



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान, तेजपुर
**LOKOPRIYA GOPINATH BORDOLOI REGIONAL INSTITUTE OF
MENTAL HEALTH**

(An Autonomous Body under the Ministry of Health and Family Welfare, Government of India)
Post Box No. 15, Tezpur – 784001, Sonitpur, Assam | www.lgbrimh.gov.in | mail@lgbrimh.gov.in

e-TENDER DOCUMENT

SUPPLY OF DIETARY ITEMS

on Rate Contract Basis for One Year • Open Tender • Two-Bid System • Schedule-wise Award

Tender Reference No.	LGB/NAZ/1364/26-27/5983
Date of Issue	14.10.2026
Mode of Bidding	Online through the Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)
Tender Inviting Authority	The Director, LGBRIMH, Tezpur, Assam

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This document shall be read together with all corrigenda and clarifications published on the CPPP.

SECTION I: NOTICE INVITING TENDER (NIT)

No. LGB/NAZ/1364/26-27/5983

Dated: 14.10.2026

- The Director, LGBRIMH, Tezpur, invites online bids under the **two-bid system** through the CPPP from manufacturers of dietary items or their authorised dealers or distributors, for the **supply of dietary items on a Rate Contract basis for one (1) year**, as per this Tender Document. Bids may be submitted for one, more or all Schedules; evaluation and award shall be **Schedule-wise**. No tender fee is payable.
- Schedules, estimated value and EMD** (exemptions and the Bid Security Declaration option are in ITB Clause 4):

Sl.	Schedule	Description	Estimated Annual Value (Rs.)	EMD (Rs.)
1	Schedule 1	Grocery Items	Rs. 35,00000/-	70,000
2	Schedule 2	Milk, Milk Products, Poultry and Eggs	Rs. 850000/-	17,000
3	Schedule 3	Bakery Items	Rs. 250000/-	5,000
4	Schedule 4	Fresh Vegetables	Rs. 750000/-	15,000
5	Schedule 5	Fresh Fruits and Dry Fruits	Rs. 500000/-	10,000
6	Schedule 6	Miscellaneous Items	Rs. 150000/-	3,000

3.Critical Date Sheet

Milestone	Date	Time
Tender publishing	14.10.2026	06:00 PM
Document download start	14.10.2026	06:30 PM
Bid submission start	14.10.2026	06:55 PM
Last date for pre-bid queries (to lgbetender@gmail.com)	21.10.2026	11:00 AM
Pre-bid meeting, Conference Room, Administrative Building, LGBRIMH	22.10.2026	11:00 AM
Physical submission of samples and original EMD instrument (from 13.10.2026, 11:00 AM)	03.11.2026	12:00 PM
Document download end / bid submission end	03.11.2026	12:00 PM
Opening of Technical Bids (Cover I)	04.11.2026	03:00 PM
Opening of Financial Bids (Cover II)	To be notified on the CPPP	—

- Bid validity: 180 days. Performance Security: 5% of contract value. Delivery: FOR LGBRIMH, Tezpur. Only Class-I and Class-II local suppliers are eligible. Samples and original EMD instruments shall be delivered to the Office of the Director, LGBRIMH, Tezpur – 784001 (Attn: Store Section).
- If any date above is declared a holiday, the activity shall take place on the next working day at the same time. Corrigenda and extensions shall be published only on the CPPP and the Institute website. The Director reserves the right to accept or reject any or all bids, or to annul the process, in accordance with the GFR, 2017.

Director
LGBRIMH, Tezpur

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. General

- 1.1** "Institute" or "Purchaser" means LGBRIMH, Tezpur, acting through its Director or an authorised officer; "Supplier" means the successful bidder; "Schedule" means a group of items in Annexure I evaluated and awarded separately; "Indent" means a written requisition issued by the Institute.
- 1.2** This procurement is governed by the GFR, 2017; the Manual for Procurement of Goods, 2024; the Public Procurement (Preference to Make in India) Order, 2017, as revised; the Public Procurement Policy for MSEs Order, 2012; the Food Safety and Standards Act, 2006, and its Regulations; and CVC guidelines.

2. Eligibility and Qualification Criteria

- 2.1 Legal status:** A proprietorship, partnership, LLP, company or cooperative society constituted in India, being a manufacturer or an authorised dealer or distributor. For bakery items (Schedule 3), a non-manufacturer shall submit the manufacturer's authorisation.
- 2.2 Registrations:** Valid FSSAI licence or registration covering the items offered; GST registration; PAN; and trade licence or certificate of incorporation.
- 2.3 Turnover:** Average annual turnover for 2023-24, 2024-25 and 2025-26 of not less than **30% of the estimated annual value** of the Schedule bid for (aggregated where more than one Schedule is bid for; if the aggregate is not met, the bidder shall be considered for Schedules in its order of preference in Annexure II). Evidence: audited statements or a CA certificate with UDIN. Minimum turnover: Sch. 1 Rs. 10,50,000; Sch. 2 Rs. 2,55,000; Sch. 3 Rs. 75,000; Sch. 4 Rs. 2,25,000; Sch. 5 Rs. 1,50,000; Sch. 6 Rs. 45,000.
- 2.4 Experience:** Satisfactory supply of similar items to any Government department, PSU, autonomous body, hospital, institution or reputed organisation for at least one continuous year during the last three years, evidenced by supply orders and performance certificates.
- 2.5 Startups and MSEs:** Clauses 2.3 and 2.4 are relaxed for DPIIT-recognised Startups and Udyam-registered MSEs for the items offered, subject to meeting all quality and technical specifications, holding a valid FSSAI licence and approval of samples.
- 2.6 Other conditions:** The bidder (a) shall not be blacklisted or debarred by any Government entity, nor its principals convicted under the FSS Act, 2006, the Prevention of Corruption Act, 1988, or for any offence involving moral turpitude; (b) if from a country sharing a land border with India, shall be registered with the Competent Authority under **Rule 144(xi) of the GFR**; (c) shall not be, nor have a near relative who is, an employee of LGBRIMH; (d) shall be a **Class-I** (local content $\geq 50\%$) or **Class-II** ($\geq 20\%$) local supplier under the Make in India Order (non-local suppliers are ineligible); and (e) shall submit only one bid per Schedule (joint ventures not permitted). Declarations are in Annexure III.

