



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम:पिन: 784001

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**

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

Website: [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in), e - Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR: 784001 :: ASSAM

No. LGB/NAZ/1364/2024-25/ 1968

Date: 03/04/25

RE-TENDER NOTICE

Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal <http://eprocure.gov.in/cppp> by the Director, LGBRIMH, from primary manufacturers or their authorized dealers or distributors for supply of Printing items, printing related items & accessories to LGBRIMH, Tezpur.

**CRITICAL DATE SHEET**

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	03.04.2025	6:00 PM		
Tender Download	03.04.2025	6:00 PM	23.04.2025	3:00 PM
Bid Submission	03.04.2025	6:00 PM	23.04.2025	3:00 PM
Bid Clarification	04.04.2025	10:00 AM	10.04.2025	5:00 PM
Technical Bid Opening	24.04.2025	3:00 PM		

Sd/-

Director  
LGBRIMH

*Handwritten signature and date 3/4/25*



Sl. No.	Terms & Conditions for Submission
1.	<p>Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal <a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a> by the Director, LGBRIMH, from manufacturers or their authorized dealers or distributors for supply of Printing items to LGBRIMH, Tezpur.</p> <p>Instructions for submission of bids:</p> <p>a. Physical Documents:</p> <p>i) Self-attested photocopies of all the documents mentioned in E-bid Cover I.</p> <p>b. <b>E-bid Cover-I:</b> will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <p>(i) Scanned copy of EMD, as per schedules mentioned in page no.5, in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.</p> <p>(ii) Scanned copy of proof of SSI enlistment if applicable and all necessary documents.</p> <p>(iii) Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>. A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.</p> <p>(iv) Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>.</p> <p>(v) Scanned copy of updated Income Tax return documents for the Assessment year 2024-25/ Financial year 2023-24.</p> <p>(vi) Scanned copy of performance report from Govts/Semi –Govts/Autonomous organization served in the same field. (for last 3 years).</p> <p>(vii) Scanned copy of PAN Card.</p> <p>(viii) Scanned copy of recent account statement of bidder.</p> <p>(ix) Scanned copy of duly filled Undertaking as per annexure II.</p> <p>(x) Scanned copy of valid Trade License or incorporation certificate.</p> <p>(xi) Scanned copy of duly filled annexure I, III &amp; V.</p> <p>(xii) Scanned copy of GST registration certificate.</p> <p>(xiii) Scanned copy of statement of financial status (Annual turnover for last 3 years from Chartered Accountants).</p> <p>c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:- Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted <b>online only</b>. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and <b>do not fill up zero</b>. The GST column of BOQ is in INR. Bidders have to quote for all items of an individual schedule. L1 evaluation and selection process will be based on item wise as per schedule. So, a bidder may quote for an individual schedule or individual item of schedule also.</p>



