



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: ७८४००१

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
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

No. LGB/NAZ/1364(A)/2022-23/8809

Date: 09 December'2022

Notice Inviting Quotation

Sealed quotations are invited for awarding of Annual Contract for supplying of Rubber stamps, Name Plates, etc. to LGBRIMH, Tezpur for a period of one year and may be extended on mutually agreed terms and conditions. Details of the required items are at annexure- II.

To be written in Envelope

“Quotation for supplying of Rubber stamps, Name Plates, etc. to LGBRIMH, Tezpur”

Address to send the quotation

Director, LGBRIMH, Tezpur, Sonitpur, Assam-784001

Terms and condition:

The following relevant documents (photocopy) need to be submitted along with the quotation:

- PAN card, GST certificate.
- Certificate of valid trade license.
- Duly filled annexure I, II and III should be submitted.


The sealed quotation with all necessary documents must reach Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001 on or before **23rd December'2022** in an envelope super scribing “Quotation for supplying of Rubber stamps, Name Plates, etc. to LGBRIMH, Tezpur”

Last date of receiving quotations:

Note:

- Items and Quantity are based on the requirement of Institute which may increase or decrease. Institute will not provide any advance payments.
- The supply order will be placed as and when required. The successful bidder will have to meet all the requirement of the Institute.
- On receipt of the supply order the bidder has to provide the required items in any case within a maximum period of 07 days from the date of supply order. However, the supply of urgent nature shall have to be made within 02 days.
- The rate quoted by firm should be final. It should be written in ink or typed against each items and should not be over written. The rates should be quoted for all the items otherwise it will be rejected. The L1 bidder will be evaluated based on the total price of all items.
- The delivery of items will have to be made at LGBRIMH, Tezpur, Assam. No transportation charge will be provided for the same.

6. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved with the Institute. For any corrigendum and addendum please check the official website (www.lgbrimh.gov.in) regularly.
7. Sub-letting/Sub-contract of work is not allowed.
8. Installation charges should be included in the quotation.
9. The rates are FOR at LGBRIMH, Tezpur, nothing extra on account of freight etc. will be paid.
10. The bidder should clearly mention all charges or taxes in the quotation. Nothing extra after submission of the quotation will be considered.
11. Charges not mentioned in the quotation shall not be paid.
12. Taxes as applicable should be clearly mentioned in the quotation separately.
13. Payment will be done after satisfactory installation and inspection report of the competent authority.
14. Institute reserves the right to reject any or all the tenders without assigning any reason thereof.
15. In case of any dispute the same shall be mitigated as per provision of the quotation and territorial jurisdiction shall be within the limit of the Tezpur District Court.


Medical Superintendent
LGBRIMH, Tezpur

QUOTATION APPLICATION FORM

(Details to be enclosed on Firm's own letter head)

1.	Quotation No.	:	
2.	Name of the Work	:	
3.	Name of the Firm	:	
4.	Address of the Firm	:	
5.	Name of the proprietor and contact person	:	
6.	Email	:	
7.	Phone number, Fax(if any)	:	
8.	Bank Details i. Bank Name ii. Branch Name iii. Bank Account Number iv. IFSC code v. Any other information	:	
9.	PAN No. (Attach : Copy of PAN certificate)	:	
10.	GST Reg. No. (Attach : Copy of GST certificate)	:	
11.	General subject dealt	:	
12.	List of enclosures	:	

Financial Bid
Invitation of Sealed Quotation for supplying of Rubber stamps, Name Plates, etc. to
LGBRIMH, Tezpur

Sl. no.	Details of the items	Language	Rate (in Rs.) without tax (Inclusive of Installation charge, if applicable)	Tax (in Rs.)	Total Amount(in Rs.) inclusive of all applicable taxes
1.	Polymer Rubber Stamp (below 5 lines)	English & Hindi			
2.	Polymer Rubber Stamp (5 lines)	English & Hindi			
3.	Polymer Rubber Stamp (6 lines)	English & Hindi			
4.	Polymer Rubber Stamp (above 6 lines)	English & Hindi			
5.	Round Stamp	English & Hindi			
6.	Self-inking Stamp	English & Hindi			
7.	Plastic Name Plate (per sq. inch)	English, Hindi & Assamese			
8.	Brass Board(per sq. inch) (With fittings charges)	English, Hindi & Assamese			
9.	Glow Sign Office Name Board (per sq. ft.) (With fittings charges)	English, Hindi & Assamese			
Grand total Rs.					

Date :

(Signature)
Name of Vendor

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

To,

**The Director,
LGBRIMH, Tezpur**

Sir,

1. The undersigned certify that I/we have gone through the entire quotation documents including terms and conditions mentioned in the quotation document and undertake to comply with them. I/we have no objection for any of the content of the quotation document and I/we undertake not to submit any complaint/ representation against the quotation document after submission date and time of the quotation. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of quotation.
2. I/We undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to supply and installation (wherever applicable) 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** (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
3. 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.
4. I/We hereby undertake to supply the items during the validity of quotation as per directions given in supply order within stipulated period positively.
5. I/We declare that no legal/financial irregularities are pending against the proprietor/Partners of the tendering firm or manufacturer.
6. 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**.
7. I/We undertake that if the rates of any items are lowered due to any reason, I/we will charge the lower rates.
8. I/We undertake that the items supplied are as per Make/Model /Catalogue/ technical literature description.
9. 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. office or Institute/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the Rubber stamps, Name Plates, etc as per annexure-II at the same prices and rates not exceeding those mentioned in the Financial Bid.
10. Director, LGBRIMH, reserves the right to cancel the contract at any stage without assigning any reasons thereof. No correspondence will be entertained.
11. I/We pledge and solemnly affirm that the information submitted in quotation documents is true to the best of my knowledge and belief. I/we further pledge and solemnly affirm that nothing has been concealed by me/we and if anything adverse comes to the notice of purchaser during the validity of quotation period, the Director, **LGBRIMH, Tezpur** 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.....