3. Pre-Bid Meeting and Clarifications

- 3.1** Queries in the format at Annexure VI shall reach the Institute by e-mail at least one day before the pre-bid meeting. Non-attendance is not a ground for disqualification. Clarifications and amendments shall be issued only by corrigendum on the CPPP and shall form part of this document. The Institute may extend the deadline to allow for amendments.

4. Earnest Money Deposit (Bid Security)

- 4.1** The Schedule-wise EMD in Section I shall be furnished by Demand Draft, FDR, or Bank Guarantee of a scheduled commercial bank in favour of "Director, LGBRIMH, Tezpur", payable at Tezpur. A BG shall be valid for 45 days beyond the bid validity. A scanned copy shall be uploaded in Cover I and the original shall reach the Institute before Technical Bid opening. EMD of previous tenders shall not be adjusted.
- 4.2 Mandatory exemption (Rule 170, GFR 2017):** (a) MSEs registered on the Udyam Portal (or other notified body) **as manufacturers** of the goods offered (not traders or dealers); and (b) DPIIT-recognised Startups. A valid certificate shall be uploaded with the Bid Security Declaration at Annexure IV.
- 4.3 Bid Security Declaration:** Any bidder may, in lieu of EMD, submit the Bid Security Declaration at Annexure IV, accepting **suspension from bidding at LGBRIMH for two (2) years** if it withdraws or modifies its bid during validity, or fails to sign the contract or furnish Performance Security after award.
- 4.4** EMD shall be forfeited on withdrawal or modification of the bid during validity, failure to sign the contract or furnish Performance Security, or submission of false documents. It shall be refunded without interest: to

unsuccessful bidders within 30 days of award, and to the successful bidder on receipt of Performance Security.

5. Preparation and Submission of Bids

- 5.1** Bidders shall enrol on the CPPP and submit bids online using a valid **Class III DSC**. Bids in any other form shall not be considered. The CPPP server time shall govern all deadlines. Bids may be modified or withdrawn on the CPPP only before the deadline. CPPP-related queries may be addressed to the 24x7 CPPP Helpdesk.
- 5.2 Covers:** Cover I (Technical) shall contain the documents listed in Section V; Cover II (Financial) shall contain only the BOQ in the prescribed Excel format, whose name and structure shall not be altered. **Any price indicated in Cover I shall render the bid liable to rejection.**
- 5.3 Prices:** Rates in INR, per BOQ unit, **FOR Destination (LGBRIMH, Tezpur)**, inclusive of packing, transport, loading, unloading, insurance and all incidental charges, with GST shown separately. Rates shall be firm for the contract period including any extension.
- 5.4 Completeness and brand:** Rates shall be quoted for **all items** of a Schedule bid for; an incomplete Schedule shall be rejected. Schedules not bid for shall be left blank; zero shall not be entered. **One brand only** per item shall be declared in Annexure V-B.
- 5.5 Signing:** The bid shall be signed by a person authorised to bind the bidder (proprietor or attorney; partner with authority, supported by the partnership deed and power of attorney, failing which all partners; or company signatory with Board resolution or power of attorney). A signatory found to lack authority shall be liable for all resulting costs and damages.
- 5.6 Validity:** 180 days from the bid submission deadline, extendable on request; a bidder may refuse extension without forfeiture of EMD. The Institute may call for originals of any uploaded document at any stage.

6. Samples

- 6.1** Samples shall be submitted in the original sealed retail pack of the declared brand, labelled with the bidder's name, tender number, Schedule and item number, with the list at Annexure V-A, for: **Schedule 1** – all items; **Schedule 2** – Sl. 2 to 5; **Schedule 3** – all items; **Schedule 5** – Sl. 12 to 15; **Schedule 6** – Sl. 5 and 6.
- 6.2** Samples shall be examined by a Committee and may be tested at an FSSAI-recognised laboratory. **Non-submission or rejection of any required sample shall render the bid for that Schedule non-responsive.** No cost is payable for samples. Approved samples of the successful bidder shall be retained as reference samples; others may be collected within 30 days of finalisation.

7. Opening and Evaluation

- 7.1** A Tender Evaluation Committee shall evaluate Cover I for EMD or exemption, eligibility, documents and sample results. Clarifications may be sought, but no change in the substance of the bid shall be permitted. Cover II of technically qualified bidders only shall be opened.
- 7.2 Basis:** For each Schedule, the **Total Evaluated Price** shall be the sum of (unit rate **inclusive of GST** × indicative annual quantity in the BOQ) for all items. The lowest Total Evaluated Price shall be L1. Indicative quantities do not commit the Institute to purchase.
- 7.3 Purchase preference:** (a) to Class-I local suppliers under the Make in India Order, 2017; and (b) to eligible MSEs under the MSE Order, 2012 (including the L1+15% matching provision), for which the Institute may operate parallel rate contracts at L1 rates.
- 7.4** Unit rates shall prevail over totals and words over figures; a bidder not accepting such correction shall be rejected and its EMD forfeited. Ties shall be resolved in favour of a Class-I local supplier, then an MSE, and otherwise by draw of lots. Negotiation, if any, shall be only with L1 in exceptional cases as per CVC guidelines.

8. Award

- 8.1** A Letter of Acceptance (LoA) shall be issued to the L1 bidder for each Schedule. Within **21 days** of the LoA, the bidder shall furnish the Performance Security and execute the Contract Agreement (Annexure VII) on non-judicial stamp paper. Failure shall lead to annulment of the award, forfeiture of EMD or invocation of the Bid Security Declaration, and award to the next eligible bidder or re-tender.

