



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

LGB REGIONAL INSTITUTE OF MENTAL HEALTH  
(Ministry of Health & Family Welfare, Government of India)  
Website- [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)  
Post Box No. 15 :: FAX No. (03712) 233623  
TEZPUR:: 784001 :: ASSAM

LGB/NAZ/4045/25/2743

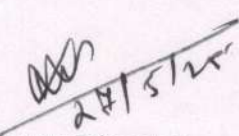
Dated: 27/05/25

**RE-TENDER NOTICE**

Online re-tender i.e. two bid systems (Technical Bid and Financial Bid) are invited through the e-procurement portal <http://eprocure.gov.in.cppp> by the Director, LGBRIMH, from authorized firms, dealers or distributors for supply of Diesel(HSD), Petrol and Lubricant to LGBRIMH, Tezpur.

**CRITICAL DATE SHEET**

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	27-05-2025	6:00 PM	-	-
Tender Download	27-05-2025	6:00 PM	16-06-2025	3:00PM
Bid Clarification	27-05-2025	6:00 PM	05-06-2025	3:00PM
Bid Submission	27-05-2025	6:00 PM	16-06-2025	3:00PM
Technical Bid Opening	17-06-2025	4:00PM	-	-

  
Deputy Director  
LGBRIMH, Tezpur

Jyoti Nandan

### **Index of Tender Document**

Sl. No.	Description	Pages
1	Terms & Conditions for Submission	3
2	General Conditions	4
3	EMD/ Performance Security	5
4	Signing of bids	5
5	Terms of supply	6
6	Right of acceptance	6
7	Agreement	7
8	Rejection criteria	7
9	Undertaking(Annexure I)	8
10	Organization details(Annexure II)	9
11	Deed of contractual agreement(Annexure III)	10-11
12	Checklist(Annexure IV)	12



Sl.No	Terms & Conditions for Submission
1	<p>Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e- procurement portal <a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a> by the Director, LGBRIMH from authorized firms, dealers or distributors for supply of <b>Petrol, Diesel(HSD) and Lubricant</b> to LGBRIMH, Tezpur</p> <p><b><u>Instructions for submission of bids:</u></b></p> <p>a. Physical Documents:</p> <p>i) Self-attested photocopies of all the documents mentioned in E-bid Cover I.</p> <p>b. <b>E-bid Cover-I:</b> will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <p>(i) Scanned copy of EMD of Rs. 84,000.00 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.</p> <p>(ii) 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.</p> <p>(iii) Scanned copy of performance report (at least two) from Govt/ Semi-Govt/Autonomous organization served in the same field.</p> <p>(iv) Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>.</p> <p>(v) Scanned copy of updated Income Tax return documents for the assessment year 2023-24.</p> <p>(vi) Scanned copy of PAN Card.</p> <p>(vii) Scanned copy of financial status. (annual turnover of last 3 years)</p> <p>(viii) Scanned copy of duly filled Undertaking as per annexure I.</p> <p>(ix) Scanned copy of annexure II.</p> <p>(x) Scanned copy of valid Trade License or incorporation certificate.</p> <p>(xi) Scanned copy of GST registration.</p> <p>(xii) Scanned copy of Bureau of Indian Standard license or other applicable documents.</p> <p>(xiii) Scanned copy of authorizations of IOCL/HPCL/BPCL etc.</p> <p>(xiv) Scanned copy of document to prove sales outlet at Tezpur, Sonitpur, Assam.</p> <p>(xv) Scanned copy of registration with the Govt. of Assam Central Govt. (Documentary evidence to be provided)</p> <p>c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:-</p> <p>Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted online only. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and do not fill up zero.</p>



