Salt(Iodized) (Tata/Ankur)	Per quintal
7	Jaggery (Gur)	Per quintal
8	Sugar	Per quintal
9	Muri	Per quintal
10	Chira (beaten rice)	Per quintal
11	Biscuit (Marie Gold)	Per Pkt(200 gms)
12	Biscuit (Good Day)	Per Pkt(200 gms)
13	Packaged liquid Milk (Amul Taza)	Per Pkt(200 ML)
14	Baby food (Nestum)	Per Pkt(500 gms)
15	Baby Food – Suji	Per Pkt(500 gms)
16	Cattle Feed (Wheat bran)	Per quintal
17	Cattle Feed (Rice bran)	Per quintal
18	Construction of Pit Latrine(Bamboo & Polythene sheet)	Per unit (measurement to be stated in the tender)
19	Tarpaulin sheet (15 x 12)(thickness 150 GSM)	Per piece
20	Phenyl (black & white) (Cross)	Per 500 gm Bottle
21	Bleaching Powder	Per Kg
22	Candle (medium thickness and length)	Per bundles of ten pieces
23	Bathing Soap (100 gm) (Dettol)	Per piece.
24	Mosquito repellent coil	Per Box
25	Sanitary napkin (whisper/Stayfree)	Per Packet