9. Rejection, Rights of the Institute and Integrity

- 9.1** In addition to the grounds stated elsewhere, a bid shall be rejected for conditional or non-conforming offers, false or fabricated documents (with forfeiture of EMD), or any attempt to influence the Institute or the evaluation.
- 9.2** The Director may accept or reject any bid, or annul the process and reject all bids before award, recording reasons as per **Rule 173 of the GFR**, without liability to bidders. The Institute is not bound to accept the lowest bid.
- 9.3** Bidders shall observe the **Code of Integrity under Rule 175 of the GFR, 2017**. Violation shall attract rejection, forfeiture of EMD or Performance Security, cancellation and debarment under Rule 151.

SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)

1. Contract Documents, Period and Nature

- 1.1** The contract comprises, in order of precedence: the Contract Agreement, the Letter of Acceptance, this Tender Document with corrigenda, and the Supplier's accepted bid.
- 1.2** The Rate Contract shall run for one (1) year from the commencement date in the LoA, and may be extended at the same rates and terms, with the Supplier's consent, ordinarily for up to three (3) months pending a fresh contract, with corresponding extension of the Performance Security.
- 1.3** BOQ quantities are indicative. **No minimum quantity is guaranteed**; quantities may vary with patient occupancy and funds, without any claim by the Supplier. Supplies shall be made only against written Indents from the Store Officer, Dietician or other authorised officer, for whole or part quantities.

2. Prices and Fall Clause

- 2.1** Contract rates are firm for the contract period including extension. Only statutory changes in GST shall be passed on, for supplies made on or after the effective date.
- 2.2 Fall Clause:** Prices charged shall not exceed the lowest price at which the Supplier sells identical items to any Ministry, Department, State Government, PSU, autonomous body or Government institution during the contract. If the Supplier sells at a lower price, it shall notify the Institute forthwith, the contract price shall stand reduced from that date, and any excess paid shall be recovered. The Supplier shall certify compliance with each monthly bill.

3. Performance Security (Rule 171, GFR 2017)

- 3.1** The Supplier shall furnish a Performance Security of **5% of the contract value** (Total Evaluated Price of the Schedule(s) awarded) within 21 days of the LoA, by DD, FDR, Banker's Cheque, online transfer or Bank Guarantee (Annexure VIII) of a scheduled commercial bank.
- 3.2** It shall remain valid for **60 days beyond the date of completion of all contractual obligations**, extended correspondingly if the contract is extended; failing which it may be encashed. It may be forfeited or appropriated, wholly or partly, for any default or sum due, and shall be returned without interest after its validity.

4. Delivery, Inspection and Rejection

- 4.1** Supplies shall be made as per Section IV at the Supplier's risk and cost, including any road permit, with a delivery challan in duplicate (Indent no., item, brand, batch, quantity, manufacture and expiry dates). Delivery time is of the essence; extension may be granted only in exceptional cases at the Director's discretion, without prejudice to liquidated damages.
- 4.2** Items shall be accepted only after inspection by the Store Officer, Dietician or Inspection Committee for conformity with specifications, approved samples and declared brand. The Institute may test any consignment at an FSSAI-recognised laboratory; testing costs of failed samples shall be borne by the Supplier.
- 4.3** Rejected items shall be replaced free of cost: perishables **on the same day**, others within **48 hours**. No payment shall be made for rejected items, which shall be removed within 7 days, failing which they shall be disposed of at the Supplier's risk and cost. Supply of sub-standard, unsafe, adulterated or misbranded items shall additionally render the Supplier liable to cancellation, forfeiture of Performance Security, debarment under Rule 151 of the GFR, and legal action.

5. Liquidated Damages and Risk Purchase

- 5.1** For delay in delivery, liquidated damages of **0.5% of the delivered price of the delayed goods per week or part thereof** shall be deducted from bills or the Performance Security, subject to a **maximum of 10% of the contract value**, without proof of actual loss. Late delivery of same-day perishables may, at the Institute's option, be treated as non-supply. On reaching the maximum, the Institute may terminate for default.
- 5.2 Risk purchase:** On failure to supply or replace in time, the Institute may procure from any source without notice; the quantities shall stand deleted from the Indent and the extra cost shall be recovered from bills, the Performance Security or otherwise as a debt.

6. Payment

6.1 Monthly bills in duplicate shall be submitted after completion of indented supplies, with Indents, delivery challans of accepted items and the Fall Clause certificate. No advance shall be paid. Payment shall be made electronically within 30 days of a complete bill (for MSEs, within the period under Section 15 of the MSMED Act, 2006), after statutory deductions (TDS, where applicable, under the Income-tax Act, 2025, and under Section 51 of the CGST Act, 2017) and recoveries.

7. Termination

7.1 The Institute may terminate by written notice: (a) **for default**, including repeated delay, sub-standard supply, breach of any obligation or of the Code of Integrity, with forfeiture of Performance Security and risk purchase; (b) **for insolvency** of the Supplier; or (c) **for convenience**, with 30 days' notice, paying for items accepted till termination.

8. Force Majeure

8.1 Neither party shall be liable for failure or delay caused by war, hostility, civil commotion, sabotage, fire, flood, earthquake, epidemic, quarantine, general strike or lockout, or act of God, beyond its reasonable control, provided written notice with evidence is given within **21 days** of occurrence. Neither party may claim damages for such delay. During the event the Institute may procure from other sources. If the event continues beyond **60 days**, the Institute may terminate without liability.

9. General Obligations

9.1 The Supplier shall not assign or sub-contract without prior written consent; shall be solely responsible for the safety, quality and labelling of items under the FSS Act, 2006, and the Legal Metrology Act, 2009; shall indemnify the Institute against all claims and losses arising from its supplies or personnel; and shall observe the **Code of Integrity (Rule 175, GFR)** throughout the contract.