2	The Period of contract: - Annual Contract or may be decided by the Institute authority at the time of award of contract.																																							
3	<table><tr><th colspan="5">CRITICAL DATE SHEET</th></tr><tr><th>Milestones</th><th>Start Date</th><th>Start Time</th><th>Last Date</th><th>Last Time</th></tr><tr><td>Tender Publishing</td><td>27-05-2025</td><td>6:00 PM</td><td>-</td><td>-</td></tr><tr><td>Tender Download</td><td>27-05-2025</td><td>6:00 PM</td><td>16-06-2025</td><td>3:00PM</td></tr><tr><td>Bid Clarification</td><td>27-05-2025</td><td>6:00 PM</td><td>05-06-2025</td><td>3:00PM</td></tr><tr><td>Bid Submission</td><td>27-05-2025</td><td>6:00 PM</td><td>16-06-2025</td><td>3:00PM</td></tr><tr><td>Technical Bid Opening</td><td>17-06-2025</td><td>4:00PM</td><td>-</td><td>-</td></tr></table> <p>If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time as notified.</p>					CRITICAL DATE SHEET					Milestones	Start Date	Start Time	Last Date	Last Time	Tender Publishing	27-05-2025	6:00 PM	-	-	Tender Download	27-05-2025	6:00 PM	16-06-2025	3:00PM	Bid Clarification	27-05-2025	6:00 PM	05-06-2025	3:00PM	Bid Submission	27-05-2025	6:00 PM	16-06-2025	3:00PM	Technical Bid Opening	17-06-2025	4:00PM	-	-
CRITICAL DATE SHEET																																								
Milestones	Start Date	Start Time	Last Date	Last Time																																				
Tender Publishing	27-05-2025	6:00 PM	-	-																																				
Tender Download	27-05-2025	6:00 PM	16-06-2025	3:00PM																																				
Bid Clarification	27-05-2025	6:00 PM	05-06-2025	3:00PM																																				
Bid Submission	27-05-2025	6:00 PM	16-06-2025	3:00PM																																				
Technical Bid Opening	17-06-2025	4:00PM	-	-																																				
Sl.No	<b>General Conditions</b>																																							
4	<p><b><u>Process of submission of online bid:</u></b></p> <p>The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).</p> <p>a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a>).</p> <p>b) The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process.</p> <p>c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder.</p> <p>d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.</p> <p>e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (<a href="http://eprocure.gov.in/cpp">http://eprocure.gov.in/cpp</a>).</p> <p><b>f) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</b></p> <p>g) Bidder should log into the site and upload their bids on or before the bid submission time.</p> <p>h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</p> <p>i) A standard BOQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the exact format provided and no other format is acceptable. The BOQ filename</p>																																							



	<p>must not be changed and if in any case the BOQ is found to be modified by the bidder the bid will be rejected.</p> <p>j) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission also.</p> <p><b>k) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. Bidder can contact via email id: <a href="mailto:lgbetender@gmail.com">lgbetender@gmail.com</a>.</b></p> <p>l) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.</p>
5	<p><b><u>EMD/ PERFORMANCE SECURITY</u></b></p> <p>a) EMD of Rs. 84,000.00 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. The bidder without Earnest Money Deposit or proof of EMD exemption will be summarily rejected.</p> <p>b) Performance Security, equivalent to 5% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR drawn in favour of Director LGBRIMH, payable at Tezpur. Performance Security should remain valid for a period of 14 months from the date of Award of Contract. The same amount will be released after fulfillment of contractual obligations and <u>no interest shall be payable</u> thereof.</p>
6	<p><b><u>SIGNING OF BID:-</u></b></p> <p>The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.</p> <p>Individual signing the bid or other documents concerned with the bid must specify whether he signed as :</p> <p>A sole proprietor of the firm, or constituted Attorney of such proprietor.</p> <p>A partner of the firm, if it is a partnership concern, in which case, he must have legal authority to sign, answer and admit to refer dispute to arbitration.</p> <p>Constituted Attorney if it is a company.</p> <p>NOTE:-</p> <p>** In case of (b), a copy of the Partnership Deed, General Power of Attorney, in each case, duly attested by a Notary Public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.</p> <p>** In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.</p> <p>** A person signing the bid form or any documents forming part of the bid on</p>



