लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुरः असमः पिनः 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, e - Mail: mail@lgbrimh.gov.in
Post Box No. 15:: FAX No. (03712) 233623
TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1396/2025-26/P-II/ 6499 Dated: 04/11/26

SECTION 1: NOTICE INVITING QUOTATION (NIQ)

The Director, LGBRIMH, Tezpur, invites sealed quotations from eligible bidders for "**Providing Office Refreshments on an As-and-When-Required Basis at LGBRIMH, Tezpur**" for a period of one (01) year.

Particulars	Details
Name of work	Providing Office Refreshments on an As-and-When-Required Basis at LGBRIMH, Tezpur
Type of procurement	Non-Consulting Services (rate contract based on estimated quantities)
Contract period	Twelve (12) months from the date of commencement stated in the Letter of Award
Cost of tender document	Nil (free download)
Earnest Money Deposit (EMD)	₹4,000/- (Micro and Small Enterprises and DPIIT-recognised Startups are exempt on submission of a Bid Security Declaration)
Bid validity	90 days from the last date of bid submission
Last date for written queries	[09.11.2026] by e-mail to mail@lgbrimh.gov.in
Last date and time of bid submission	[17.11.2026] up to 3:00 PM
Date and time of opening of bids	[18.11.2026] at 3:30 PM
Venue of bid opening	MS Conference Room, Administrative Building, LGBRIMH, Tezpur
Mode of submission	Sealed cover, by hand in the Tender Box (Administrative Building) or by Registered/Speed Post

4/11/26

Basis of award	Lowest total evaluated bid value (L1) calculated on estimated annual quantities

Notes:

1. The complete tender document may be downloaded free of cost from www.lgbrimh.gov.in and the Central Public Procurement Portal (www.eprocure.gov.in).
2. Any corrigendum, addendum or extension will be published only on the above websites. Bidders are advised to check them regularly.
3. If the date of bid opening is declared a holiday, bids will be opened on the next working day at the same time and venue.
4. The Institute may cancel the tender process at any time before award of contract, with reasons recorded in writing, without incurring any liability towards bidders.

Sd/-

Director, LGBRIMH, Tezpur

SECTION 2: INSTRUCTIONS TO BIDDERS

2.1 Eligibility

A bidder may be an individual, sole proprietorship, partnership firm, LLP, company, cooperative society or Self-Help Group, and must meet all of the following conditions:

- Holds a valid FSSAI Registration or Licence, as applicable to the scale of its food business.
- Holds a valid PAN.
- Holds GST registration, or, if not required to register under GST law, submits a self-declaration to that effect.
- Holds a valid Trade License or NOC issued by the competent local authority.
- Submits a copy of its Income Tax Return or GST return for the preceding financial year (FY 2025-26). **No minimum turnover and no prior experience is required.**
- Is not currently debarred or banned by any Ministry, Department or organization of the Central or any State Government.
- Complies with the restrictions on bidders from countries sharing a land border with India (Form 3).
- Qualifies as a Class-I or Class-II local supplier under the Public Procurement (Preference to Make in India) Order, 2017, as revised (Form 5).

2.2 Contents of the Bid

The bid shall be submitted in **two separate sealed inner covers** placed inside one outer sealed envelope.

Cover A – Eligibility Documents (superscribed "Cover A – Eligibility Documents"):

1. EMD instrument or Bid Security Declaration (Form 7) with proof of MSE/Startup status.
2. Bidder Information Form (Form 1).
3. Self-attested copies of: FSSAI Registration/Licence; PAN; GST registration certificate or self-declaration of non-registration; Trade Licence/NOC; ITR or GST return for FY 2025-26.
4. Proof of identity of the proprietor or authorised signatory (any government-issued photo ID; if Aadhaar is submitted, only a masked copy should be furnished).
5. Authorisation of the signatory (for firms other than sole proprietorships).
6. Signed Declarations: Forms 2, 3, 4, 5, 6 and 8.
7. Completed Checklist (Form 9).

Cover B – Price Bid (superscribed "Cover B – Price Bid"): the Price Bid in the format at Section 5, duly filled, signed and stamped.

All declarations shall be on the bidder's letterhead. **No stamp paper or notarization is required at the bid stage.**

2.3 Submission of Bids

1. The outer envelope shall be superscribed "**Quotation for Providing Office Refreshments on an As-and-When-Required Basis at LGBRIMH, Tezpur – NIQ No..... – Do not open before [18.11.2026, 3:30 PM]**" and addressed to the Director, LGBRIMH, Tezpur – 784001, Assam.
2. Bids may be dropped in the Tender Box in the Administrative Building or sent by Registered/Speed Post so as to reach before the deadline. The Institute is not responsible for postal delays.
3. Late, unsealed, or e-mailed/faxed bids will not be accepted.
4. A bidder shall submit only one bid, either in its own name or through another entity. Submission of multiple bids will lead to rejection of all bids of that bidder.
5. A bidder may withdraw or modify its bid by written notice received before the deadline for bid submission. No modification is permitted after the deadline.

