



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/1396/2024/P-I/ 6613


Date: 13/12/24

### NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the interested firms to submit quotation **for running a Tea Stall at LGBRIMH, Tezpur for a period of one year.** Terms and conditions are given below:

#### Terms & Conditions

1. Space at LGBRIMH premises may be allotted to carry out tea stall services.
2. Water supply will be provided by the institute.
3. Garbage charges will have to be borne by the bidder.
4. Eco friendly disposable glasses and plates will have to be used for serving of food items.
5. The stall should remain open from 08:00 AM to 08:00 PM on all working days from Monday to Saturday.
6. Disposal of waste materials (garbage) will be the responsibility of the bidders as per rule.
7. Keeping the space clean and hygienic will be the responsibility of the bidders.
8. Cooking foods is strictly prohibited. Pre cooked foods & other food items can only be served.
9. Monthly rent will have to be paid within 1<sup>st</sup> week of every month. Failing to which late fine/ penalty would be charged from the successful bidder as deemed necessary by the authority and in this regard decision of Institute's authority will be final.
10. Reserved price for the Tea Stall should be at least Rs. 800.00 per month including electricity fee.
11. Rent for the space is to be quoted by the bidders. The quoted rent should be exclusive of GST.
12. The monthly rent should be paid inclusive of GST as applicable by the successful bidder.
13. H1 bidder shall be selected on the basis of highest rate quoted for the rent for the space.
14. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the quotations without showing any reasons thereof.
15. All legal matters will be within the Tezpur jurisdiction.
16. For details please visit the Institute Website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

  
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17. The quotation should reach the undersigned on or before **05:00 PM of 27./12./2024**. The quotations will be opened on the next day.

**General Terms and Conditions:**

1. **Quotation No. and Title should invariably be given at the top of the envelope.**
2. Unsealed quotations will be rejected.
3. The contract for running the tea stall 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.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotation will be opened on **30./12./2024**. 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. A valid copy of license from FSSAI (Food Safety and Standards Authority of India) must be submitted.
7. The quotation should be submitted duly filled (Annexure-I) along with Technical quotation.
8. The bidder shall submit an undertaking in the prescribed format (Annexure-III- Technical Quotation)
9. The Monthly Rent (licensee fees) must be quoted in both words and figures. (Annexure -II – Financial Quotation)
10. The bidder must submit self attested copy of PAN card, GST and Aadhar Card.
11. Quotations may be sent by registered post or put by hand in the box placed at the Reception of Administrative Building of LGBRIMH.
12. 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.
13. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.
14. Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate or Municipality Permission or NOC of Gaon Panchayat should be enclosed along with the quotation.
15. EMD & Performance Security:
  - a. Quotationer should submit EMD of **Rs. 5,00.00** along with the quotation in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, failing which the



quotation shall not be considered for acceptance and will be summarily be rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD of the approved quotationer will be released only after the concerned firm deposits the necessary performance security.

- b. Performance security of **5%** of quoted price (total contract value) shall have to be deposited by the successful quotationer through DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, payable at Tezpur, Assam. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the quotationer. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

EMD of all quotationers will be returned in due course of time.

#### **Specific Terms and Conditions :**

1. The bidder shall be responsible for providing food items during the contract period and in case of any complaint of food poisoning/contamination, the bidder will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/contamination.
2. (A) 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.  
  
(C) Near Relative: The bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur.
3. 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.
4. The Bidder shall pay monthly rent (including electricity fee), in form of local cheque or Banker's cheque or Bank Draft within seven days of receipt, failing to which late fee/penalty will be charged by the Institute's authority. Garbage clearing charge will be borne by the bidder at its own.
5. The Bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
6. Other advisories issued by the Govt. of India, State and District Administration on the subject should strictly be adhered from time to time by the bidder.

7. The rent including electricity charges have to be paid within seven days from the date of receipt by the bidder. Failing to which penalty may be imposed by the competent authority as deemed necessary.

  
13/12/20

(Dr. H. Dutta)  
Deputy Director

Copy to:

1. Notice Board, LGBRIMH, Tezpur.
2. Institute's Website.
3. Office file.

**ANNEXURE-I**

## Quotations for Running a Tea Stall

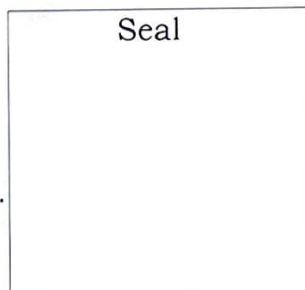
**TECHNICAL QUOTATION**

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

| Sl. No. | Description  | Particulars |
|---------|--|-------------|
| 1.      | Name of the Bidder/Firm/Company  |             |
| 2.      | Address  |             |
| 3.      | Aadhar Card<br>(certificates to be attached)   |             |
| 4.      | Name of the authorized representative  |             |
| 5.      | Contact No.  |             |
| 6.      | Email:   |             |
| 7.      | GST and PAN No.<br>(certificates to be attached)   |             |
| 8.      | FSSAI License no.<br>(certificates to be attached)   |             |
| 9.      | Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate or Municipality Permission or NOC of Gaon Panchayat |             |
| 10.     | Bank Details (Bank name, A/c number, IFSC code)<br>(Photocopy to be attached)  |             |

Date.....

Place.....



Name.....

Designation.....

Address.....



## Quotations for Running a Tea Stall

**FINANCIAL QUOTATION**

(To be kept separately licensee fee in a sealed cover super scribing 'Financial Quotation' on the top)

NIQ Title:

NIQ No.:

Firm Name:

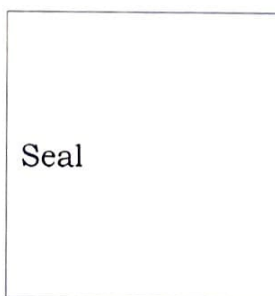
| SL. No. | Description   | Rate<br>(Exclusive of GST) | GST<br>Rate (%)              |
|---------|---|----------------------------|------------------------------|
| 1.      | Monthly rent (license fees) for running a Tea Stall at LGBRIMH, Tezpur. |                            | As per prevailing GST rates. |

\*\* Successful bidder has to pay the quoted amount along with GST as applicable.

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....

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 the undertaking 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 its entirety.

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

Signature of the Bidder.....

Date.....

Place.....

|      |
|------|
| Seal |
|------|

Name.....

Designation.....

Address.....

.....

### CHECKLIST

| <b>SL No.</b> | <b>Documents</b>   | <b>Submitted YES/NO</b> |
|---------------|--|-------------------------|
| 1.            | Duly filled Annexure-I   |                         |
| 2.            | FSSAI License  |                         |
| 3.            | Duly filled Annexure-II  |                         |
| 4.            | Duly filled Annexure-III   |                         |
| 5.            | PAN Card   |                         |
| 6.            | GST Registration Certificate   |                         |
| 7.            | Aadhar Card  |                         |
| 8.            | Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate or Municipality Permission or NOC of Gaon Panchayat |                         |
| 9.            | Bank Details with Photocopy  |                         |