10. Dispute Resolution and Jurisdiction

10.1 Amicable settlement: Disputes shall first be resolved by direct negotiation within 30 days of written notice.

10.2 Mediation (first tier, mandatory): Unresolved disputes shall be referred to mediation under the **Mediation Act, 2023**, before a mutually agreed mediator or a recognised mediation service provider. A settlement agreement shall be final and binding.

10.3 Arbitration (second tier): If mediation fails or is not concluded within the statutory period, the dispute shall be finally settled by binding arbitration under the **Arbitration and Conciliation Act, 1996**, by a sole arbitrator appointed by mutual agreement, failing which within 30 days, under Section 11 of the Act. **Seat and venue: Tezpur, Assam**; language: English; the award shall be reasoned and binding.

10.4 Performance shall continue during proceedings. The contract is governed by Indian law and, subject to this Clause, the **courts at Tezpur, Assam** shall have exclusive jurisdiction. No variation shall be valid unless in writing signed by both parties.

SECTION IV: SCOPE OF WORK, QUALITY SPECIFICATIONS AND DELIVERY

1. Scope

1.1 Supply of the items in the awarded Schedule(s) of Annexure I to meet the dietary requirements of in-patients, the kitchen and other institutional needs of LGBRIMH, against Indents during the contract period.

2. Quality Standards

2.1 All items shall conform to the FSS Act, 2006, and its Regulations (including Food Products Standards and Food Additives, and Contaminants, Toxins and Residues Regulations, 2011). Packaged items shall carry FSSAI particulars and AGMARK, BIS or ISO certification as applicable, as declared in Annexure V-B.

2.2 Branded and sealed: Packaged items shall be branded, in the manufacturer's original sealed, tamper-evident packs, labelled as per the FSS (Labelling and Display) Regulations, 2020, and the Legal Metrology (Packaged Commodities) Rules, 2011 (brand, product, net quantity, batch, manufacture and use-by dates). **Loose supply shall not be accepted.** Only the declared and approved brand shall be supplied; a change requires prior written approval, for equal or better quality, at the same rate.

2.3 Shelf life: At delivery, at least two-thirds of total shelf life shall remain; items with shelf life of 7 days or less (milk, curd, paneer, bread) shall be delivered on the date of manufacture or the next day.

2.4 Fresh items (vegetables, fruits, garlic, ginger, onion, potato, eggs, dressed chicken, traditional sweets) are exempt from brand labelling and shall be supplied in clean food-grade crates or containers, meeting these standards:

(a)Vegetables and fruits: fresh, mature, firm, clean, uniform; free from bruises, rot, pest damage and excess soil; within FSSAI pesticide-residue limits; fruits not ripened with calcium carbide or any prohibited agent.

(b)Eggs: fresh, clean, uncracked, uniform, in trays. Dressed chicken: from an FSSAI-licensed establishment, dressed on the day of delivery, transported chilled.

(c)Pithas, ladus and sweets: prepared within the previous day by an FSSAI-licensed or registered operator, in clean covered food-grade packing.

2.5 Cereals, pulses, flours and spices shall be free from adulterants, insects, stones, grit, dirt, husk, mould and excess moisture; tea shall be aromatic and dust-free. Cling film and aluminium foil shall be food-grade as per the FSS (Packaging) Regulations, 2018.

3. Indents and Delivery Schedule

3.1 Indents shall ordinarily be issued weekly by the Store Officer or Dietician; daily perishables may be covered by a standing weekly indent revisable at 24 hours' notice.

3.2 Perishables (liquid milk, curd, paneer, eggs, bread, dressed chicken, fresh vegetables) shall be delivered **daily before 9:00 AM on every scheduled day**, including Sundays and holidays; fresh fruits before 9:00 AM on indented days.

3.3 Non-perishables shall be supplied in **staggered weekly instalments** within 48 hours of each Indent, to maintain optimal buffer stock in accordance with institutional indents. Urgent indents shall be met the same day or as specified.

3.4 Delivery shall be at the General Store or Kitchen, between 7:00 AM and 9:00 AM for perishables and 10:00 AM and 4:00 PM for non-perishables, in clean, covered food vehicles (chilled for milk products and chicken), by hygienic, suitably attired personnel who shall observe the Institute's rules. The Supplier shall nominate a representative reachable by mobile at all times.

SECTION V: BID SUBMISSION CHECKLIST

A. e-Bid Cover I: Technical Bid

Upload the following in this sequence, in a single indexed PDF (or separate files where the CPPP so requires), each page numbered and signed. Fill in the page numbers and upload this checklist as the first page. **No price shall appear in Cover I.**

Sl.	Document	Ref.	Page No.
1	This checklist, filled in	Sec. V	
2	EMD instrument / payment receipt; or Udyam / DPIIT certificate with Bid Security Declaration; or Bid Security Declaration in lieu of EMD	ITB 4; Ann. IV	
3	Constitution documents (proprietorship declaration / registered partnership deed / certificate of incorporation) and authority of signatory (power of attorney / Board resolution)	ITB 2.1, 5.5	
4	FSSAI licence or registration; GST certificate; PAN; trade licence	ITB 2.2	
5	Income-tax returns and audited statements or CA certificate (with UDIN) of turnover for 2023-24, 2024-25 and 2025-26	ITB 2.3	
6	Supply orders and performance certificates (not required if relaxation under ITB 2.5 is claimed)	ITB 2.4	
7	Manufacturer's authorisation for bakery items (non-manufacturers only)	ITB 2.1	
8	Udyam / DPIIT certificate (only if claiming exemption, relaxation or preference)	ITB 2.5, 4.2	
9	Bidder Information, Bank Details and EMD Particulars	Ann. II	
10	Master Declaration Form	Ann. III	
11	Acknowledged list of samples and Brand and Certification Declaration (without prices)	Ann. V-A, V-B	
12	Tender Document and corrigenda, digitally signed as a token of acceptance	—	

B. e-Bid Cover II: Financial Bid (BOQ)

1. Upload **only the BOQ** in the Excel format provided, without changing its name, structure, formulae or protected cells; a modified BOQ is liable to rejection.
2. For each Schedule, enter only in the designated cells the unit rate excluding GST (INR, FOR LGBRIMH, Tezpur) and the GST rate. The BOQ computes the rate inclusive of GST and the Total Evaluated Price on the indicative quantities, on which evaluation is made (Clause 7.2 of Section II).
3. Quote for **every item** of each Schedule bid for; leave Schedules not bid for entirely blank; do not enter zero.