2.4 Clarifications

Bidders may seek clarifications by e-mail up to the date stated in the NIQ. Clarifications of general relevance, without identifying the source of the query, will be published on the Institute's website.

2.5 Earnest Money Deposit (EMD)

1. The EMD of **₹4,000/-** shall be submitted by Demand Draft, Fixed Deposit Receipt, Bank Guarantee, in favour of "Director, LGBRIMH, Tezpur", payable at Tezpur. Cash and cheques will not be accepted.
2. The EMD shall remain valid for **45 days beyond the bid validity period**.
3. **Exemption:** Micro and Small Enterprises registered on the Udyam portal (or with NSIC) for the relevant service, and Startups recognised by DPIIT, are exempt from submitting EMD. Such bidders shall submit a **Bid Security Declaration (Form 7)** together with a valid copy of their Udyam/NSIC registration or DPIIT recognition certificate.
4. Bids without EMD or a valid Bid Security Declaration (where applicable) will be rejected.
5. The EMD will be forfeited, or the Bid Security Declaration invoked, if the bidder withdraws or modifies its bid during the bid validity period, or, after award, fails to sign the contract or furnish the Performance Security within the stipulated time.
6. The EMD of unsuccessful bidders will be refunded without interest within 30 days of award of contract. The EMD of the successful bidder will be refunded on receipt of the Performance Security.

2.6 Opening of Bids

1. Cover A of all bids will be opened at the time and venue stated in the NIQ in the presence of bidders or their representatives who choose to attend.
2. Cover B will be opened only for bidders found eligible on examination of Cover A. The date and time of opening of Cover B will be intimated to eligible bidders.

2.7 Evaluation and Determination of L1

1. Rates must be quoted for **every item** in the Price Bid. A bid with any item left blank will be treated as non-responsive.
2. Rates shall be quoted **exclusive of GST**. The applicable GST rate, if any, shall be stated separately.
3. **L1 shall not be determined on the arithmetic sum of unit rates.** For each item, the evaluation committee will multiply the quoted unit rate (exclusive of GST) by the estimated annual quantity shown in the Price Bid. The sum of these amounts shall be the bidder's **Total Evaluated Bid Value**. The responsive bidder with the lowest Total Evaluated Bid Value shall be L1.
4. Arithmetic errors will be corrected as follows: where there is a discrepancy between the unit rate and the line total, the unit rate shall prevail; where there is a discrepancy between figures and words, the amount in words shall prevail unless it is itself the result of an arithmetic error.
5. Where a quoted rate appears abnormally low, the Institute may seek a written justification from the bidder before evaluation.

2.8 Purchase Preference

1. **Micro and Small Enterprises:** Purchase preference shall be given in accordance with the Public Procurement Policy for Micro and Small Enterprises Order, 2012, as amended. Since the requirement is not divisible, if L1 is not an MSE, the lowest MSE bidder quoting within L1 + 15% will be invited to match the L1 price and, on matching, will be awarded the contract.
2. **Make in India:** This procurement is subject to the Public Procurement (Preference to Make in India) Order, 2017, as revised. Purchase preference to Class-I local suppliers shall be applied in accordance with that Order to the extent applicable to this procurement.

2.9 Tie

If two or more bidders have the same lowest Total Evaluated Bid Value, preference will first be given in accordance with the purchase preference provisions above. If the tie remains, the award will be decided by draw of lots in the presence of the tied bidders.

2.10 Award of Contract

1. The Institute will issue a Letter of Award (LoA) to the successful bidder.

2. The successful bidder shall furnish the Performance Security and sign the Contract Agreement within **21 days** of issue of the LoA.
3. The Contract Agreement shall be executed on non-judicial stamp paper of the value prescribed under the stamp law applicable in Assam.
4. The Institute's decision on award will be published on its website.

2.11 Code of Integrity

All bidders shall comply with the Code of Integrity under Rule 175 of the General Financial Rules, 2017 (Form 2). Any violation may result in rejection of the bid, forfeiture of EMD or Performance Security, termination of contract, and debarment in accordance with Rule 151 of GFR 2017.

2.12 Grievance Redressal

A bidder aggrieved by any decision in this tender process may submit a written representation to the Director, LGBRIMH, Tezpur, within **10 days** of the decision. The representation will be examined and a reasoned decision communicated.

SECTION 3: GENERAL CONDITIONS OF CONTRACT (GCC)

3.1 Definitions

- "**Institute**" means the Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur, acting through its Director or any officer authorised by the Director.
- "**Contractor**" means the successful bidder with whom the contract is signed, including its legal representatives and permitted successors.
- "**Requisition**" means a written order (including by e-mail or a signed indent slip) issued by an authorised officer of the Institute for supply of refreshments.
- "**Contract Value**" means the Total Evaluated Bid Value of the Contractor as accepted in the LoA.

