



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER DIMA HASAO DISTRICT HAFLONG.

eCF No. 114999/EMRS/

Dated as per e-signed.

Short Quotation Notice

Sealed quotations are hereby invited from reputed firms/individuals having valid GST registration for providing various items for students of EMRS Ardaopur, Dima Hasao for the academic session of 2026-2027. The Quotations will be received up to 3PM on the 25th September 2026 and will be opened on the same day in the presence of the procurement committee and the quotationers. The details are as follows:

Name of Items: Dinning Utensils.

Sl. No	Name of Items	Quantity (per student)	Frequency	Maximum Rate per student
1	Stainless Steel plate with 05 compartments	1	Yearly	₹ 380/-
2	Steel glass	1	Yearly	
3	Steel Spoon	1	Yearly	
4	Steel Bowl	1	Yearly	
5	Plastic bucket and mug (bathroom use)	1	Yearly	

Name of items: Toilet Items.

Sl. No	Name of Items	Quantity (per student)	Frequency	Maximum Rate per student
1	Bathing soap (75gm)	2		₹ 223/- per month for boys.
2	Washing Soap (100gm) branded	3		
3	Tooth Paste 50gm branded	1		
4	Tongue Cleaner-steel	1	Yearly	
5	Tooth brush branded	1		
6	Shoe polish branded	1		₹ 283/-/- per month for girls.
7	Shoe brush	1	Yearly	
8	Hair cutting	1		
9	Sanitary Napkin for girls branded	1		
10	Hair oil (50ml) branded	1		
11	Shampoo 30ml branded	1 (boys)		
12	Shampoo 50ml branded	1 (girls)		

Name of Items: Bedding Items.

Sl. No	Name of Items	Quantity (per student)	Frequency	Maximum Rate per student
1	Coir mattress (6x3 feet) (3inh coir and 1inch foam)	1	Yearly	₹ 4620/-
2	Bed Sheet (chadar)	1	Yearly	
3	Bed sheet	1	Yearly	
4	Pillow	1	Yearly	
5	Pillow Cover	2	Yearly	
6	Mosquito Net	1	Yearly	
7	School Bag	1	Yearly	
8	Towel (good quality)	2	Yearly	
9	Quilt 3kg Cotton with cover/blanket with cover (standard-8’X 4’)	1	Yearly	

Name of Items: - Contingency Items.

Sl. No	Name of items	Quantity
1	All Housekeeping Items (Broom, Mop, soft Broom, wiper, floor duster, Harpic, Colin, Phenyl etc.)	As per requirement by supply order
2	Campus maintenance items such as Rake, Shovel, Knife, watering can etc.	As per requirement by supply order

Name of items: - Office & Academic Stationery items.

Sl. No	All items related to Office stationery (Pen, Pencil, whitener, fevicol, stapler, register, teachers’ diary, wall clock, etc. & refill of cartridge of printer and any other items as per requirement in the school office use.	As per requirement by supply order
2	Other Hostel Items such as internet connection, landline connection, wall clock, curtains for window, incumbency boards, school sign boards, class room sign board, etc	As per requirement by supply order
3	Sports item such badminton, football, volleyball etc	As per requirement by supply order

Terms & Conditions:

1. The rate should be quoted both in figure and words inclusive of GST as per applicable rate.
2. Copy of GST Registration Certificate and PAN Card must be submitted along with quotation papers.
3. The Sealed cover should be superscribed with the name of the firms/individuals.
4. Earnest money of Rs 3000/- should be enclosed in the form of demand draft in favour of DC Dima Hasao.
5. The successful bidder will have to supply the items within the period of given time failing which the offer will be treated cancelled and the earnest money will be forfeited.
6. The Undersigned does not bind herself to accept the lowest rate or quotations or to assign any reason for accepting or rejection of any quotations.
7. The earnest money of Rs. 3000/- for unsuccessful quotations will be refunded.
8. Payment of bills against all the items rendered will be done subject to availability/allotment of fund from Govt. under appropriate head of account.

**District Commissioner,
Dima Hasao Dist, Haflong.
Dated as per e-signed.**

Memo No. eCF 114999/EMRS/

Copy to:

1. The Director, Tribal Affairs (P), Assam & Member Secretary, Assam State Level EMRS Society for information.
2. The D.I & P.R.O, Haflong for wide publicity of the advertisement.
3. The District Manager, DITEC, Haflong for information and uploading in the official website.
4. Office File.

e-signed
District Commissioner,
Dima Hasao Dist, Haflong.