2.	The Period of contract: - <b>One year from the AOC issued or may be extended if required by the Competent Authority of the Institute.</b>																																			
3.	<p>If due to any exigency, the due date for opening of the Bid is declared a closed holiday, the Bid will be opened on the next working day at the same time or on any other day/time as notified.</p> <table><tr><th colspan="5">CRITICAL DATE SHEET</th></tr><tr><th>Milestone</th><th>Start Date</th><th>Start Time</th><th>Last Date</th><th>Last Time</th></tr><tr><td>Tender Publishing</td><td>03.04.2025</td><td>6:00 PM</td><td></td><td></td></tr><tr><td>Tender Download</td><td>03.04.2025</td><td>6:00 PM</td><td>23.04.2025</td><td>3:00 PM</td></tr><tr><td>Bid Submission</td><td>03.04.2025</td><td>6:00 PM</td><td>23.04.2025</td><td>3:00 PM</td></tr><tr><td>Bid Clarification</td><td>04.04.2025</td><td>10:00 AM</td><td>10.04.2025</td><td>5:00 PM</td></tr><tr><td>Technical Bid Opening</td><td>24.04.2025</td><td>3:00 PM</td><td></td><td></td></tr></table>	CRITICAL DATE SHEET					Milestone	Start Date	Start Time	Last Date	Last Time	Tender Publishing	03.04.2025	6:00 PM			Tender Download	03.04.2025	6:00 PM	23.04.2025	3:00 PM	Bid Submission	03.04.2025	6:00 PM	23.04.2025	3:00 PM	Bid Clarification	04.04.2025	10:00 AM	10.04.2025	5:00 PM	Technical Bid Opening	24.04.2025	3:00 PM		
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Sl. No.	General Conditions
1.	<p><b><u>Process of submission of online bid:</u></b></p> <p>The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).</p> <ol style="list-style-type: none"> <li>Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a>).</li> <li>The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process.</li> <li>Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder.</li> <li>Bidder then logs in to the site through the secured log-in by entering their user-ID / password and the password of the DSC / e-Token.</li> <li>Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (<a href="http://eprocure.gov.in/cpp">http://eprocure.gov.in/cpp</a>).</li> <li><b>Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</b></li> <li>Bidder should log into the site and upload their bids on or before the bid submission time.</li> <li>The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>A standard BOQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the exact format provided and no other format is acceptable. The BOQ filename must not be changed and if in any case the BOQ is found to be modified by the bidder the bid will be rejected.</li> <li>The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.</li> <li><b>Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. Bidder can contact via email id: <a href="mailto:lgbetender@gmail.com">lgbetender@gmail.com</a>.</b></li> <li>Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.</li> </ol>
2.	<ol style="list-style-type: none"> <li>The collection of road permit, if any, will be the responsibility of the <b>bidder</b>.</li> <li>Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur.</li> </ol>



3.

**Earnest Money Deposit / PERFORMANCE SECURITY**

No	Schedule no.	Details of items	Earnest Money (in Rs)
1.	Schedule No. A	Printing & Binding	1,10,000.00
2.	Schedule No. B	Name Plates, Sign Boards, Flexes And Banners	25,000.00

- EMD for the respective schedules in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted. The bidder without Earnest Money Deposit or proof of EMD exemption will be summarily rejected.
- Performance Security, equivalent to 5% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG drawn in favour of Director LGBRIMH, payable at Tezpur. The Performance Security shall be released only after 2 months from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- Tender Number, its due date and complete address of the firm should also be clearly written on the BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
- EMD of all bidders will be returned in due course of time.

4.

**SIGNING OF BID:-**

- The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
- Individual signing the bid or other documents concerned with the bid must specify whether he signed as :
  - A sole proprietor of the firm, or constituted Attorney of such proprietor.
  - A partner of the firm, if it is a partnership concern, in which case, he must have legal authority to sign, answer and admit to refer dispute to arbitration.
  - Constituted Attorney if it is a company.

**NOTE:-**

\*\* In case of (b), a copy of the Partnership Deed, General Power of Attorney, in each case, duly attested by a Notary Public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.

\*\* In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.

\*\* A person signing the bid form or any documents forming part of the bid on behalf of another shall be deemed under warranty that he has the authority to bind himself with such person. If on enquiry, it appears that the person so signing has no authority to do so, the purchaser without prejudice to other Civil & Criminal remedies can cancel the contract and hold the signatory responsible for all cost & conveyances arising there from.



**TERMS OF SUPPLY :-**

5.

- a) **Liability for late Supply & Non supply:-** If the vendor fails to supply the goods (partly or whole) within the time as per purchase order , a sum equivalent to 1 ( one) percent of the order value for each week of delay up to the extended period will be deducted from the order value/security deposit, as liquidated damages (subject to maximum deduction of 5 (five) % percent of the order value).
- i) In case the supplier fails to supply the goods (partly or whole) within the stipulated time as indicated in the supply order or even within the extended supply date, the supply order lying with the supplier will stand automatically cancelled and LGBRIMH shall be at liberty to get the goods supplied from other available sources at the cost of the defaulting supplier. The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per the law of the land.
- ii) If the bidder fails to supply any stocks as per terms and conditions of acceptance of tender or fails to replace any stock rejected by the direct demanding officer within a period as stipulated by the institute or any person authorized by the institute on his behalf, the institute is **entitled to purchase such stock /partial stocks from any other source at such price or at market price without notice to the contractor.** The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per law of the land. **The quantity of stock/partial stocks if purchased will automatically stand cancelled from the order.**
- b) It will be the responsibility of the bidder for safe transport of goods to the destination address i.e., LGBRIMH, Tezpur.
- c) **No payment shall be made for any rejected material.** The bidders would remove the rejected items within two weeks of the date of rejection at their own cost by replacement immediately. In case these are not removed, these will be disposed off in manner as deemed fit by the authorities at the risk and responsibility of the supplier without any further notice.
- d) Extension of delivery period in exceptional case will be entirely at the discretion of the Director.
- e) The supplier shall have to present the bills only after completion of indented supply.
- f) The bidders must have sales outlets at Tezpur, Assam.



