



LGB REGIONAL INSTITUTE OF MENTAL HEALTH

Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

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TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1327/21-22/part file/2440

Date: 27-04-2022

Notice Inviting Quotation

Quotations are invited with rate contract for supply, printing and designing of Identity Card with below mentioned specifications from the reputed and financially sound registered firms for 1 year. The interested firm must provide the following materials.

Sl no.	Details of item	Specification
1	Graphic quality PVC identity card with customized printing at both the sides along with ribbon with LGBRIMH written in ribbon	<ul style="list-style-type: none">• ISO standard PVC card, colour, both sides printing with logo on front side, scanned coloured photo and signature.• Card material- PVC• Graphic – quality PVC• Printing: Multi color• Special production: Laminated with glossy finish• Designing of Identity Card• I-Card neck lanyard with high quality with logo and Institute name.

Note: Quality of I-card and lanyard should not fade away at least within 1year.

To be written in Envelope

“Quotation for supply, printing and designing of Identity Card of LGBRIMH, Tezpur”

Address to send the quotation

Director, LGBRIMH, Tezpur, Sonitpur, Assam-784001

Terms and condition:

The following relevant documents (photocopy) need to be submitted along with the quotation:

- a) PAN card, GST certificate and Aadhaar card.
- b) Certificate of valid trade license.

c) Duly filled annexure I, II and III should be submitted.

The sealed quotation with all necessary documents must reach Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001. In a bigger envelop super scribing “Quotation for supply, printing and designing of Identity Card of LGBRIMH, Tezpur”

Last date of receiving quotations: 12-05-2022.

Note:

1. Item and Quantity are based on the requirement of Institute which may increase or decrease. Institute will not provide any advance payments.
2. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved with the Institute. For any corrigendum and addendum please check the official website (www.lgbrimh.gov.in) regularly.
3. The Identity Cards offered should be of best quality available, unless otherwise specified, conforming strictly to the specification mentioned in scope of work. The Institute reserves the right to reject such IDs if found unacceptable on this grounds.
4. This contract shall be valid for a period of initially one year which could be extended on mutually agreed terms after completion of satisfactory services for next period. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.
5. Sub-letting/Sub-contract of work is not allowed.
6. In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.

(I/c Purchase Section)
LGBRIMH, Tezpur

QUOTATION APPLICATION FORM

(Details to be enclosed on Firm's own letter head)

1.	Name of the Firm	:	
2.	Address of the Firm	:	
3.	Name of the proprietor and contact person	:	
4.	Email	:	
5.	Phone number, Fax(if any)	:	
6.	Bank Details i. Bank Name ii. Branch Name iii. Bank Account Number iv. IFSC code v. Any other information	:	
7.	PAN No. (Attach : Copy of PAN certificate)	:	
8.	GST Reg. No. (Attach : Copy of GST certificate)	:	
9.	Aadhaar No. (Attach : Copy of Aadhaar certificate)	:	
10.	General subject dealt	:	
11.	List of enclosures		

Financial Bid**Invitation of Sealed Rate Quotation for supply, printing and designing of identity card**

Format of Financial Bid

Sl no.	Details of item	Quantity	Unit	Rate for unit item in INR inclusive of GST
1	Supply, printing and designing of Graphic quality PVC identity card with customized printing at both the sides along with ribbon with LGBRIMH written in ribbon	01	No.	

Amount Inclusive of All taxes**TOTAL=**

Date :

(Signature)
Name of Vendor

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder**Name:** _____**Designation:** _____**Organization Name:** _____**Contact No. :** _____

UNDERTAKING

**To,
The Director,
LGBRIMH, Tezpur
Sir,**

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I/we have no objection for any of the content of the tender document and I/we undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to supply the approved items in the approved prices to **LGBRIMH, Tezpur**. The product shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, **LGBRIMH, Tezpur** (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
3. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
4. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
5. I/We declare that no legal/financial irregularities are pending against the proprietor/Partners of the tendering firm or manufacturer.
6. I/we undertake to supply the ordered items within stipulated period and if fail to supply during the stipulated period the necessary action can be taken by the Director, **LGBRIMH, Tezpur**, India.
7. I/We undertake that if the rates of any items are lowered due to any reason, I/we will charge the lower rates.
8. I/We undertake that the items supplied are as per Make/Model /Catalogue/ technical literature description.
9. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. office or Institute/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the identity card at the same prices and rates not exceeding those mentioned in the Financial Bid.
10. I/we pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I/we further pledge and solemnly affirm that nothing has been concealed by me/we and if anything adverse comes to the notice of

purchaser during the validity of tender period, the Director, **LGBRIMH, Tezpur** will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder

With seal of firm (**Name of Bidder**)

Place

Date.....