



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 etc for supply of stationary and printing items as 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

16:49:53

District Commissioner cum Chairman

DDMA, Morigaon.

Memo No. DDMA-MRG/ECF. 59154 /216

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 Laharighat, 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 | Plastic folder | |
| | Note Pad | |
| | Pen | |
| | Certificate of participation | |
| | Banner for Mock Drill Exercise (6 X 4) | |
| | Banner for Mock Drill Exercise(3 X 5) | |
| | Banner for IRS Facilities (5 X 4) | |

Digitally signed by

ANAMIKA TEWARI

Date: 10-11-2025

District Commissioner cum Chairman

DDMA, Morigaon.