6. **Force Majeure :** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof. Neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, LGBRIMH, Tezpur may, opt to terminate the contract.

7. **RIGHT OF ACCEPTANCE :-**

- a) Director, LGBRIMH, reserves the right to reject/accept any or all tenders without assigning any reasons thereof and also have the right to place order on one or more firms. No correspondence will be entertained.
- b) The Printing items to be supplied will be of good quality. In case it is found that any particular Printing items is found not of standard quality, substandard or spurious, supplier will be liable to be blacklisted for a period of five years besides other legal action that may be initiated. In case the suppliers fail to supply Printing items within the stipulated time, the institute will procure the same from open market and the supplier will be liable to pay the liquidated damage which will be recovered from bills or security deposit or as the case may be.
- c) If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their tender shall be deemed to be rejected and the security deposited will be forfeited.
- d) It will be the prerogative of the institute to place the supply order for the whole lot / item or in piecemeal basis depending upon the requirement of the institute.
- e) **Name, Designation and specimen signature** of the person/ representative authorized by the competent authority of the firm to deal with the tender/ sign the tender document must be enclosed with the tender.
- f) Bidder must provide address, along with the telephone number and Fax no. with tender for all correspondence.
- g) **The offer** rate should be valid for 1 year from the date of AOC and the Institute is at liberty to purchase additional items if required, at the quoted rate within the validity period.
- h) If any Sub- Standard/ inferior quality of product is supplied, same should be replaced at the risk, cost and responsibility of the supplier.
- i) The quantity of item/items may be increased or decreased as per requirement of the institute. The "item schedule" is an estimated requirement only.
- j) The Institute reserves the right to cancel the contract at any point of time during the contract period.



8.	<p><b><u>AGREEMENT:-</u></b></p> <p>An agreement will have to be executed on non judicial stamp paper of Rs.100 /- by the successful bidder with the institute authority, in the format (Annexure IV) prescribed by the institute, within a period of 7 days from the date of Award of Contract.</p>
9.	<p><b><u>REJECTION OF THE TENDER :- Terms &amp; Conditions</u></b></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> <li>Submission of tender EMD or proof of EMD exemption.</li> <li>Failure to upload the Tender Documents as per para 1 (b) and 1(c).</li> <li>Conditional &amp; vague offers.</li> <li>Rates indicated in other than designated document (E-bid Cover II).</li> <li>Rates not indicated to include all taxes.</li> <li>Uploading of misleading /contradictory /false statement or information &amp; fabricated /invalid documents.</li> <li>Tender not duly filled up.</li> </ol>
10.	<p><b><u>DISPUTE ADJUDICATION:-</u></b></p> <p>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.</p>



Supply of Printing items for the following requirements:**ITEM SCHEDULE**

Printing items (as and when required)

