



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: ७८४००१

**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/1329/23-24/ 6980

Date : 07/12/2023

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from the interested firms for **supply of dietary items** to LGBRIMH. For details log on to [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in). The quotation should reach on or before 4 pm, 14.12.2023. The quotation will be opened at 4:30 PM on 14.12.2023.

sd /-  
Director

LGBRIMH



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No. LGB/NAZ/1329/23-24/

Date:

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from the interested firms to submit quotation for **supply of dietary items** to LGBRIMH, Tezpur. Terms and conditions are given below:

General Terms and Conditions:

1. The envelope containing quotation should be super scribed with “**For Supply Of Dietary Items To LGBRIMH, Tezpur**”
2. Unsealed quotations will be rejected.
3. The contract for **supply of dietary items** will be valid for **01 (one) month** and may be extended if required. Quantity of items should be as per requirements.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotation will be opened on **14.12.2023 at 4:30 PM**. 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. Bidders are requested to attend the quotation opening and evaluation meeting at the Administrative building (MS Conference Room) of the Institute.
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. Quotations may be sent by registered post or put by hand in the box placed at the Purchase section of LGBRIMH.
8. Taxes, if any, should be clearly mentioned in the quotation.
9. **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.**
10. Quoted rate should be without GST. L1 bidder will be selected on the aggregate amount.
11. No transportation, packing and loading & unloading charges will be charged to the employees of the institute while delivering the items.

Physical Documents to be Submitted by the bidder for Supply of Dietary Items:

1. Copy of updated Income Tax return documents for the financial year 2022-23(Assessment year 23-24).
2. Copy of GST registration certificate.
3. Copy of latest bank statement.
4. The bidder shall submit the duly filled Annexure-I
5. The bidder shall submit the duly filled Annexure-II
6. The bidder shall submit an undertaking in the prescribed format (Annexure-III)
7. The bidder must submit attested copy of PAN card.
8. Experience certificate of similar works.

9. Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate should be enclosed.

**Specific Terms and Conditions :**

1. The bidder shall be responsible **for providing dietary items** during the contract. In case of any complaint of delivery of unacceptable quality of food items, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poor quality of service and dietary items.
2. The dietary food supply should be made on flexible time schedule basis with the requirement of the central kitchen of the Institute for smooth delivery of food items to the patients.
3. The supplier cannot take any article out of the LGBRIMH premise without a Gate – Pass.
4. Unless other aim specified in the terms & conditions of the quotation 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 dietary items, 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 dietary items 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 quotation.
10. Addition and deletion of items if required may be consulted with the competent authority of LGBRIMH, Tezpur.
11. Quantity of items as specified in the Annexure II may increase or decrease depending upon the requirement of the Institute.
12. Items like tea leaves should be aromatic and less crumbled or dusty.
13. Fresh vegetables are to be supplied on daily basis, before 9 am. (Regularly on scheduled time)
14. All grocery items (dry ration) should be supplied within first week of every month.
15. Paneer and eggs are to be supplied on scheduled days before 9 am on every scheduled day.
16. The General Store has a capacity to store goods for 7 (seven days) only. So groceries should be brought keeping that capacity in mind.
17. The monthly goods are to be supplied at 4 (four) installments on weekly basis.
18. 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.
19. If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their quotation shall be deemed to be rejected and the security deposited will be forfeited.
20. 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.
21. **Name, Designation and specimen signature** of the person/ representative authorized by the competent authority of the firm to deal with the quotation and sign all the quotation documents enclosed by the bidder.

22. Bidder must provide address, along with the telephone number and email id. with quotation for all correspondence.
23. The bidders have to submit sample for Annexure II items in transparent polythene packets labeled with the name of the bidders in each sample, as and when required.
24. **The offer** rate should be valid for one month from the date of opening of the quotation and the Institute is at liberty to purchase additional items if required, at the quoted rate within the validity period.
25. If any Sub- Standard/ inferior quality of products are supplied, same should be replaced at the risk, cost and responsibility of the supplier.
27. The suppliers must ensure supply of good quality dietary items (as mentioned in Annexure II)
28. The food items like rice, cereal & pulses, spices must be free from any foreign materials like worms, pests, stones, dirt and grit etc.
29. Vegetables & fruits supplied must be fresh, uniform in size & shape & free from defects.
30. **Penalty clause:** The supplier will have to bear a penalty of 0.5% per day for non-fulfilling the requirements as per terms and conditions of the quotation notice. The supplier can deposit the penalty to hospital authority else the authorities shall have the right to recover such penalties from the FINAL BILL amount of the supplier.
31. **The Institute reserves the right to cancel the contract at any point of time during the contract period.**

Copy to:-

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

(I/C Purchase Section)  
LGBRIMH, Tezpur

(I/C Purchase Section)  
LGBRIMH, Tezpur

**ANNEXURE-I**

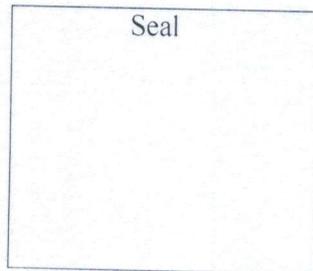
Quotations for supply of dietary items to LGBRIMH, Tezpur