3.2 Contract Documents and Order of Precedence

The contract comprises the following documents, which shall be read together. In case of conflict, they shall prevail in the order listed:

1. Contract Agreement
2. Letter of Award
3. Scope of Work and Specific Conditions (Section 4)
4. General Conditions of Contract (Section 3)
5. Instructions to Bidders (Section 2)
6. The Contractor's Price Bid and declarations

3.3 Contract Period and Extension

The contract shall be valid for **twelve (12) months** from the date of commencement stated in the LoA. It may be extended by mutual written consent for a further period not exceeding [twelve (12) months] on the same rates, terms and conditions.

3.4 Nature of Contract

1. This is a rate contract for supply **as and when required**. The quantities in the Price Bid are estimates for evaluation purposes only.
2. **The Institute does not guarantee any minimum quantity or value of orders.** Payment shall be made only for quantities actually requisitioned and supplied.
3. The Institute may add new items during the contract period at rates mutually agreed and approved by the competent authority, or delete items, with written notice to the Contractor.

3.5 Comprehensive (Turnkey) Pricing

1. The quoted rates are **all-inclusive and comprehensive**. They shall cover the cost of raw materials, preparation, packaging, transportation, delivery to the point of service within the Institute's premises, serving, serving staff, eco-friendly disposable cups, glasses, plates, cutlery and napkins, removal of waste, and all overheads and profit.

2. **No additional charge of any kind** (including packing, delivery, service, transportation, fuel or handling charges) shall be payable beyond the quoted rate and applicable GST.

3.6 Firm Prices

The quoted rates shall remain **firm and fixed** throughout the contract period, including any extension. The only exception is pre-packaged items sold at a printed Maximum Retail Price (MRP): if the MRP is revised by the manufacturer, the rate may be revised proportionately on production of documentary proof, but shall never exceed the revised MRP.

3.7 Taxes and Duties

1. GST, where applicable, shall be paid at the rate in force at the time of supply, on production of a valid tax invoice.
2. A Contractor not registered under GST shall not charge GST.
3. Income Tax (TDS) and GST TDS, as applicable, shall be deducted at source from payments.

3.8 Performance Security

1. The Contractor shall furnish a Performance Security of **₹10,000/-** by Demand Draft, Fixed Deposit Receipt, Bank Guarantee, in favour of "Director, LGBRIMH, Tezpur", within 21 days of issue of the LoA.
2. The Performance Security shall remain valid for **60 days beyond the date of completion of all contractual obligations** of the Contractor.
3. It may be forfeited, in whole or in part, for breach of contract, including recovery of liquidated damages or risk purchase costs not otherwise recovered.
4. It shall be returned without interest after completion of all contractual obligations.

3.9 Billing and Payment

1. The Contractor shall submit a consolidated bill **monthly**, supported by copies of the requisitions and delivery acknowledgements signed by the requisitioning officer.
2. Payment of undisputed bills shall be made by electronic transfer within **30 days** of receipt of the bill. In the case of a Micro or Small Enterprise, payment shall in no case be later than 45 days, in accordance with Section 15 of the MSMED Act, 2006.
3. No advance payment shall be made.

3.10 Liquidated Damages (LD)

1. **Delayed supply:** For any supply delivered after the response time specified in Section 4.3, a deduction of [10%] of the value of that requisition may be made.
2. **Shortfall in quality or quantity:** Payment for the deficient portion shall be withheld, and a further deduction of up to [10%] of the value of that requisition may be made.

3. The aggregate of all LD deductions shall not exceed **10% of the Contract Value**.
4. LD shall be recovered from the Contractor's bills. If the bills are insufficient, the balance shall be recovered from the Performance Security.

3.11 Risk Purchase

If the Contractor fails to supply against a requisition, the Institute may procure the requirement from another source. Any excess cost over the contract rate shall be recovered from the Contractor, in addition to any LD.

3.12 Termination

1. **For default:** If the Contractor fails to perform any obligation and does not remedy the failure within **seven (7) days** of written notice, the Institute may terminate the contract in whole or in part, forfeit the Performance Security, and resort to risk purchase.
2. **For convenience:** Either party may terminate the contract by giving **one (1) month's** written notice to the other.
3. **For insolvency or integrity violation:** The Institute may terminate the contract immediately by written notice if the Contractor becomes insolvent, or is found to have violated the Code of Integrity.
4. Termination shall not affect any rights or liabilities that have accrued up to the date of termination.