**Schedule - A - PRINTING & BINDING INCLUDING STATIONERY ITEMS**

SL No.	Item name	Specification	Whether Quoted or Non- Quoted. If quoted name of Manufacturer (wherever needed)
1	A4 size printing	Single side 75 gsm, Single Colour printing	
2		Double side 75 gsm, Single Colour printing	
3	½ of A4 size printing	Single side 75 gsm, Single Colour printing	
4		Double side 75 gsm, Single Colour printing	
5	¼ of A4 size printing	Single side 75 gsm, Single Colour printing	
6		Double side 75 gsm, Single Colour printing	
7	Legal FS size (Single Colour)	Single side 75 gsm, Single Colour printing	
8		Double side 75 gsm, Single Colour printing	
9	A4/Legal-FS shorting & stitching charges	75-80 gsm,	
10	A4/Legal-FS cover page & binding charge	75-80 gsm,	
11	Log Book (21cm X 17cm) with cover & binding charges	Double side 100 gsm, Single Colour printing, 100 pages per book	
12	Cloth binding Attendance register (40.5cmX33.5cm)	Double sided, 300 pages, 80 gsm, Coloured	
13	Indent Book with cover & binding charges	60 gsm perforation & twin numbering, 100 pages Size- Legal Single side / Single colour	
14	Indent Book with cover & binding charges (14cm x 22cm)	60 gsm perforation & twin numbering, 100 pages Single colour, single side	
15	Patient Attendant Pass	4 inch x 6 inch with Sl no. single side/ single colour printing binding type of 50 pages, 120 gsm	
16	Visitors Pass	¼ of A4 size 100 pages with perforation, 120 gsm, single side single colour with sl. no printed.	



17	Pass (for special occasion) with cover & Ribbon	Size - 14x12cm 90 gsm Single Side printing,	
18	Vehicle Pass	Glossy / Shape - triangle (Sticker type) coloured Size – 11cm all sides 90 gsm	
19	Prescription Booklet for Community Observation	Size- ½ of A4 single colour 75 gsm, 50 pages (bilingual printing)	
20	Order Book	A4 Size Printing & Perforation, 75 gsm with cover	
21	Certificate	Legal sized Single side Matte finished / Multi-coloured (300±5%)gsm	
22		A4 size Single side Matte finished / Multi-coloured (21cm x 29.7cm) (300±5%)gsm	
23	QR code stickers	½ of A4 Size, 75 gsm	
24	Normal Register (32cm X 21cm ) Cloth binding	100 sheets 80gsm	
25		200 sheets 80gsm	
26		300 sheets 80gsm	
27		500 sheets 80gsm	
28	Stock Register with hard cover & cloth binding (37.5cm X 25.5cm )	Double side 80 gsm, Single Colour printing, 100 sheets per no., Binding and stitching	
29	Printed papers	FS size (hard cover) 100 sheets per no, Binding and stitching, 75gsm	
30		A4 size (hard cover) 100 sheets per no, Binding and stitching, 75gsm	
31		A4 size (cloth binding) Binding and stitching 75gsm	
32	Hard Board file	with plastic clip & yellow Printed cover 34.5cm x 26.5cm	
33	Letter Pad ( in executive Bond paper)	per book 100 sheets (Printing + Binding with cover) A4 Size (29.5 cm x 21 cm)	
34	Letter Pad	per book 20 pages (Printing + Binding with cover) Size-(22.5 cm x 13.5 cm)	
35		per book 20 pages (Printing + Binding with cover) Size-(29.5 cm x 21 cm) 75gsm	
36	Letter Head	XL Bond/ Royal Executive bond paper – 100 gsm single side multi-colour printing	



37	Money Receipt Book	per book 50 sheets (printing + binding with cover) 21cm x 9.5 cm, 75 gsm	
38	Annual Report designing & printing	(Hindi & English) Cover - 300gsm, page-130gsm matte lamination with binding charge Per 260 pages (colour page)	
39	Pay bill Register	Whole Binding and stitching of registers (cloth binding) 100 sheets per no., 80gsm both side printing	
40	Service Book	per book 120 sheets (printing + binding with cover) both side printing, ¼ DFC (cover size)/(34cm x 21cm) Ledger Paper 80gsm	
41	Photo with frame with printing and lamination charge	Per square feet	
42	Pamphlet (Multi Coloured)	Size- (1/2 of A4 Size) 60gsm	
43	Peon Book (17cm X 21cm) with cover & binding charges	Printing and binding (100 sheets) 75 gsm single colour both side printing	
44	File Folder (Plastic)	A4 Size	
45	File Cover with Board with customized printing	Size (35cmX25cm) (Colour Yellow)	
46	Folder (FS Size)	120 gsm, with Institute name imprinted, Single colour, plastic laminated	
47	Envelope (size-30cm x 42cm)	120 gsm with Institute name & logo of LGB / single colour printing (brown, white, yellow) cloth laminated	
48	Envelope (size-21cm x 30cm)	120 gsm with Institute name & logo of LGB /single colour printing (brown, white, yellow) cloth laminated	
49	Envelope (size-15cm x 20cm)	120 gsm with Institute name & logo /single colour printing (brown, white, yellow) cloth laminated	
50	Envelope (size-11cm x 25cm)	120 gsm with Institute name & logo /single colour printing (brown, white, yellow) cloth laminated	



