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**OFFICE OF THE CHIEF EXECUTIVE OFFICER,  
ZILA PARISHAD, DHUBRI ASSAM.**

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**NOTICE**

No.MGNREGA/VMP/2025-2026/

Date : 07/11/2025

**REQUEST FOR PROPOSAL (RFP)**

FOR REGISTRATION OF VENDORS FOR SUPPLY OF GOODS AND SERVICES UNDER MGNREGA Against different Schemes implemented at different Development Blocks of Dhubri District (i.e. for 10 Nos. Development Block).

**REGISTRATION / EMPANELMENT OF VENDORS**

The Deputy Commissioner & DPC, MGNREGA, Dhubri District intends to register / empanel the all eligible intending vendors i.e. individuals, companies, firms, manufacturers, contractors, institutions, service providers and consultancy firms etc. who are in the business of manufacturing, stocking and / or marketing of Goods & Services (**Semi-skilled & Skilled workers excluding the services of Mate**) of specified goods / categories (Tentative List of items enclosed as ANNEXURE-I). The main object of registration of firms / agencies as to approved the vendors who have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the office purchases under the district. **The Application for registration of vendors should be submitted Tender Box or before 25<sup>th</sup> November, 2025, 4pm at DHUBRI ZILA PARISHAD and Tender Box will be open on same Day at 4.30pm.**

**1. Eligibility Criteria:**

- a) All firms/agencies, individuals, companies, firms, manufacturers, contractors, institutions, service providers and consultancy firms etc. who are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in the SOP for procurement of goods.
- b) The intending vendors are to be submitted valid GST & PAN registration, valid Trade License for goods and services for which offer has been made, up-to-date GST & Income Tax clearance certificate from competent authority and turnover certificate of the last three years ending on 31st March of the previous financial year (In case of vendor intend to supply of items more than Rs.5.00 (Five) Lakh) certified by the Chartered Accountant as per format ANNEXURE-II.

**2. The firms registered with the District will enjoy the following benefits:**

- a) Tender/Rate Quotation enquiries against demands which are not advertised, are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms after a financial bidding through Request for Quotations (RFQs) at Block Level by the BDOs / Block level Committee. The procurement agency will select the lowest responsive bidder with the quoted rate subject to the condition that the lowest quoted rate should not be higher than the latest SOR's of Line Department such as APWD (Roads/Rural Roads)/ CPWD. Supply order will be placed to the lowest responsive bidder after an agreement with the Project Implementing Agency (PIA).

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**3. Terms & Conditions for Empanelment / Registration:**

- 3.1 The applicant should clearly read all the pages of this document before applying for registration as per **Annexure-A (Model Application Form)**. **The Vendor registration forms are to be collected from DHUBRI ZILA PARISHAD.**
- 3.2 Correct / relevant information / data have to be furnished by the vendors.
- 3.3 The Applicant should make sure before applying for a registration, that the vendor/firm has the required eligibility criteria & experience for supply of goods and services (Semi-skilled & Skilled workers excluding the services of Mate).

3.4 Applications incomplete in any respect, viz. non-submission of any required document or information are liable for rejection.

3.5 The following essential documents (whichever is applicable) should accompany with the registration form:

3.5.1 GST Registration with up-to-date tax clearance certificate.

3.5.2 Valid Trade License / Manufacturing License of the item for which offer has been made.

3.5.3 Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if any.

3.5.4 Permanent Account Number (PAN) card with up-to-date Income tax clearance certificate.

3.5.5 Current dealership agreement along with SSI / NSIC certificate if any.

3.5.6 Bank Detail- Name/Branch/IFS / Code etc. against the vendor (Copy of cancelled Cheque leaf / Passbook first page copy is to enclosed)

3.6 On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed by the District Level Committee for Registration and EMD/SD will be forfeited by the Project Implementing Agency (PIA).

3.7 The District Level Committee for Registration shall have the right to accept or reject any or all Empanelment without assigning any reason thereof.

**4 Other terms & Conditions for vendor Registration/Empanelment as a Supplier/Service Provider:**

4.1 The said registration, only qualifies a particular vendor for consideration for issue of Rate Quotations for relevant items / category only for which vendor is registered/empanelled: However, this will not give any claim to the party for award of service / purchase order.

4.2 In case of empanelled vendor is found in breach of any terms & condition(s) of Project Implementing Agency (PIA) or Supply / Service order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by Project Implementing Agency (PIA), besides debarring and blacklisting the vendor concerned for at least 3(Three) years, for further dealings with Project Implementing Agency (PIA) District.

**4.3 Registered vendors will only be considered for participating in the biddings with monetary limits upto Rs.50.00 Lakhs only.**

Date 07/11/2025.  
Place : Dhubri.

  
(DIBAKAR NATH), IAS  
DISTRICT COMMISSIONER  
&DPC, MGNREGA, DHUBRI.