

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

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(Ministry of Health & Family Welfare, Government of India
Post Box No. 15 :: FAX No. (03712) 233623
Tezpur :: 784001 :: ASSAM

No. LGB/NAZ/1364/20-21/ 3124

Dated 15th Sept. 2020

E-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 authorized dealers or distributors or reputed suppliers for supply of dietary items to LGBRIMH, Tezpur. The last date of bid submission is 05.10.2020. For more details log on to <http://eprocure.gov.in/cppp> or www.lgbrimh.gov.in

Sd/-
Director
LGBRIMH



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LGB/NAZ/1329/P-I/20-21/3124

Date : 15-09-2020

TENDER NOTICE

Online e-tender i.e. two bid systems (Technical Bid and Financial Bid) are invited through the e-procurement portal <http://eprocure.gov.in.cppp> by the Director, LGBRIMH, from authorized dealers or distributors or reputed suppliers for supply of dietary items to LGBRIMH, Tezpur.

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	15.09.2020	05:30 pm		
Tender Download	15.09.2020	05:30 pm	05.10.2020	12:00 noon
Bid Submission	15.09.2020	05:30 pm	05.10.2020	12:00 noon
Pre-Bid Meeting	21.09.2020	11:00 am	21.09.2020	01:00 pm
Technical Bid Opening	06.10.2020	12.00 noon	--	--

Sd/-
Director
LGBRIMH, Tezpur

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 http://eprocure.gov.in/cppp by the Director, LGBRIMH from authorized dealers or distributors or reputed suppliers for supply of dietary items to LGBRIMH, Tezpur</p> <p><u>Instructions for submission of bids:</u></p> <p>a. Physical Documents:</p> <ol style="list-style-type: none"> i) EMD. ii) Self-attested photocopies of all the documents mentioned in E-bid Cover I. <p>b. E-bid Cover-I: will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <ol style="list-style-type: none"> (i) Scanned copy of EMD. (ii) 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. (iii) Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served (for 3 years) (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> (v) Scanned copy of updated Income Tax return documents for the assessment year 2019-20 (vi) Scanned copy of PAN Card and TIN Card. (vii) Scanned copy of current account statement. (viii) Scanned copy of duly filled Schedule I of annexure I. (ix) Scanned copy of duly filled Undertaking as per annexure II. (x) Scanned copy of annexure III. (xi) Scanned copy of valid Trade License. (xii) Scanned copy of GST registration. (xiii) Scanned copy of FSSAI license and other applicable documents for bakery items. <p>c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:-</p> <p>Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted online only. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and do not fill up zero. The GST column in BOQ is in INR.</p> <p>(xiv) N.B.: L1 bidder for Schedule 1, 2 and 3 will be considered on item wise basis. L1 bidder for Schedule 4, 4 (A), 5 and 6 shall be based on total amount of Schedule 4, 4(A) , 5 and 6 respectively without GST.</p>																														
2	The Period of contract: - Annual Contract or may be decided by the Institute authority at the time of award of contract.																														
3	<p style="text-align: center;">CRITICAL DATE SHEET</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Milestones</th> <th>Start Date</th> <th>Start Time</th> <th>Last Date</th> <th>Last Time</th> </tr> </thead> <tbody> <tr> <td>Tender Publishing</td> <td>15.09.2020</td> <td>05:30 pm</td> <td></td> <td></td> </tr> <tr> <td>Tender Download</td> <td>15.09.2020</td> <td>05:30 pm</td> <td>05.10.2020</td> <td>12:00 noon</td> </tr> <tr> <td>Bid Submission</td> <td>15.09.2020</td> <td>05:30 pm</td> <td>05.10.2020</td> <td>12:00 noon</td> </tr> <tr> <td>Pre-Bid Meeting</td> <td>21.09.2020</td> <td>11:00 am</td> <td>21.09.2020</td> <td>01:00 pm</td> </tr> <tr> <td>Technical Bid Opening</td> <td>06.10.2020</td> <td>12.00 noon</td> <td>--</td> <td>--</td> </tr> </tbody> </table> <p>If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time as notified.</p>	Milestones	Start Date	Start Time	Last Date	Last Time	Tender Publishing	15.09.2020	05:30 pm			Tender Download	15.09.2020	05:30 pm	05.10.2020	12:00 noon	Bid Submission	15.09.2020	05:30 pm	05.10.2020	12:00 noon	Pre-Bid Meeting	21.09.2020	11:00 am	21.09.2020	01:00 pm	Technical Bid Opening	06.10.2020	12.00 noon	--	--
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Sl.No	General Conditions
1	<p><u>Process of submission of online bid:</u></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"> a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (http://eprocure.gov.in/cppp). b) 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. c) 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. d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (http://eprocure.gov.in/cpp). f) 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. g) Bidder should log into the site and upload their bids on or before the bid submission time. h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. i) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument. j) 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. k) 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 also. l) 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 at the branch no. 03712233043 (10 AM to 5 PM in all working days) or via email id: lgbetender@gmail.com. m) 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.
2	<ol style="list-style-type: none"> a) The collection of road permit, if any, will be the responsibility of the bidder. b) Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur.
3	<p><u>SAMPLES</u></p> <p>All samples of grocery items are to be submitted in transparent plastic containers.</p>