**Schedule – B – NAME PLATES, SIGN BOARDS, FLEXES AND BANNERS**

SL No.	Item Name	Specification	Whether Quoted or Non-Quoted.
1.	Flex banner	Printed PVC flex banner – 200gsm Shape Rectangular Per square feet	
2.	Hanging Flex banner Foam type (with frame) with fitting & installation charges including associated civil work	Printed PVC flex banner – 200gsm Shape Rectangular Per square feet	
3.	Standing Flex (with metal frame) with fitting & installation charges including associated civil work	Printed PVC flex banner – 200gsm Shape Rectangular Per square feet	
4.	Multi colored flex/banner with metal frame with fitting & installation charges including associated civil work	Printed PVC flex banner – 200gsm Shape Rectangular Per square feet	
5.	Standard flex/banner with metal frame with fitting & installation charges including associated civil work	Printed PVC flex banner – 200gsm Shape Rectangular Per square feet	
6.	Multi-colored Signboard with metal frame with fitting & installation charges including associated civil work	Per square feet	
7.	Sun board Printing	Foam board – Colourful with fitting & installation charges including associated civil work Per square feet	
8.	Sign board Printing	(Glow) with fitting & installation charges including associated civil work Per square feet	
9.		(LED) with fitting & installation charges including associated civil work Per square feet	
10.		(Aluminum) Reflective with fitting & installation charges with associated civil work Per square feet	
11.	Identity cards	PVC Basic Glossy Card Card size 54x86mm Card thickness 800 micron Both side printing	



12.		CR-50, 1.75 inch x 3.5 inch, rust free, good quality, & metal finished part	
13.	Card Holder (Metal)	CR-79, 2.051 inch x 3.303 inch, rust free, good quality, & metal finished part	
14.	Metal card holder & Fitting with metal notch (engraving Institute's logo), colour- red, green, navy blue, brown & black	CR-80, 2.125 inch x 3.375 inch, rust free, good quality, & metal finished part	
15.		CR-100, 2.631 inch x 3.88 inch, rust free, good quality, & metal finished part	
16.	Ribbons for I-D card with customized printing	It should have printed LOGO of LGBRIMH and GOI in (hindi & English) colour- red, green, navy blue, brown & black	
17.	I-D Card with transparent casing & White Ribbon	PVC Basic Glossy Card Card size 54x86mm Card thickness 800 micron Both side printing colour-white	
18.	Badge with rust free pin (name plate with designation)	Per Square Centimeter	
19.	Desk Name Plate for office table with name printing (wooden)	Per Square centimeter	
20.	Name Plate (Metallic)	Per square feet with fitting & installation charges	
21.	Name Plate (Plastic)	Per square feet with fitting & installation charges	
22.	Signage (Foam Board)	Per square feet	
23.		(Round) Rubber	
24.		(Round) Self inking	
25.		(Rectangle) Rubber	
26.	Stamp	(Rectangle) Self inking	
27.		(Square) Rubber	
28.		(Square) Self inking	

**Note:** Any additional requirement other than the above particular specification may be completed using / comprising of two or more specification and the final value will be calculated accordingly (i.e. adding all)



Undertaking

To,

Dated:-.....

