



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/1396/21-22/4305

Date: 01<sup>st</sup> Aug' 2022

**NOTICE INVITING QUOTATIONS**

Sealed quotations (Technical Bids and Financial Bid) are invited from the interested firms for providing of office refreshment at LGBRIMH. For details log on to [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

Sd/-  
Director  
LGBRIMH



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**QUOTATION NOTICE**

Sealed quotations are invited from the interested firms to submit tender for providing of office refreshment at LGBRIMH, Tezpur. Terms and conditions are given below:

**Terms & Conditions**

1. Rate of items should be reasonable and similar to market rate.
2. Eco friendly disposable cups, glasses & plates will have to be used for serving of food items.
3. The successful bidders shall have to sign the deed of agreements as per the prescribed format.
4. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the quotations without showing any reasons thereof.
5. All legal matters will be within the Tezpur jurisdiction.
6. For details please visit the Institute Website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)
7. The Quotation should reach the undersigned on or before **3 pm of 16.08.2022**. The quotations will be opened on the same day.

(I/C Purchase Section)  
LGBRIMH, Tezpur



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**NOTICE INVITING QUOTATION**

Sealed quotations are invited from the interested firms to submit tender for providing of office refreshment at LGBRIMH, Tezpur. Terms and conditions are given below:

General Terms and Conditions:

1. Quotation number should invariably be given at the top of the envelope. Envelope without indication will be rejected.
2. Unsealed quotations will be rejected.
3. The contract for providing the office refreshment will be for **12 months** from the date of award of contract. It may be extended for a further period as may be found necessary and in such an event the renewal agreement shall be executed by both the parties.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotation will be opened on **16.08.2022**. In case it is a holiday declared on the date of opening of the quotation, it will be opened in the next working day at the same time.
6. One bidder should not submit more than one quotation, either in his own name or in the name of other. In case, quotation is submitted in the name of a Registered Firm, the PAN No and Registration No. should invariably be in the name of the said Firm.
7. The bidder shall submit the duly filled Technical Bid (Annexure-I)
8. The bidder shall submit an undertaking in the prescribed format (Annexure-III)
9. The bidder must submit attested copy of PAN card.
10. Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate should be enclosed.
11. Quotations may be sent by registered post or put by hand in the box placed at the Purchase section of LGBRIMH.
12. Taxes, if any, should be clearly mentioned (in percentage) in the quotation.
13. The Bidder/ Contractor should furnish along with tender an affidavit on Non-judicial stamp paper of appropriate value stating their in as under:-
  - a. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
  - b. That the firm is never being blacklisted/penalized/defaulted by any government institutions/hospitals within the last 5 years.
  - c. That the firm has deposited up to date Sales Tax and Income Tax (Attach copy of clearance/Return Certificate)

**NB: The affidavit must be as per the details mentioned above. Any changes in the text matter are not acceptable & LGBRIMH reserves the right to reject such offers.**

14. The Director reserves the right to reject/ accept any or all of the quotation without assigning any reason thereof and also has the right to place order on one or more firms. No correspondence in this regard will be entertained.
15. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.
16. No packing charges will be charged to the employees of the institute while delivering the items.

**Specific Terms and Conditions :**

1. The bidder shall be responsible for providing food items during the contract. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all week days.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospitals and other persons allowed by LGBRIMH. The bidder shall be responsible for the quality of the foods supplied and for the service.  
(B) The Bidder cannot take any article out of the LGBRIMH premise without a Gate – Pass.
4. Unless other aim specified in the terms & conditions of the tender documents, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
5. In case of any dispute pertaining to providing of the office refreshment, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
6. The Bidder has a mere permission only to provide office refreshment in the LGBRIMH premises during contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.
7. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective Representation / bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.
8. The Bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
9. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.
10. Addition and deletion of items if required may be consulted with the competent authority of LGBRIMH, Tezpur.

