



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL) :::::::::::GOHPUR SUBDIVISION:**  
**GOHPUR:::::BISWANATH.**

**SHORT QUOTATION NOTICE**

Sealed quotations affixing court fee stamps of Rs. 8.25 (Rs. Eight & Twenty five paisa) only in plain paper are hereby invited from intending Firms/Suppliers/Wholesalers/Mills for supply of the following items which may be required for the distribution amongst the flood affected people and other natural calamity in the year 2020-21. The quotation will be received during office hours in the Relief branch O/O- Sub-Divisional Officer(Civil), Gohpur Sub-Division, Gohpur up to 2.00 pm on 20-05-2020 and will be opened on the same day at 3.30 pm by the committee chaired by Sub-Divisional Officer(Civil). The intending traders or their representative should remain present at time of opening of the said quotation with their sample.

The Quotation may submitted as the format given below :

Sl. No.	Name of G.R. Items	Specification	Rate
1.	Rice	Super Fine	Per quintal
2	Masur Dal ( Small)	Good quality	Per quintal
3	Masur Dal ( Big)	Good quality	Per quintal
4	Mustard Oil	Good quality	Per Litre
5	Salt	Iodized	Per quintal
6	Gur	Good quality	Per quintal
7	Chira	Good quality	Per quintal
8	Wheat Bran	Good quality	Per quintal
9	Rice Bran	Good quality	Per quintal
10	Wheat Flour	Good quality	Per quintal
11	Tarpaulin	(12X15) Fit	Per Sqr. Fit.
12	Candle		Per Pkt.
13	Baby Food (Cerelacs/Lactogen/Suji)	Good quality	Per Pkt.
14	Sanitizer	200 ml.	Per Pcs.
15	Polythene		Per quintal
16	Soap		Per pcs.
17	Biscuit/ Bread		Per Pkt.
18	Phenyl ( White/Black)		Per Pcs.
19	Mosquito Coil		Per Pkt.
20	Packet water( 500ml/ 1 ltr.)		Per Cartoon
21	Disposable Glass/ Plate ( eco-friendly)		Per 100 Pcs.
22	Mosquito Net		Per pcs.
23	Gloves		Per pkt.
24	Sanitary Pad		Per pkt.

The Quotations are subjected to the following terms and condition :

1. The firms should be registered and having Trade License etc.
2. The Quotationer must deliver the goods as and when required at the specified sites and quality as well as quantity should be maintained .

3. The Quotationer will have to quote their rates against items to be replied by them both in figures and words. Any item not intended to be supplied should be crossed out.
4. Payment will be made as soon as the fund is received from the Government.
5. The Quotationer must submit the self attested Photostat copy of GST Registration Certificate, Pan card, Trade License and Bank A/C no. etc.
6. The Quotationer must have godown facility.
7. Rate should be inclusive of all taxes.
8. The rate of G.R. materials will reviewed by officials of quotation opening committee keeping in place with fluctuations of essential commodities in source of procurement.
9. The Committee is not bound to accept the lowest rates and also reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof.
10. The intending firms should be in readiness to supply the items at short notice order.
11. The Committee will Fix the rates of the G.R. items and decision of the committee is final.
12. The Quotationer/ Supplier should submit sample before the purchases committee for every items for which they are intending to go for supply.

(Narendra Kumar Shah, IAS)  
 Additional Deputy Commissioner  
 I/C- Gohpur Sub-Division, Gohpur  
 Dated Gohpur the 06<sup>th</sup> May/ 2020.

Memo No. GNZ-Ref-2/2020/ 813 (A)  
 Copy to:-

1. The Commissioner & Secretary to the Government of Assam, Revenue and DM Department, Dispur for favour of your kind information.
2. The Commissioner & Secretary to the Government of Assam, FCS & CA Department, Dispur for favour of your kind information.
3. The Commissioner, North Assam Division, Sonitpur, Tezpur for favour of your kind information.
4. The Deputy commissioner, Biswanath, for favour of your kind information & necessary action.
5. The Executive Officer, GMB, Gohpur. He is requested to take necessary steps for publicity under your jurisdiction.
6. The SDIPRO, Biswanath for wide publicity. He is directed to take necessary steps for publishing the Quotation at least in two local news paper.
7. The Superintendent of FCS & CA, Gohpur Sub-Division, Gohpur for information & necessary action.
8. The All Traders of concerned items/ products of the Biswanath District for information and submission of tenders within stipulated date.
9. Office Notice Board, notice board of Sub-Divisional Officer (Civil), Gohpur, Gohpur Revenue Circle office, Gohpur.
10. Office file.

(Narendra Kumar Shah, IAS)  
 Additional Deputy Commissioner  
 I/C- Gohpur Sub-Division, Gohpur