4

EMD/ PERFORMANCE SECURITY

- a) Bidder should submit EMD (as per schedule given below) in the form of DD/FDR drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, failing which the tender shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous tender cannot be adjusted or considered for this tender. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security.
- b) **The DD/FDR of EMD should reach LGBRIMH before the stipulated time of opening of technical bid.**

Schedule No	Details of Items	Earnest Money in Rs.
Schedule No.1	Grocery Items	40000/-
Schedule No.2	Fish Items	18000/-
Schedule No.3	Bakery Items	5000/-
Schedule No.4	Green Items	25000/-
Schedule No.4 (A)	Fruits Items	5000/-
Schedule No.5	Festival Items	2000/-
Schedule No.6	Miscellaneous	500/-

- c) Performance Security, equivalent to 10% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR drawn in favour of Director LGBRIMH, payable at Tezpur. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- d) 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.
- e) EMD of all bidders will be returned in due course of time.

5

SIGNING OF BID:-

- a) The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
- b) 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.

6

TERMS OF SUPPLY :-

- 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.
- i. 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 canceled from the order.**
- b) Regarding brand of certain products as applicable, during submission of the bids, **three different brands fulfilling the laid down standard of quality such as AGMARK/ISO/FSSAI etc. must be mentioned.**
- c) It will be the responsibility of the bidder for safe transport of goods to the destination address i.e., LGBRIMH, Tezpur.
- d) **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.
- e) Extension of delivery period in exceptional case will be entirely at the discretion of the Director.
- f) The supplier shall have to present the bills only after completion of indented supply.
- g) **The bidders must have sales outlets at Tezpur, Assam.**
- h) Fresh vegetables are to be supplied on daily basis, before 9 am.
- i) Fresh fish and eggs are to be supplied on scheduled days before 9 am on every scheduled day.
- j) The General Store has a capacity to store goods for 7 (seven days) only. So groceries should be brought keeping that capacity in mind.
- k) The monthly goods are to be supplied at 4 (four) installments on weekly basis.

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 dietary items to be supplied will be of good quality. In case it is found that any particular dietary 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 dietary 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) (a) Tenderer must provide address, along with the telephone number and Fax no. with tender for all correspondence.
(b) The bidders have to submit sample for Schedule I items in transparent polythene packets labeled with the name of the bidders in each sample.
- g) **The offer** rate should be valid for 1 year from the date of opening of the tender 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.

8

AGREEMENT:-

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.

9

REJECTION OF THE TENDER :- Terms & Conditions

The Bid will be rejected due to any of the reason or reasons mentioned below:-

- a) Submission of tender without EMD and other offline submissions before deadline.
- b) Failure to upload the Tender Documents as per para 1 (b) and 1(c).
- c) Conditional & vague offers.
- d) Rates indicated in other than designated document (E-bid Cover II).
- e) Rates not indicated to include all taxes.
- f) Uploading of misleading /contradictory /false statement or information & fabricated /invalid documents.
- g) Tender not duly filled up.
- h) Failure to attend the original documents verification meeting before AOC.

