



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/1338/2023/2C35

Date: 12<sup>th</sup> May'2023

### Quotation calling for the Refilling of Cartridge and supply of color Ink

Sealed rate quotation are hereby invited from dealer/supplier/firm for rate contract of refilling of cartridge and supply of color ink to LGBRIMH, Tezpur as per the specification given in Annexure I.

| Sl. No. | Item                   | Approximate qty required per annum |
|---------|------------------------|------------------------------------|
| 1.      | Refilling of Cartridge | 450 nos.                           |
| 2.      | Printer Colour ink     | 16 nos.                            |

Sealed Quotations for supply of above items should be submitted in sealed envelopes duly super scribed as:

“Quotation for Refilling of Cartridge and supply of color Ink.

The quotation should be submitted in **the sealed envelope super scribed as Refilling of Cartridge and supply of color Ink**. Quotationer can submit query, if any at [lgbetender@gmail.com](mailto:lgbetender@gmail.com) within 5 days from the date of issue of the quotation notice. No quotations would be accepted by e-mail and only hard copies will be considered. The quotations should be submitted to the Office of the LGBRIMH, Tezpur within 10 days from the date of issue of notification 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. Use of whitener is strictly unacceptable.

Sd/-  
Director  
LGBRIMH, Tezpur



### **A. Technical Quotation**

The following documents have to be provided along with the technical Quotation:

- i. Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship *on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public*. A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm. In case of company incorporation certificated has to submit.
- ii. EMD of Rs. 5940.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.
- iii. Names & addresses (at least three) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar supply has provided by your firm/organization etc. Documentary evidence shall produce from such institution.
- 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 IV)* should be submitted.
- v. Updated Income Tax return documents for the financial year 2021-22 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 Undertaking as per Annexure III
- ix. Dully filled Annexure I and Annexure-II.

### **B. General Terms & Conditions:**

- i. Technical and Financial Quotation should be submitted on firm letter head and should be submitted duly signed by the authorized person.
- ii. Supply order will be placed as and when required basis. Quantity of Cartridge and Color ink mentioned on above is approximate, it may increase or decrease depending on the requirement of the institute.
- iii. The payment will be released only after satisfactory completion of supply of goods as per supply order.
- iv. This contract shall be valid for a period of initially one year which could be extended on mutually agreed terms after completion of satisfactory services for next period. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.
- v. 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.
- vi. L1 bidder shall be on total value wise evaluation.
- vii. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- viii. 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.
- ix. The Institute reserves the right to cancel the contract at any point of time during the contract period.

**C. Scope of Work**

1. Supply of material will have to be completed as per instruction mentioned in the supply order. However in case of emergent requirement supply to be made within short period.
2. Supply of Cartridge and color ink should not be stopped, if the payment of any bill is delayed for some time due to unavoidable circumstances.

**D. EARNEST MONEY DEPOSIT(EMD)**

- a) Quotationer should submit EMD of Rs. 5940.00 in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, Sonitpur, Assam failing which the quotation 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 quotation/tender cannot be adjusted or considered for this quotation. No interest will be payable on the EMD. The EMD of the approved quotationer will be released only after the concerned firm deposits necessary performance security. EMD of unsuccessful quotationer will be returned in due time.

**b) PERFORMANCE SECURITY:-**

Performance Security, equivalent to 3% of the total cost of the items approved shall have to be deposited by the successful bidder in the form of DD/FDR/BG drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released only after fulfillment of contractual obligations and no interest shall be payable thereof.



**D. Financial Quotation**

| SI No                  | Description/Particular    | Unit rate<br>in Rs. | GST per<br>unit in RS. | Total Rate (inclusive<br>GST per unit in Rs.) |
|------------------------|---------------------------|---------------------|------------------------|---|
| 1.                     | HP 18A                    |                     |                        |   |
| 2.                     | HP 88A                    |                     |                        |   |
| 3.                     | HP 78A                    |                     |                        |   |
| 4.                     | HP 12 A                   |                     |                        |   |
| 5.                     | Canon 319                 |                     |                        |   |
| 6.                     | Canon 324                 |                     |                        |   |
| 7.                     | Canon 912                 |                     |                        |   |
| 8.                     | Canon ink 790 BK<br>135ml |                     |                        |   |
| 9.                     | Canon ink 790 M 70ml      |                     |                        |   |
| 10.                    | Canon ink 790 C 70ml      |                     |                        |   |
| 11.                    | Canon ink 790 Y 70ml      |                     |                        |   |
| 12.                    | HP GT51 ink (B)135<br>ml  |                     |                        |   |
| 13.                    | HP GT52 ink<br>(M)70ml    |                     |                        |   |
| 14.                    | HP GT52 ink (C)70ml       |                     |                        |   |
| 15.                    | HP GT52 ink (Y)70ml       |                     |                        |   |
| <b>Grand total Rs.</b> |                           |                     |                        |   |