ANNEXURE I: ITEM SCHEDULES AND TECHNICAL SPECIFICATIONS

General: All items shall conform to the quality standards in Section IV. Packaged items shall be branded, sealed and certified (FSSAI / AGMARK / BIS / ISO, as applicable). One brand only shall be quoted per item, as declared in Annexure V-B. Indicative annual quantities are given in the BOQ.

Schedule 1: Grocery Items

Sl.	Name of Item	Packing / Unit	Grade and Specification
A. Milk powder, beverages, sweeteners and salt			
1	Milk Powder	1–10 kg pack	Grade I; conforming to FSSAI standards for milk powder; no added adulterants
2	Tea Leaf	1 kg pack	Aromatic; free from dust; not unduly broken; no added colour or adulterants
3	Sugar	50 kg bag	White crystal sugar, large grain; conforming to FSSAI standards
4	Molasses / Jaggery	½–1 kg pack	Fine quality; free from foreign matter
5	Salt (Iodised)	1 kg pack	Crystal iodised salt conforming to FSSAI standards
B. Cereals, flours and pulses: 1st grade; pure; free from adulterants, foreign matter (stones, grit, dust, metallic pieces, husk, straw, mud, animal filth) and excess moisture; AGMARK / FSSAI			
6	Rice (Aijong)	25–26 kg bag	As above
7	Chira (Flattened Rice)	1–10 kg pack	As above
8	Atta (Wheat Flour)	1–10 kg pack	As above
9	Suji (Coarse)	1–5 kg pack	As above
10	Dalia (Broken Wheat)	1–5 kg pack	As above
11	Rice Powder	1–10 kg pack	As above
12	Besan	1–5 kg pack	As above
13	Soya Chunks (small size)	1 kg pack	As above
14	Dry Pea (Hukan Motor)	1–10 kg pack	As above
15	Chana Dal	1–10 kg pack	As above
16	Lobia	1–10 kg pack	As above
17	Kabuli Chana	1–10 kg pack	As above
18	Gota Gram (Whole Bengal Gram)	1–30 kg pack	As above
19	Masur Dal	10–30 kg pack	As above
20	Moong Dal	10–30 kg pack	As above
21	Rahar (Arhar) Dal	10–30 kg pack	As above
22	Rajmah	1–10 kg pack	As above
23	Green Gram (Whole / Gota Moong)	1–10 kg pack	As above
24	Urad Dal	1–10 kg pack	As above
25	Rice (Basmati)	1–10 kg pack	1st grade; pure; free from adulterants and foreign matter
C. Edible oils			
26	Mustard Oil	1 litre pack	Clear; free from rancidity, admixture of other oils and mineral oil; no added colour or flavour; AGMARK / FSSAI
27	Refined Oil (Sunflower / Soyabean)	1 litre pack	As above
D. Spices and condiments: AGMARK / FSSAI			
28	Dry Chilli (Red)	½–1 kg pack	Whole, dry, clean; free from foreign matter and fungal damage
29	Garam Masala (Whole)	½–1 kg pack	Fresh, whole, undamaged; free from foreign matter

Sl.	Name of Item	Packing / Unit	Grade and Specification
30	Gota Dhania (Whole Coriander)	½–1 kg pack	Whole, clean, dry; free from foreign matter; no added adulterants
31	Gota Jeera (Whole Cumin)	½–1 kg pack	As at Sl. 30
32	Panchforan	½–1 kg pack	As at Sl. 30
33	Tejpat (Bay Leaves)	½–1 kg pack	As at Sl. 30
34	Mustard Seeds	½–1 kg pack	As at Sl. 30
35	Black Pepper (Whole)	½–1 kg pack	As at Sl. 30
36	Haldi Gura (Turmeric Powder)	½–1 kg pack	Finely ground; best quality; no added colour or adulterants
37	Baking Soda	½–1 kg pack	Food grade; fresh and undamaged
E. Fresh items (exempt from brand labelling; Section IV, Clause 2.4)			
38	Garlic	1–10 kg	Fresh, mature, firm, dry; free from sprouting, rot and damage
39	Ginger	1–10 kg	As above
40	Onion (Large / Red)	1–50 kg	As above
41	Potato (Large)	1–50 kg	As above; free from greening
F. Branded condiments and accompaniments			
42	Pickle (Mixed)	1–5 kg pack	Branded; best quality
43	Papad (Masala)	½–1 kg pack	Branded; best quality
44	Soya Sauce	250 ml – 1 litre	Branded; best quality
45	Tomato Ketchup	250 g – 1 kg	Branded; best quality
46	Chat Masala	250 g – 1 kg	Branded; best quality

Schedule 2: Milk, Milk Products, Poultry and Eggs

Sl.	Name of Item	Packing / Unit	Grade and Specification
1	Eggs (Farm / Poultry, Fresh)	Numbers	Fresh, clean, uncracked, uniform size; supplied in trays
2	Dressed Chicken (Broiler)	1 kg	Fresh, dressed on the day of delivery; from an FSSAI-licensed establishment; supplied chilled
3	Paneer	½–1 kg pack	Fresh, milky white, firm and soft texture, pleasant odour; sealed pack
4	Pure Desi Ghee	½–1 kg pack / bottle	AGMARK; free from rancidity and added colouring or flavouring substances
5	Liquid Toned Milk	1 litre pack	Conforming to FSSAI standards for toned milk; sealed pouch or tetra pack
6	Plain Curd	½–1 kg pack	Pleasant smell, creamy taste, firm body, smooth texture; sealed pack
7	Butter	200 g – 1 kg pack	Creamy and fresh; sealed pack

Schedule 3: Bakery Items

Sl.	Name of Item	Packing / Unit	Grade and Specification
1	High Fibre Biscuits	1 kg pack	Crisp texture; pleasant flavour and taste; branded, sealed
2	Thin Arrowroot Biscuits	1 kg pack	As above
3	Sandwich Bread	400 g pack	Fresh; delivered on the date of manufacture or the following day; branded, sealed

Schedule 4: Fresh Vegetables

Unit: 1–60 kg. Specification for all items: fresh, tender and undamaged; best quality; as per Section IV, Clause 2.4(a).