10

DISPUTE ADJUDICATION:-

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.

ANNEXURE - I

Supply of Dietary items having the following requirements:

ITEM SCHEDULE

Schedule I:

Sl. No.	Name of item & Specification (Best Quality)	Certifying Agency (FSSAI/ AGMARK/ ISOetc.)	Brand Name of Items with ISI Marks (Sl. 1 to 10)
1.	Salt (iodized) ~		
2.	Tea ✓		
3.	Mustard oil ✓		
4.	Refined oil ✓		
5.	Jelly ✓		
6.	Suji ✓		
7.	Milk powder ✓		
8.	Soyabean ✓		
9.	Thin arrowroot biscuits ✓		
10.	Haldhi Gura ✓		
11.	Dry Chilli (red) ✓		
12.	Gota Dhania ✓		
13.	Garam Masala (solid) ✓		
14.	Panchfuran ✓		
15.	Gota jira ✓		
16.	Tezpat ✓		
17.	Masur dal ✓		
18.	Gota gram ✓		
19.	Moong dal ✓		
20.	Arahar dal ✓		
21.	Rice (Ranjit) ✓		
22.	Sugar ✓		
23.	Aataa ✓		
24.	Maida ✓		
25.	Chira ✓		
26.	Rajmah ✓		
27.	Garlic ✓		
28.	Ginger ✓		
29.	Onion (Large, Red) ✓		
30.	Potato (Large) ✓		



Schedule 2:

Sl. No.	Name of item & Specification
1.	Eggs (farm p/no.) ✓
2.	Fish Row ✓ (1 kg. or above with cutting charge p/kg)
3.	Fish Bahu ✓ (1 kg. or above with cutting charge p/kg)
4.	Dressed broiler chicken (without intestine & each dressed chicken should be 2 kg or above) with cutting charge p/kg)

Schedule 3:

Sl. No.	Name of item & Specification
1.	Bread (400 gms) ✓
2.	Kata Biscuits (suji rusk) ✓

Schedule 4:

Sl. No.	Name of item & Specification
1.	Cabbage ✓
2.	Brinjal ✓
3.	Papaya ✓
4.	Radish ✓
5.	Bottle gourd
6.	Cucumber
7.	Cauliflower
8.	Marrow
9.	Carrot
10.	Sweet gourd
11.	Olkabi
12.	Lesera
13.	Dhunduli
14.	French bean
15.	Red pumpkin
16.	Bhol
17.	Kash kol
18.	Patal
19.	Jika
20.	Squash
21.	Paleng sak
22.	Green peas
23.	Tomato
24.	Lemon
25.	Green Chillies

Schedule 4 (A):

Sl. No.	Name of item & Specification
1.	Orange
2.	Banana (jahaji) (approx. 100 gms. each)
3.	Apple (approx. 150 gms. each)

Schedule 5:

Sl. No.	Name of item & Specification
1.	Curd
2.	Molasses
3.	Til-pitha
4.	Bor-pitha
5.	Narikal Ladu
6.	Boondia Ladu

Schedule 6:

Sl. No.	Name of item & Specification
1.	Disposable Glass
2.	Disposable Plate
3.	Disposable Tea cup



Undertaking

To,

The Director
LGB. Regional Institute of Mental Health
Tezpur, Dt :- Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of dietary items along with other required documents.

2. I/ We enclose herewith the bank DD No.
.....
.....Dated.....For Rs.
...../(For Rupees) drawn in favor of the Director LGBRIMH, Tezpur towards EMD.

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 7 days from the issue of the AOC letter, failing which our / my EMD will automatically be forfeited and our / my name will be deleted from the list of the supplier at 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.

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



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	
EMD details	
GST Number	



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	
EMD details	
GST Number	



**DEED OF CONTRACTUAL
AGREEMENT**

THIS AGREEMENT made the.....day of, 2020, Between Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur Assam (hereinafter "the Purchaser") of the one part and M/s

_____ (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 dietary 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 determined 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.

Incase 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 deem fit.

4. 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.

5. 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.

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.**

In the presence of witness
Signature of the Purchaser or his/her nominee

(with seal)

1.....

2.....

In the presence of witness

Signature of the Supplier 1(with seal)

2.....