The Director  
L G B Regional Institute of  
Mental Health Tezpur,  
Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of printing items along with other required documents.
2. I/ We enclose herewith "EMD of Rs. ....vide EMD no.....Dated:....." failing of which the institute authority may initiate action against me as deemed fit.
3. I /we hereby agree to all terms and conditions, stipulated by the LGBRIMH, and contained in Tender Documents in this connection including delivery, penalty etc. and the rate quoted in the financial bid will remain unchanged during the entire period of supply.
4. I/We undertake to sign the contract / agreement within 10 days from the issue of the AOC letter, failing which My/Our firm will be suspended for 5 years to participate in any tender of LGBRIMH,TEZPUR
5. I /we have gone through all terms and conditions of the tender document before submitting the same.

Note: - All terms & conditions including rates and taxes etc have been indicated separately in the tender. During the rate contract period, basic price of the items will remain unchanged. Other terms and conditions are also as per the requirement of the institute.

YOURS FAITHFULLY

SIGNATURE OF THE  
TENDERER  
RUBBER STAMP

- A 1. WITNESS SIGNATURE  
2. FULL NAME  
3. ADDRESS & Contact No

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- B. 1. WITNESS SIGNATURE  
2. FULL NAME  
3. ADDRESS& Contact No.

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## Organization's contact details and EMD Payment Details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
GST Number	
EMD Details	



## DEED OF CONTRACTUAL AGREEMENT

**THIS AGREEMENT** made the.....day of ....., 2025 Between Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur Assam (hereinafter "the Purchaser") of the one part and \_\_\_\_\_ (hereinafter called "the Supplier") of the other part:

**WHEREAS** in response to the notification No. LGB/NAZ/..... Dated ..... The bidder has submitted to the LGBRIMH a tender for supply of Printing items specified there in the Annexure I subject to the terms & conditions contained in the said tender.

**AND WHEREAS** the bidder has also deposited with the Government a sum of Rs. .... as performance security for the execution of an agreement undertaking the due fulfillments of the contract, in case this tender is accepted by LGBRIMH.

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) The Letter of Acceptance issued by the purchaser/ Supply Order.
  - b) The Notice Inviting Tender
  - c) The supplier's bid including enclosures, annexure, etc.
  - d) The Terms and Conditions of the Contract
  - e) The Schedule of Requirement
  - f) The Technical Specification
  - g) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.
2. In case the bidder fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the purchaser shall have the power and authority to recover from the supplier any loss or damage caused to LGBRIMH by such breach as may be determine by LGBRIMH by appropriating the security money deposited by the supplier and take appropriate action as per penalty clause of the tender. If the security deposit is found to be inappropriate, the deficit amount may be recovered from the supplier from his outstanding bill or such other manner as the purchaser may deem fit.
3. On inspection if any article found not as per specification of the supply order it shall be replaced by me/us in time as asked for, to prevent any inconvenient at my/our expenses. In case of non-fulfillment of the terms and conditions of the contract/ supply order, the Director LGBRIMH shall have right to take appropriate action and impose penalty as deemed fit. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services without interruption and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. 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.



6. Director, LGBRIMH reserves the right to cancel the contract at any stage during the contract period.  
No correspondence will be entertained.

In the presence of witness:  
Purchaser or his/her nominee  
(with seal)

1.....  
2.....

Signature of the

In the presence of witness:  
Supplier

1.....  
2.....

Signature of the  
(with seal)



CHECKLIST

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	To
1.	Scanned copy of EMD, as per schedules mentioned in page no.5, in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.		
2.	Scanned copy of proof of SSI enlistment if applicable and all necessary documents. (if applicable)		
3.	Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> . A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.		
4.	Scanned copy of statement of financial status (Annual turnover for last 3 years from Chartered Accountants).		
5.	Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> .		
6.	Scanned copy of updated Income Tax return documents for the Assessment year 2024-25/ Financial year 2023-24.		
7.	Scanned copy of performance report from Govts/Semi – Govts/Autonomous organization served in the same field. (for last 3 years).		
8.	Scanned copy of PAN Card and GST registration certificate.		
9.	Scanned copy of Bank Details of bidder.		
10.	Scanned copy of duly filled undertaking (annexure – II).		
11.	Scanned copy of duly filled annexure - I, III and V		
12.	Scanned copy of valid Trade License or incorporation certificate		
13.	All Hardcopies uploaded		