**Dated:**

**Signature.....**

**Name in full.....**

**Firm/organization etc, Name.....**

**Designation.....**

**Contact No.....**

## Annexure I

Specification of Cartridge and Color Ink

| Sl.No | Model of Cartridge              | Approximate Qty required per annum | Approximate no of pages to be printed | Compliance (Yes/No) |
|-------|---------------------------------|------------------------------------|---------------------------------------|---------------------|
| 1.    | HP 18A                          | 90                                 | 900                                   |                     |
| 2.    | HP 88A                          | 150                                | 900                                   |                     |
| 3.    | HP 78A                          | 100                                | 900                                   |                     |
| 4.    | HP 12 A                         | 10                                 | 900                                   |                     |
| 5.    | Canon 319                       | 40                                 | 900                                   |                     |
| 6.    | Canon 324                       | 20                                 | 900                                   |                     |
| 7.    | Canon 912                       | 40                                 | 1500                                  |                     |
| 8.    | Canon ink 790 BK<br>135ml       | 3                                  | 2500                                  |                     |
| 9.    | Canon ink 790 M<br>70ml         | 3                                  | 1200                                  |                     |
| 10.   | Canon ink 790 C<br>70ml         | 3                                  | 1200                                  |                     |
| 11.   | Canon ink 790 Y<br>70ml         | 3                                  | 1200                                  |                     |
| 12.   | HP GT51 ink bottle<br>(B)135 ml | 1                                  | 2500                                  |                     |
| 13.   | HP GT52 ink bottle<br>(M)70ml   | 1                                  | 1200                                  |                     |
| 14.   | HP GT52 ink bottle<br>(C)70ml   | 1                                  | 1200                                  |                     |
| 15.   | HP GT52 ink bottle<br>(Y)70ml   | 1                                  | 1200                                  |                     |

## Organization's contact details

|  |  |
|--|--|
| NAME & ADDRESS OF THE<br>Firm/ Manufacturer / Agent/Organization |  |
| Phone  |  |
| Fax  |  |
| E-mail   |  |
| Contact Person Name  |  |
| Mobile Number  |  |
| PAN Number   |  |
| GST Number   |  |
| Bank details   |  |



**UNDERTAKING**

**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 document and undertake to comply with them. I/We have no objection for any of the content of the 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 the approved goods in the approved prices to **LGBRIMH, Tezpur**. The service to 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 goods and service shall be final and binding on me/us.
3. Performance Security, equivalent to 3% of the total cost of the items approved shall have to be deposited by the successful bidder in the form of DD/FDR/BG drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released only after fulfillment of contractual obligations and no interest shall be payable thereof.
4. I/we undertake to provide refilling of Cartridge and color ink within stipulated period and if fail to do so during the stipulated period the necessary action can be taken by the Director, **LGBRIMH, Tezpur**, India.
5. I/We undertake that if the rates of any item lowered due to any reason, I will charge the lower rates.
6. 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 at the prices and rates not exceeding those mentioned in the financial quotation.
7. I/we pledge and solemnly affirm that the information submitted in quotation 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.

Date.....

**Signature**

Place.....

**With seal of firm (Name of Quotationer)**

**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. (Proprietor/firm) has never blacklisted by any organization.

**Name & Signature**

**Seal of the participating Quotationer/ Company**



**CHECKLIST**

| <b>SL. NO.</b> | <b>Document</b>   | <b>Subitted Yes/No</b> | <b>Page No</b> |
|----------------|---|------------------------|----------------|
| 1.             | 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. In case of company incorporation certificated has to submit. |                        |                |
| 2.             | EMD of Rs. 5940.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption.   |                        |                |
| 3.             | Names & addresses (at least three) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar supply done by your firm/organization etc. Documentary evidence shall produce from such institution.  |                        |                |
| 4.             | Recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public (As per annexure IV)</i> should be submitted.   |                        |                |
| 5.             | Updated Income Tax return documents for the financial year 2021-22  |                        |                |
| 6.             | PAN Card and GST registration certificate.  |                        |                |
| 7.             | Valid Trade License or Incorporation certificate.   |                        |                |
| 8.             | Duly filled Undertaking as per Annexure III   |                        |                |
| 9.             | Dully filled as per Annexure I and Annexure-II  |                        |                |