



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

NOTICE INVITING QUOTATION

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 Refreshment, Printing of IECs, Banner, Standees, Training hall arrangement, Photography and Videography, Training Materials and other essential items as mentioned in the list Annexure-I appended herewith required for conduct of the **“one day district level Orientation programme on Social and Behavioural Change (SBC) strategies for Disaster Risk Reduction (DRR)”** in Morigaon District in collaboration with Assam State Disaster Management Authority(ASDMA) vide ASDMA letter No.264076/234 dtd.06/02/2026. The interested parties are requested to submit their applications on or before **15/06/2026** 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 (d) Trade License
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, labour charge, transportation and other charges and taxes and valid for current FY.
7. Authority reserve the right to cancel the procurement process at any time.

District Commissioner cum Chairman
DDMA, Morigaon.

Memo No. DDM-MRG/ECF.170716/277

Date-06/06/2026

Copy to:-

1. The Addl. Chief Secretary cum Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati-06 for favour of kind information.
2. The Co-District Commissioner, Jagiroad and Laharight, Morigaon for information.
3. Notice Board of District Commissioner Office, Morigaon.
4. Notice Board of Co-District Commissioner, Jagiroad and Laharight, Morigaon.
5. Notice Board. All Revenue Circle Officers of Morigaon District.
6. The DIO, NIC, Morigaon for information and necessary action. He is requested to upload the Short Quotation Notice in the Morigaon District website.
7. The DIPRO, Morigaon for information and necessary action.
8. Office Copy

(E-Signed)
District Commissioner cum Chairman
DDMA, Morigaon.