Sl.	Item	Sl.	Item	Sl.	Item
1	Cabbage	2	Brinjal	3	Papaya (Raw)
4	Radish	5	Bottle Gourd	6	Cucumber
7	Cauliflower	8	Marrow	9	Carrot
10	Sweet Gourd	11	Olkobi (Knol-khol)	12	Lesera
13	Dhunduli (Sponge Gourd)	14	French Beans	15	Red Pumpkin
16	Bhol	17	Kachkol (Raw Banana)	18	Patal (Pointed Gourd)
19	Jika (Ridge Gourd)	20	Squash	21	Paleng Xaak (Spinach)
22	Green Peas	23	Tomato	24	Lemon
25	Green Chillies	26	Beetroot	27	Ladies Finger
28	Coriander Leaves	29	Mint Leaves	30	Capsicum

Schedule 5: Fresh Fruits and Dry Fruits

Sl. 1–50 (fresh fruits): unit 1–10 kg (coconut: numbers); fresh and undamaged; best quality; as per Section IV, Clause 2.4(a).

Sl.	Item	Sl.	Item	Sl.	Item
1	Orange	2	Banana (Jahaji, approx. 100 g each)	3	Apple (approx. 150 g each)
4	Mousambi	5	Watermelon	6	Mango
7	Guava	8	Ripe Papaya	9	Pineapple
10	Grapes	11	Pear	12	Coconut

Sl. 13–16 (dry fruits):

Sl.	Name of Item	Packing / Unit	Grade and Specification
13	Cashew Nuts (Whole)	½–1 kg pack	Fresh, whole, undamaged; free from foreign matter; branded, sealed
14	Almonds	½–1 kg pack	As at Sl. 13
15	Groundnuts	½–1 kg pack	As at Sl. 13
16	Raisins	½–1 kg pack	As at Sl. 13

Schedule 6: Miscellaneous Items

Sl.	Name of Item	Packing / Unit	Grade and Specification
1	Til Pitha / Narikol Pitha	1–10 pieces	Best quality; as per Section IV, Clause 2.4(c)
2	Bor Pitha	1–10 pieces	As at Sl. 1
3	Narikol Ladu	1–10 pieces	As at Sl. 1
4	Boondia Ladu	1–10 pieces	As at Sl. 1
5	Sweets (Lalmohan / Kalakand / Kaju Barfi)	1–10 pieces	Best quality; from an FSSAI-licensed or registered food business operator
6	Food Wrapper Cling Film	100 m roll	Food grade; as per Section IV, Clause 2.5
7	Aluminium Foil (for food wrapping)	100 m roll	Food grade; as per Section IV, Clause 2.5

ANNEXURE II: BIDDER INFORMATION, BANK DETAILS AND EMD PARTICULARS

(To be submitted on the letterhead of the bidder)

Sl.	Particulars	Details
1	Name of the bidder (firm / company)	
2	Registered address	
3	Legal status (Proprietorship / Partnership / LLP / Company / Other)	
4	Status (Manufacturer / Authorised Dealer / Distributor)	
5	Name and designation of the authorised signatory	
6	Contact person, mobile number and e-mail	
7	Telephone number	
8	PAN	
9	GSTIN	
10	FSSAI licence / registration number and validity	
11	Udyam Registration Number and category (if applicable)	
12	DPIIT Startup recognition number (if applicable)	
13	Class of local supplier (Class-I / Class-II) and local content (%)	
14	Schedule(s) bid for, in order of preference (ITB Cl. 2.3)	
15	Average annual turnover, 2023-24 to 2025-26 (Rs.)	
16	EMD: instrument type, number, date, bank and amount; OR exemption claimed (MSE / Startup); OR Bid Security Declaration submitted	
17	Bank account for payments: account holder name, bank, branch, account number and IFSC (attach a cancelled cheque)	

Signature of the authorised signatory: _____

Name: _____

Designation: _____

Seal of the bidder: _____

Date: _____

Place: _____

ANNEXURE III: MASTER DECLARATION FORM

(To be submitted on the letterhead of the bidder and signed by the authorised signatory)

To

The Director

Lokopriya Gopinath Bordoloi Regional Institute of Mental Health

Tezpur – 784001, Sonitpur, Assam

Subject: Master Declaration in respect of Tender No. LGB/NAZ/1364/26-27/ dated 12.10.2026 for the supply of dietary items on a Rate Contract basis.

Sir / Madam,

I / We, _____ (name of the authorised signatory), _____ (designation), of M/s _____ (name of the bidder), having been duly authorised to sign on behalf of the bidder, hereby solemnly declare and undertake as follows:

A. Acceptance of Terms

- A1.** I / We have read and understood the Tender Document, including all corrigenda and clarifications, and unconditionally accept all its terms and conditions, including those relating to delivery, inspection, liquidated damages, risk purchase, Performance Security and dispute resolution.
- A2.** The rates quoted by me / us shall remain firm and valid for the bid validity period and, if the contract is awarded, for the entire contract period including any extension.
- A3.** I / We undertake to execute the Contract Agreement and furnish the Performance Security within twenty-one (21) days of the issue of the Letter of Acceptance.
- A4.** I / We hold all licences, registrations and certifications required to supply the items offered, including a valid licence or registration under the Food Safety and Standards Act, 2006, and shall keep them valid throughout the contract period.

