



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :::::::::: MORIGAON :::::::::: ASSAM
E-mail : deputycommissionermorigaon@gmail.com Tel. No. :03678-240225

(O)

SHORT QUOTATION NOTICE

Sealed quotation affixing court fee stamps of Rs.8.25 (Rupees eight and paise twenty five) only are invited from the interested Parties/ Firms for supply of Food items, Arrangement of Venue and Training Hall, Photography -Videography mentioned in the list Annexure-I appended herewith required for "**Revenue Circle Emergency Management Exercises (RC EMEx)**" at Bhurahaon / Laharighat / Mayong / Mikirbheta Revenue Circle in collaboration with ASDMA vide ASDMA letter ECF No.630910/34 dtd.14/07/2025 and ASDMA order No.630910/27 dtd.18/03/2025. The interested parties are requested to submit their applications on or before 15/11/2025 at 3:00 PM.

TERMS AND CONDITIONS

1. Applications should be sealed in an envelope super scribed.
2. The intending parties must submit the following documents with the quotation-
(a) Copy of PAN and GSTIN, (b) Documents of the Firms (c) Bank Account details.
3. Each page of the quotation and copies of documents should bear the signature of authorized signatory of the vendor.
4. Payment shall be made after satisfactory execution of the work on bill basis subject to receipt of fund from Govt. for the purpose.
5. In case of violation of terms & condition of the quotation document or unsatisfactory work of items this office reserves the right to terminate the order by giving intimation to the vendor.
6. Rates to be quoted including GST.

Digitally signed by
ANAMIKA TEWARI
Date: 10-11-2025
16:55:29

District Commissioner cum Chairman
DDMA, Morigaon.

Memo No. DDMA-MRG/ECF. 59154 /218

Dated.03/11/2025

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Ghy.-06 for favour of your kind information.
2. Notice Board of D.C.'s Office, Morigaon.
3. Notice Board of Co-District Commissioner, Jagiroad and Laharight, Morigaon
4. Notice Board. All Circle Officers of Morigaon District.
5. The DIO, NIC, Morigaon for information and necessary action. He is requested to upload the Short Quotation Notice in the Morigaon District website.
6. The DIPRO, Morigaon for information and necessary action.

(E-Signed)

District Commissioner cum Chairman
DDMA, Morigaon.

Annexure-IList of items

Sl. No.	Particulars		Rate per unit
1	Food Arrangement	Breakfast(Bread, Banana, Sweet)	
		Tea with snacks	
		Veg. thali	
		Veg. thali with Fish	
		Veg. thali with Motton	
		Mineral Water bottle	
2	Arrangement of Venue and Training Hall	LCD Projector	
		Sound System	
		Table with cover	
		Chair with cover	
		Gamusha	
		Art paper	
		Scratch pen	
		White Board marker	
3	Documentation	Photography & Videography	

Digitally signed by

ANAMIKA TEWARI

Date: 10-11-2025

16:56:52
 District Commissioner cum Chairman
 DDMA, Morigaon.