(I/C Purchase Section)  
LGBRIMH, Tezpur

Copy to:-

1. Notice Board, LGBRIMH, Tezpur
2. Institute web site
3. Office file

  
(I/C Purchase Section)  
LGBRIMH, Tezpur

## Quotations for providing Office Refreshment

**TECHNICAL BID**

(To be kept separately in a sealed cover superscribing 'Technical Bid' on the top)

Sl. No.	Description	Particulars
1.	Name of the Bidder/Firm/Company	
2.	Address	
3.	Aadhar Card (certificates to be attached)	
4.	Name of the authorized representative	
5.	Contact No.	
6.	Email:	
7.	Registration or Incorporation or Shop & Establishment or Valid Trade License No. (certificates to be attached)	
8.	PAN No. (certificates to be attached)	
9.	An affidavit of non-judicial stamp paper of Rs. 100/- as per Clause no. 13 of General Terms & Conditions.	
10.	Experience Certificate if any	

Signature of the Bidder.....

Name.....

Designation.....

Address.....

Seal

Date.....

Place.....

Quotations for providing Office Refreshment facilities at LGBRIMH, Tezpur  
**FINANCIAL BID**

**Rate List of Items for the Office Refreshment**  
 (Rates to be quoted by the Bidder)

(To be kept separately in a sealed cover superscribing 'Financial Bid' on the top)

Sl no.	Item	Quantity	Rate (in Rs.) Inclusive of GST
1.	Black Tea	One Cup 150 ml	
2.	Milk Tea	One Cup 150 ml	
3.	Coffee	One Cup 200 ml	
4.	Veg. Patties	Per pcs.	
5.	Kaju	200gm	
6.	Veg. Thali (roti/rice/one mixed veg/matar paneer/dal/curd/salad/pickle/papad)	Per Plate	
7.	Non-Veg. Thali (roti/rice/one mixed veg/Chicken or fish curry/dal/curd/salad/pickle/papad)	Per Plate	
8.	High Tea packets (Pattice, Kalakan, Cake)	Per Packet	
9.	2 pcs Bread & 1 Egg	Per packet	

Any other items to be included by the bidder with the prior approval and approved rates by office refreshment committee I accept the above rates.

(Full signature of the Bidder with seal)

Date:

Signature of the Bidder with Seal

The vendors before filling the financial bid may note that the vendor is being selected at the basis of following:

1. That the vendor is agreeable to provide the desired items/ at the rates fixed by LGBRIMH, Tezpur.
2. That the vendor at no point of time will increase the rates (except in case of MRP items on their revision).

Consequent upon accepting the above I/We M/s .....

..... quote the charges for Office Refreshment as per Annexure II

**Grand Total of items mentioned at Annexure- II Rs.....**

**In words Rupees.....**

If there is any variation between rates quoted in Numbers & Words, the lowest value among the two will be considered.

Signature of the Bidder

Date with Rubber Stamp

**Undertaking**

Quotation Calling No.....

Date.....

Name and address of the Firm.....

To,

The Director  
LGB Regional Institute of Mental Health  
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,

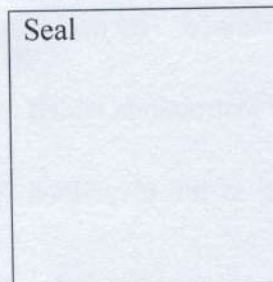
I/We certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in their entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for providing of office refreshment will be liable to be terminated.

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....

**AGREEMENT OF CANTEEN**

An AGREEMENT made on ..... BETWEEN LGBRIMH, Tezpur, herein after called the Director, which expression shall include its successor and assignees of the FIRST part and M/s. .... Herein after called the "CONTRACTOR" which expression shall include his/her heirs, executors his/her heirs, executors, administrators and legal representative of the SECOND part.

*TERMS AND CONDITIONS OF THE AGREEMENT FOR PROVIDING THE OFFICE REFRESHMENT FACILITIES AT LGBRIMH, TEZPUR, WILL BE AS UNDER.*

1. The bidder shall be responsible for providing food items during the contract. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all week days.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospitals and other persons allowed by LGBRIMH. The bidder shall be responsible for the quality of the foods supplied and for the service.  
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8. The Bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
9. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.

Signature of the Contractor

Signature of the Director, LGBRIMH or Authorized Signature

Witness:

- 1.
- 2.
- 3.