	<p>behalf of another shall be deemed under warranty that he has the authority to bind himself with such person. If on enquiry, it appears that the person so signing has no authority to do so, the purchaser without prejudice to other Civil &amp; Criminal remedies can cancel the contract and hold the signatory responsible for all cost &amp; conveyances arising there from.</p>
7	<p><b><u>TERMS OF SUPPLY :-</u></b></p> <ol style="list-style-type: none"> <li><b>Liability for late Supply &amp; Non supply:-</b> If the vendor fails to supply the HSD/Petrol/Lubricant (partly or whole) within the time as per supply order , a sum equivalent to 0.5 percent of the order value for each week of delay up to the extended period will be deducted from the security deposit as liquidated damages and if the security money deposits are not sufficient, action may be taken as deem fit by competent authority.</li> <li>Quality of HSD/Petrol/Lubricant should be conforms to BIS(Bureau of Indian Standard)</li> <li>Supplier should submit authentic document if there is any change of rate of HSD/Petrol/Lubricant.</li> <li>The supplier shall have to present the bills only after completion of indented supply.</li> <li>Supply of HSD, Petrol and Lubricant should not be stopped, if the payment of any bill gets delayed for some time due to unavoidable circumstances.</li> <li><b>The bidders must have sales outlets at Tezpur, Assam.</b></li> </ol>
8	<p><b><u>RIGHT OF ACCEPTANCE :-</u></b></p> <ol style="list-style-type: none"> <li>Director, LGBRIMH, reserves the right to reject/accept any or all tenders without assigning any reasons thereof and also have the right to place order on one or more firms. No correspondence will be entertained.</li> <li>If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their tender shall be deemed to be rejected and the security deposited will be forfeited.</li> <li><b>Name, Designation and specimen signature</b> of the person/ representative authorized by the competent authority of the firm to deal with the tender/ sign the tender document must be enclosed with the tender.</li> <li>Tenderer must provide address, along with the telephone number and Fax no. with tender for all correspondence.</li> <li>Financial quotation of only those firms will be opened; whose Technical quotation is found to be eligible after Technical evaluation.</li> <li><b>The offer of discounted Rate</b> should be valid for 1 year from the date of AOC (Award of contract) or such extended period by mutual consent, as the case may be from the date of execution of the contract. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.</li> </ol>



	<p>g) The quantity of items may be increased or decreased as per requirement of the institute.</p> <p>h) Becoming H1 will not be the criteria for awarding of purchase order unless the rates are reasonable &amp; justified. <u>H1 bidder will be decided on maximum Discount offered on Govt. rates per liter.</u></p> <p>i) Sub-letting/Sub-contract of work is not allowed.</p> <p>j) 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.</p>
9	<p><b><u>AGREEMENT:-</u></b></p> <p>An agreement will have to be executed on non judicial stamp paper of Rs.100 /- by the Successful bidder with the institute authority, in the format (Annexure III) prescribed by the institute, within a period of 7 days from the date of Award of Contract.</p>
10	<p><b><u>REJECTION OF THE TENDER :-</u></b>      <b>Terms &amp; Conditions</b></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <p>a) Failure to upload the Tender Documents as per para 1 (b) and 1(c).</p> <p>b) Submission of tender without EMD or Proof of Exemption of EMD.</p> <p>c) Conditional &amp; vague offers.</p> <p>d) Rates indicated in other than designated document (E-bid Cover II).</p> <p>e) Rates not indicated to include all taxes.</p> <p>f) Uploading of misleading /contradictory /false statement or information &amp; fabricated /invalid documents.</p> <p>g) Tender not duly filled up.</p>
11	<p><b><u>DISPUTE ADJUDICATION:-</u></b></p> <p>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.</p>

ANNEXURE - I

Undertaking

(To be given on Company Letter Head)

To,

The Director  
L G B Regional Institute of Mental  
Health Tezpur, Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of Diesel(HSD)s, Petrol and Lubricant along with other required documents.

2. I /we hereby agree to all terms and conditions, stipulated by the LGBRIMH, and contained in Tender Documents in this connection including delivery, penalty etc. and the discounted rate quoted in the financial bid will remain unchanged during the entire period of supply.

3. I /We undertake to sign the contract / agreement within 7 days from the issue of the AOC letter, failing which Director LGBRIMH shall have the right to take appropriate action and impose penalty as deemed fit and our / my name will be deleted from the list of the supplier at LGBRIMH, Tezpur.

