

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, e - Mail: mail@lgbrimh.gov.in

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

TEZPUR:: 784001 :: ASSAM



LGB/ACA/Psy/VKN/3037/15/Tele/0357

Date: 19<sup>th</sup> January, 2022

**SHORT QUOTATION CALLING NOTICE**

Sealed rate quotation are hereby invited for the under mentioned items from authorized firms/organization etc. for supplying of the following items to LGBRIMH, Tezpur. Rate to be quoted inclusive of all taxes.

Sl no.	Details of items	Quantity	Unit	Rate	Amount
1	Supplying of Zoom Meeting Pro license (Annual)	05	Nos.		
2	Supplying of Zoom Webinar license for 500 participants (Annual)	01	No.		

**Amount Inclusive of All taxes**

**TOTAL=**

Sealed Quotations for supplying the above items should be submitted in two sealed envelopes duly super scribed as:

Technical Quotation for Zoom Meeting Pro license (Annual) and Zoom Webinar license for 500 participants (Annual)

Financial Quotation for Zoom Meeting Pro license (Annual) and Zoom Webinar license for 500 participants (Annual).

Both the quotations should be submitted in the separate sealed envelopes. Subject line and Tender Reference should be written on the Top of the envelope. Bidder can submit query at lgbetender@gmail.com latest by 24-01-2022.

The quotations may be submitted to the Office of the undersigned within 10 days from the date of issue of NIQ along with GST Xerox copy addressed to the Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001. The rate should be quoted both in figure and words. Any corrections made should be

authenticated. The quotations should be submitted in the sealed covers super scribed as addressed to:-  
Director, LGBRIMH, Tezpur, Sonitpur, Assam -784001.

Sealed Quotations should reach on or before 28-01-2022.

## **Terms & Conditions:**

The following documents needs to be submitted along with the technical bid:

- i. Provide Profile of Firm/Organisation etc. along with the Year of establishment. Declaration by the proprietor of the firm, in case, the firm is proprietorship *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public*. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company should be submitted.
- ii. Annual turnover for the last 3 Years from Chartered Accountants should be submitted.
- iii. Names & addresses of similar projects (at least three) and at least one in large size Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Performance reports from Govts/ Semi-Govts/Autonomous organization served in bidder letter head in the same field in last three years along with purchase orders should be submitted.
- iv. Recent non-conviction/ non-blacklisting certificate *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public* (As per annexure III) should be submitted.
- v. Updated Income Tax return documents for the financial year 2019-20 should be submitted.
- vi. PAN Card and GST registration certificate should be submitted.
- vii. Valid Trade License or Incorporation certificate should be submitted.
- viii. Duly filled annexure IV and V should be submitted.
- ix. Datasheet of the software product to be quoted by the bidder about its various features, functioning, backend specifications, etc. has to be submitted.
- x. The software to be quoted has to be user-friendly and should be supported across all platforms like android, iOS, web-browsers, etc. and on any devices like Cell Phone, Desktop, Laptop etc.
- xi. Vendor should be OEM or Authorized Business Partner of the software package as per details in the Technical bid. Attach the relevant and valid document of OEM in support of authorization.
- xii. Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- xiii. The quoted price shall be valid for at least 1 year. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- xiv. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Institute.
- xv. Sub-letting/Sub-contract of project and services is not allowed.

- xvi. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- xvii. 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.

**Technical Bid****Invitation of Sealed Quotation for Zoom Meeting Pro license (Annual) and Zoom Webinar license for 500 participants (Annual)**

S. No.	Description	Firm/organization etc. Response	Remarks
1	Profile of firm/organization etc. Year of establishment Number of employees a. Technical b. Non Technical Annual turnover for the last 3 Years. (Provide details & relevant documents.) Attached separate sheet.		
2.	Name of the Software Package		
3.	Names & addresses of prestigious clients (at least three) and at least one in large size Govt./ Semi- Govt./ Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients. (Clients to whom similar services provided by the company.)		
4.	Contact details of the authorized person of the company. Name : Office Tel No. : Mobile no. : Official E-mail id :		
5.	Software packages services up time:		
6.	Resolution time to rectify problem in software package.		
7.	Authorized Business partner of the above software package, attached the valid certificate.	Yes/No	
8.	Training for Administrator (Technical)	Yes/No	

9.	Tentative project plan for the installation of the software package.( Attached separate sheet , if required)		
10.	Any other Information from the Vendor		

Date :

(Signature)  
Name of Vendor

**Financial Bid****Invitation of Sealed Quotation for Zoom Meeting Pro license (Annual) and Zoom Webinar license for 500 participants (Annual)**

## Format of Financial Bid

Sl no.	Details of item	Quantity	Unit	Rate for one year in INR	Amount for one year in INR
1	Supplying <b>Zoom Meeting Pro license</b> (Annual)	05	Nos.		
2	Supplying of <b>Zoom Webinar license for 500 participants</b> (Annual)	01	No.		

Amount Inclusive of All taxes

**TOTAL=**

Date :

(Signature)  
Name of Vendor

**CRIMINAL LIABILITY UNDERTAKING**

***(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)***

I.....S/o.....

..... Resident of

.....

.....

..... Do solemnly pledge and affirm:

1. That I am the proprietor /partner/authorized signatory of

M/s. ....

.....

1. No police case is pending against the Proprietor / partner of the Company (Agency).  
Indicate any convictions if any against the Company/firm/partner.
2. I/We have not quoted the price higher than previously supplied to any Government  
Institute / Organisation / reputed Private Organisation in recent past.
3. (Proprietor/firm) has never blacklisted by any organization.

**Name & Signature**  
**Seal of the participating Bidder Company**  
**Affirmation/Verification**



**UNDERTAKING**

**The Director,  
LGBRIMH, Tezpur**

**Sir,**

2. 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 have no objection for any of the content of the tender document and I 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.
3. 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**, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/we undertake to arrange for a demonstration of the items, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by me/ us.
5. Performance security 3% of the cost of the items approved shall be deposited by me/us in the form of DD/FDR/Bank Guarantee in the name of Director, **LGBRIMH, Tezpur** on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director **LGBRIMH, Tezpur** till the validity of the Contract period plus two month (i.e. for 14 months).
6. 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.
7. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
8. If I/We fail to supply the stores in stipulated period the **LGBRIMH, Tezpur** has full power to compound or forfeit the Bid Security/security deposit.
9. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.
10. 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.
11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
12. I/We undertake that the items supplied are as per Make/Model /Catalogue/

technical literature description.

13. 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. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the items at the prices and rates not exceeding those mentioned in the Financial Bid.
14. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, **LGBRIMH, Tezpur** (India) 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.....

## Organization's contact details

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