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 Trade Licence No. (certificates to be attached)	
8.	PAN No. (certificates to be attached)	
9.	GST No.	
10.	Experience Certificate if any	

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

**List of Products for supply of dietary items to LGBRIMH**  
(Rates to be quoted by the Bidder)

Sl. No.	Name of item & Specification (Best Quality)	Unit	Rate per unit without taxes	Rate per unit with taxes
1.	Salt (iodized)	Kg		
2.	Tea leaf	Kg		
3.	Mustard oil	ltr		
4.	Refined oil	ltr		
5.	Jelly	Kg		
6.	Suji	Kg		
7.	Milk powder	Kg		
8.	Soyabean	Kg		
9.	Thin arrowroot biscuits	Kg		
10.	Turmeric Powder (Haldhi Gura)	Kg		
11.	Dry Chilli	Kg		
12.	Gota Dhania	Kg		
13.	Garam Masala	Kg		
14.	Panchfuran	Kg		
15.	Gota jeera	Kg		
16.	Tezpat	Kg		
17.	Masur dal	Kg		
18.	Gota gram	Kg		
19.	Moong dal	Kg		
20.	Arahar dal	Kg		
21.	Dry Pea	Kg		
22.	Chana Dal	Kg		
23.	Lobia	Kg		

24.	Kabuli Chana	Kg		
25.	Besan	Kg		
26.	Atta	Kg		
27.	Rice (Ranjit)	Kg		
28.	Sugar	Kg		
29.	Chira	Kg		
30.	Rajmah	Kg		
31.	Garlic	Kg		
32.	Ginger	Kg		
33.	Onion (Large, Red)	Kg		
34.	Potato (Large)	Kg		
35.	Eggs (farm p/no.)	nos		
36.	Paneer	kg		
37.	Bread (400 gms)	nos		
38.	Suji Kata Biscuits	kg		
39.	Cabbage	Kg		
40.	Brinjal	Kg		
41.	Papaya	Kg		
42.	Radish	Kg		
43.	Bottle gourd	Kg		
44.	Cucumber	Kg		
45.	Cauliflower	Kg		
46.	Marrow	Kg		
47.	Carrot	Kg		
48.	Sweet gourd	Kg		
49.	Olkobi	Kg		
50.	Lesera	Kg		
51.	Dhunduli	Kg		
52.	French bean	Kg		
53.	Red pumpkin	Kg		

54.	Bhol	Kg		
55.	Kash kol	Kg		
56.	Patal	Kg		
57.	Jika	Kg		
58.	Squash	Kg		
59.	Paleng sak	Kg		
60.	Green peas	Kg		
61.	Tomato	Kg		
62.	Lemon	Kg		
63.	Green Chillies	Kg		
64.	Orange	Kg		
65.	Banana (jahaji) (approx. 100 gms. each)	Kg		
66.	Apple (approx. 150 gms. each)	kg		
<b>Total Amount</b>				

(Full signature of the Bidder with seal)

Date:

Signature of the Bidder with Seal

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

..... quote the charges for supply of dietary items to LGBRIMH as per Annexure II.

**Grand Total of items mentioned at Annexure II is 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 No.....  
Date.....  
Name and address of the Firm.....

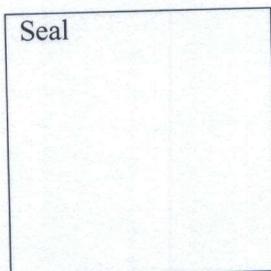
To,  
The Director  
LGB Regional Institute of Mental Health  
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,  
I/We certify that I/We have gone through the terms and conditions mentioned in the quotation 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 dietary items to LGBRIMH, Tezpur will be liable to be terminated.

Signature of the Bidder.....

Date.....  
Place.....



Name.....  
Designation.....  
Address.....  
.....

**AGREEMENT FOR SUPPLY OF DIETARY ITEMS**

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 heirs, executors his heirs, executors, administrators and legal representative of the SECOND part.

TERMS AND CONDITIONS OF THE AGREEMENT FOR **SUPPLY OF DIETARY ITEMS** TO LGBRIMH, TEZPUR, WILL BE AS UNDER.

1. The bidder shall be responsible for providing dietary items during the contract. In case of any complaint regarding supply of dietary products and related services essential, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The **supply of dietary items** to LGBRIMH, Tezpur shall be opened for supplying required diet products in all week days whenever and whatever needed as per availability.
3. 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 quotation 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 supply of dietary items, 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 dietary items 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 Institute Authority.
9. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.
10. The contract for **supply of dietary items** will be valid for **01 (one) month** 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.
11. Quantity of items as specified in the Annexure II may increase or decrease depending upon the requirement of the Institute.
12. **The Institute reserves the right to cancel the contract at any point of time during the contract period.**

Signature of the Contractor

Signature of the Director, LGBRIMH or Authorized Signature

Witness:

- 1.
- 2.
- 3.