4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Note: - All terms & conditions including rates and taxes etc, has been indicated separately in the tender. Other terms and conditions are also as per the requirement of the institute.

YOURS FAITHFULLY

SIGNATURE OF THE  
TENDERER  
RUBBER STAMP

A 1 WITNESS SIGNATURE .....

2. FULL NAME .....

3. ADDRESS & Contact No. ....

B. 1 WITNESS SIGNATURE .....

2. FULL NAME .....

3. ADDRESS& Contact No. ....

Jyoti Nandan



## ANNEXURE – II

### Organization's contact details and EMD Payment Details

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



ANNEXURE - III

**DEED OF CONTRACTUAL AGREEMENT**

**THIS AGREEMENT** made the.....day of ....., 20.....,  
Between Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental  
Health, Tezpur Assam (hereinafter "the Purchaser") of the one part and M/s  
\_\_\_\_\_ (hereinafter called "the Supplier") of the other  
part:

**WHEREAS** in response to the notification No.  
LGB/NAZ/.....Dated ..... the  
bidder has submitted to the LGBRIMH a tender for supply of Diesel(HSD)s,  
Petrol and Lubricant subject to the terms & conditions contained in the said  
tender.

**AND WHEREAS** the bidder has also deposited with the Government a sum of  
Rs.

..... as performance security for the execution of an agreement  
undertaking the due fulfillments of the contract, in case this tender is accepted  
by LGBRIMH.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The following documents shall be deemed to form and be read and  
construed as part of this Agreement, viz.:
  - a) The Letter of Acceptance issued by the purchaser/ Supply Order.
  - b) The Notice Inviting Tender
  - c) The supplier's bid including enclosures, annexure, etc.
  - d) The Terms and Conditions of the Contract
  - e) The Schedule of Requirement
  - f) The Technical Specification
  - g) Any other document listed in the supplier's bid and replies to queries,  
clarifications issued by the purchaser, such confirmations given by the bidder  
which are acceptable to the purchaser and the entire Addendum issued as  
forming part of the contract.
2. In case the bidder fails to execute the agreement as aforesaid incorporating the  
terms and conditions governing the contract, the purchaser shall have the  
power and authority to recover from the supplier any loss or damage caused to  
LGBRIMH by such breach as may be determined by LGBRIMH by  
appropriating the security money deposited by the supplier and take  
appropriate action. If the security deposit is found to be inappropriate, the



deficit amount may be recovered from the supplier from his outstanding bill or such other manner as the purchaser may deem fit.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services without interruption and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. 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.**

In the presence of witness:

Signature of the Purchaser or his/her nominee

(with seal)

1 .....

2 .....

In the presence of witness:

Signature of the Supplier

(with seal)

1 .....

2 .....



## ANNEXURE-IV

CHECKLIST

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	To
1.	Scanned copy of EMD of Rs. 84,000.00 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.		
2.	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 <b>Rs100.00</b> – duly attested by Notary Public</i> . A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.		
3.	Scanned copy of performance report (at least two) from Govt/ Semi-Govt/Autonomous organization served in the same field.		
4.	Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth <b>Rs100.00</b> – duly attested by Notary Public</i> .		
5.	Scanned copy of updated Income Tax return documents for the assessment year 2023-24.		
6.	Scanned copy of PAN Card.		
7.	Scanned copy of financial status. (annual turnover of last 3 years)		
8.	Scanned copy of duly filled Undertaking as per annexure I.		
9.	Scanned copy of annexure II.		
10.	Scanned copy of valid Trade License or incorporation certificate.		
11.	Scanned copy of GST registration.		
12.	Scanned copy of Bureau of Indian Standard license or other applicable documents.		
13.	Scanned copy of authorizations of IOCL/HPCL/BPCL etc.		
14.	Scanned copy of document to prove sales outlet at Tezpur, Sonitpur, Assam.		
15.	Scanned copy of registration with the Govt. of Assam Central Govt. (Documentary evidence to be provided)		