B. Fall Clause

- B1.** I / We undertake that, during the currency of the contract, I / we shall not sell items of identical description and specification to any Ministry or Department of the Government of India, any State Government or its undertakings, any Public Sector Undertaking, autonomous body or Government institution at a price lower than the price quoted to LGBRIMH. If I / we do so, I / we shall immediately inform the Institute and the contract price shall stand reduced accordingly with effect from the date of such sale, and any excess amount paid shall be refunded or recovered.

C. Non-Blacklisting and Non-Conviction

- C1.** My / Our firm, and its proprietor, partners or directors, have not been blacklisted, debarred or suspended by any Ministry or Department of the Government of India, any State Government, or any Public Sector Undertaking or autonomous body, and no such action is in force as on the date of this declaration.
- C2.** The proprietor, partners or directors of my / our firm have not been convicted of any offence under the Prevention of Corruption Act, 1988, the Indian Penal Code or the Bharatiya Nyaya Sanhita, 2023, the Food Safety and Standards Act, 2006, or any other law, for causing loss of life or property or a threat to public health as part of the execution of a public procurement contract.

D. Code of Integrity (Rule 175, GFR 2017)

- D1.** I / We, and our officers, employees and agents, shall observe the Code of Integrity for Public Procurement during the procurement process and the execution of the contract, and shall not, directly or indirectly, (a) offer any bribe, gift, reward or advantage to any person in connection with the bid or contract; (b) make any misrepresentation or omission to obtain a benefit or avoid an obligation; (c) engage in collusion, bid-rigging or anti-competitive conduct; (d) improperly obtain confidential information of the Institute; or (e) engage in any coercive or obstructive practice.
- D2.** I / We declare that there is no conflict of interest in respect of this procurement, and undertake to disclose forthwith any conflict of interest that may arise.

D3. I / We declare that we have not been involved in any transgression of the nature described above with any entity in India or abroad during the last three (3) years, other than as disclosed below:
 _____ (write "Nil" if none).

D4. I / We understand that any breach of this Code shall render me / us liable to rejection of the bid, forfeiture of the EMD or Performance Security, cancellation of the contract, recovery of losses and debarment under Rule 151 of the GFR, 2017.

E. Land Border Compliance (Rule 144(xi), GFR 2017)

E1. I / We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I / We certify that (strike out whichever is not applicable):

(a) this bidder is not from such a country; **or**

(b) this bidder is from such a country and has been registered with the Competent Authority. A valid certificate of registration is enclosed.

E2. I / We further certify that this bidder will not sub-contract any work to a contractor from such a country unless such contractor is registered with the Competent Authority, and that the goods offered do not originate from a source in violation of the said orders.

F. Make in India: Local Content Self-Certification

F1. In terms of the Public Procurement (Preference to Make in India) Order, 2017, as revised, I / We certify that the items offered in the Schedule(s) indicated below meet the local content requirement for a **Class-I / Class-II** local supplier (strike out whichever is not applicable):

Schedule	Class of Local Supplier	Local Content (%)	Location(s) of Local Value Addition
Schedule 1			
Schedule 2			
Schedule 3			
Schedule 4			
Schedule 5			
Schedule 6			

F2. I / We understand that a false declaration shall attract the consequences provided in the said Order, including debarment and forfeiture of the EMD or Performance Security.

G. Near Relative

G1. Neither I / we, nor any proprietor, partner or director of the bidder, is an employee of LGBRIMH, and no near relative of any of them is employed in LGBRIMH, Tezpur.

H. Truthfulness of Information

H1. All information and documents furnished in the bid are true, correct and complete. I / We understand that if any information is found to be false or misleading at any stage, the bid shall be rejected or the contract terminated, the EMD or Performance Security forfeited, and such other action taken as is permissible under the GFR, 2017, and the law.

Place: _____

Signature of the authorised signatory: _____

Date: _____

Name and designation: _____

Seal of the bidder

ANNEXURE IV: BID SECURITY DECLARATION

(To be submitted on the letterhead of the bidder in lieu of EMD, or by bidders claiming exemption from EMD)

To

The Director

Lokopriya Gopinath Bordoloi Regional Institute of Mental Health

Tezpur – 784001, Sonitpur, Assam

Tender No.: LGB/NAZ/1364/26-27/ dated 12.10.2026

Schedule(s) bid for: _____

I / We, the undersigned, declare that:

1. I / We understand that, in accordance with Rule 170 of the General Financial Rules, 2017, bids must be supported by a Bid Security Declaration where the bidder does not furnish EMD.
2. I / We accept that I / we shall be **suspended for a period of two (2) years** from being eligible to submit bids for any contract with LGBRIMH, Tezpur, if I am / we are in breach of any obligation under the bid conditions, because I / we:
 - (a) withdraw or modify my / our bid after the deadline for submission of bids and during the period of bid validity specified in the Tender Document; or
 - (b) having been notified of the acceptance of my / our bid by the Institute during the period of bid validity,
 - (i) fail or refuse to execute the Contract Agreement, or (ii) fail or refuse to furnish the Performance Security, within the time stipulated in the Tender Document.
3. I / We understand that this Declaration shall cease to be valid if I am / we are not the successful bidder, upon the earlier of (i) receipt of the Institute's notification of the name of the successful bidder, or (ii) thirty (30) days after the expiry of the validity of my / our bid.

Signature of the authorised signatory: _____

Name and designation: _____

Name of the bidder: _____

Seal

Date: _____

Place: _____

ANNEXURE V: SAMPLES AND BRAND DECLARATION**Tender No.:** LGB/NAZ/1364/26-27/**Name of the bidder:** _____**V-A. List of Samples Submitted**

Sl.	Schedule	Item Sl. No.	Name of Item	Brand	Unit Pack

Total samples (in figures and words): _____ Sheets attached: _____

Received by the Institute (name, signature, seal, date and time): _____**V-B. Brand and Certification Declaration (no prices)**

Sch.	Item Sl.	Name of Item	Brand (one only)	Manufacturer	Certification and Licence No.

Use additional sheets in the same format, serially numbered, as required. For fresh items exempt under Section IV, Clause 2.4, write "Not applicable" against Brand and state the source (e.g. the FSSAI-licensed establishment for chicken).

Signature of the authorised signatory with seal: _____ Date: _____

ANNEXURE VI: FORMAT FOR PRE-BID QUERIES

Bidders requiring clarification on any point of the Tender Document shall send their queries in the following format to lgbetender@gmail.com within the time specified in Section I.

Tender No.: LGB/NAZ/1364/26-27/

Name of the bidder: _____

Contact number and address: _____

Name(s) of the persons (maximum two) authorised to attend the pre-bid meeting: _____

Sl.	Section / Annexure	Clause No.	Page No.	Query / Clarification Sought

Signature: _____

Name of the authorised signatory: _____

ANNEXURE VII: FORMAT OF CONTRACT AGREEMENT

(On non-judicial stamp paper of the appropriate value)

THIS AGREEMENT is made on this _____ day of _____, 20____, **BETWEEN** the Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur, Assam (hereinafter called "the Purchaser", which expression shall, unless repugnant to the context, include its successors and assigns) of the one part, **AND** M/s _____, having its registered office at _____ (hereinafter called "the Supplier", which expression shall, unless repugnant to the context, include its successors and permitted assigns) of the other part.

WHEREAS the Purchaser invited bids vide Tender No. LGB/NAZ/1364/26-27/ dated 12.10-.2026 for the supply of dietary items on a Rate Contract basis, and has accepted the bid of the Supplier for Schedule(s) _____ vide Letter of Acceptance No. _____ dated _____;

AND WHEREAS the Supplier has furnished a Performance Security of Rs. _____ (Rupees _____ only) by way of _____ No. _____ dated _____, valid up to _____;

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, in the order of precedence stated in Clause 1.1 of the GCC: (a) this Agreement; (b) the Letter of Acceptance; (c) the Tender Document, including the Notice Inviting Tender, Instructions to Bidders, General Conditions of Contract, Scope of Work, Item Schedules and Technical Specifications, and all corrigenda and clarifications; and (d) the Supplier's bid as accepted, including its declarations.
2. The contract shall remain in force for one (1) year from _____ to _____, and may be extended in accordance with Clause 1.2 of the GCC.
3. In consideration of the payments to be made by the Purchaser, the Supplier covenants with the Purchaser to supply the items in the awarded Schedule(s) at the rates set out in the Annex to this Agreement, of the quality and specifications and within the time stipulated, and to replace rejected items, in conformity in all respects with the provisions of the contract.
4. The Purchaser covenants to pay the Supplier, in consideration of the supplies duly made and accepted, the contract price or such other sum as may become payable under the provisions of the contract, at the times and in the manner prescribed by the contract.
5. If the Supplier fails to perform any of its obligations, the Purchaser shall be entitled to exercise all rights and remedies under the contract, including the levy of liquidated damages, risk purchase, forfeiture of the Performance Security and termination, and to recover any amount due from the Supplier's bills, the Performance Security or otherwise in accordance with law.
6. Any dispute or difference arising out of or in connection with this Agreement shall be resolved in accordance with Clause 10 of the GCC (amicable settlement, mandatory mediation and arbitration seated at Tezpur, Assam). Subject thereto, the courts at Tezpur, Assam, shall have exclusive jurisdiction.
7. Notices under this Agreement shall be addressed: to the Purchaser at The Director, LGBRIMH, Post Box No. 15, Tezpur – 784001, Assam (e-mail: _____); and to the Supplier at _____ (e-mail: _____).

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day, month and year first above written.

For and on behalf of the Purchaser	For and on behalf of the Supplier
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: Director, LGBRIMH, Tezpur (or nominee)	Designation: _____
Seal: _____	Seal: _____
Witness 1: Name, signature and address	Witness 1: Name, signature and address
Witness 2: Name, signature and address	Witness 2: Name, signature and address

Annex to the Agreement: Schedule-wise list of items, brands and contract rates (excluding GST and inclusive of GST), as accepted.

ANNEXURE VIII: FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(On non-judicial stamp paper of the appropriate value, issued by a scheduled commercial bank in India)

To

The Director

Lokopriya Gopinath Bordoloi Regional Institute of Mental Health

Tezpur – 784001, Sonitpur, Assam

Bank Guarantee No.: _____

Date: _____

Amount: Rs. _____

1. WHEREAS M/s _____ (hereinafter called "the Supplier") has been awarded a Rate Contract for the supply of dietary items under Schedule(s) _____ vide Letter of Acceptance No. _____ dated _____ (hereinafter called "the Contract"), and the Supplier is required to furnish a Performance Security of Rs. _____ for the due performance of the Contract;
2. We, _____ (name and address of the Bank) (hereinafter called "the Bank"), hereby irrevocably and unconditionally undertake to pay to the Director, LGBRIMH, Tezpur, on first written demand and without demur, protest or reference to the Supplier, any sum or sums not exceeding in aggregate Rs. _____ (Rupees _____ only), on receipt of a written demand stating that the Supplier has failed to perform its obligations under the Contract. The demand of the Director shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.
3. This Guarantee shall remain valid up to and including _____ (being sixty (60) days beyond the date of completion of all contractual obligations of the Supplier), and any demand in respect thereof shall be made on or before that date.
4. The Bank agrees that no change in the terms of the Contract, extension of time or forbearance granted by the Purchaser to the Supplier shall in any way release the Bank from its liability under this Guarantee. This Guarantee shall not be affected by any change in the constitution of the Bank or of the Supplier.
5. This Guarantee shall not be revoked by the Bank during its currency except with the prior written consent of the Director, LGBRIMH, Tezpur.

Signature and seal of the authorised officer of the Bank

Name, designation and Power of Attorney No.: _____

Bank, branch address, telephone and e-mail: _____

IFSC / SFMS reference: _____