3.13 Force Majeure

Neither party shall be liable for failure to perform due to events beyond its reasonable control, such as natural disasters, floods, epidemics, war, riots or government restrictions, provided the affected party notifies the other in writing within **seven (7) days** of the occurrence. If the force majeure event continues beyond **30 days**, either party may terminate the contract without liability.

3.14 No Sub-contracting or Assignment

The Contractor shall not sub-contract or assign the contract, in whole or in part, without the prior written consent of the Institute.

3.15 Statutory Compliance and Indemnity

1. The Contractor shall comply with all applicable laws, including the Food Safety and Standards Act, 2006 and the rules and regulations made under it, labour laws, minimum wage laws, and the Plastic Waste Management Rules, 2016, as amended.
2. Persons engaged by the Contractor shall be its own employees. They shall have no claim to employment with the Institute.
3. The Contractor shall indemnify the Institute against any claim, loss, penalty or liability arising from the Contractor's acts or omissions, or from any breach of law by the Contractor or its personnel.

3.16 License to Operate on Premises

The Contractor is granted only a license to provide services within the Institute's premises during the contract period. Nothing in the contract creates any tenancy, lease, or other right, title or interest in any part of the Institute's premises.

3.17 Fall Clause

1. The rates charged under this contract shall not exceed the lowest rates at which the Contractor has provided, or provides, the same or substantially similar items or services to any Ministry or Department of the Central or a State Government, any Public Sector Undertaking, or any autonomous body, during the **12 months preceding the bid due date** or during the contract period.
2. If at any time during the contract period the Contractor provides such items or services to any such entity at a lower rate, the rates under this contract shall stand reduced correspondingly with effect from the date of that lower rate. The Contractor shall inform the Institute within 15 days. Any excess amount paid shall be recovered.
3. The Contractor shall furnish a declaration in Form 4 with its bid, and a certificate of compliance with each bill.

3.18 Code of Integrity and Debarment

The Contractor shall abide by the Code of Integrity at Form 2 throughout the contract. Any violation shall entitle the Institute to terminate the contract, forfeit the Performance Security, and initiate debarment proceedings in accordance with Rule 151 of GFR 2017.

3.19 Dispute Resolution

1. **Amicable settlement:** Any dispute or difference arising out of or in connection with this contract shall first be notified in writing by the aggrieved party. Authorised representatives of both parties shall meet within **15 days** of the notice and attempt to resolve the dispute amicably within **30 days**.
2. **Mediation:** If the dispute is not resolved amicably, it shall be referred to mediation by a mediator appointed by mutual consent, in accordance with the Mediation Act, 2023, to the extent applicable. Mediation shall be concluded within **90 days** of the reference, unless extended by mutual consent.
3. **Arbitration:** If the dispute is not resolved through mediation, it shall be referred to arbitration by a **sole arbitrator appointed by mutual consent** of the parties. If the parties fail to agree on the arbitrator within 30 days, the arbitrator shall be appointed in accordance with Section 11 of the Arbitration and Conciliation Act, 1996.
4. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be **Tezpur, Assam**, and the language shall be English. The parties may agree to conduct the proceedings under the fast-track procedure in Section 29B of the Act.

5. The Contractor shall continue to perform its obligations during the pendency of any dispute, unless the contract has been terminated.

3.20 Governing Law

This contract shall be governed by and construed in accordance with the laws of India.

3.21 Notices

All notices under the contract shall be in writing and delivered by hand, registered or speed post, or e-mail to the addresses stated in the Contract Agreement.

SECTION 4: SCOPE OF WORK AND SPECIFIC CONDITIONS

4.1 Scope of Work

The Contractor shall supply and serve the refreshment and meal items listed in the Price Bid (Section 5) for official meetings, programmes, trainings, visits and other institutional requirements of the Institute, **as and when requisitioned**. Food shall be prepared at the Contractor's own FSSAI-registered or licensed premises and delivered to, and served at, the location within the Institute's premises specified in the requisition. The Institute will not provide kitchen space, utilities or cooking equipment.

4.2 Requisition Procedure

1. Supplies shall be made only against a written requisition issued by an officer authorised by the Institute. The list of authorised officers will be provided to the Contractor at the time of award.
2. Each requisition shall specify the items, quantities, date, time and place of service.
3. The Contractor shall obtain the signature of the requisitioning officer, or an officer nominated by them, on the delivery acknowledgement for each supply.

4.3 Response Time

Category	Minimum advance notice / response time
Tea, coffee, biscuits, patties, juice, dry fruits (Items 1–10)	Within [60 minutes] of requisition
High tea packets and breakfast (Items 11 and 18)	Requisition at least [12 hours] in advance
Thali, curries and puri/paratha/roti meals (Items 12–17 and 19)	Requisition at least [24 hours] in advance

4.4 Days and Hours of Service

The Contractor shall provide service on all working days of the Institute during office hours. Service shall also be provided on holidays or outside office hours when requisitioned with at least [24 hours] advance notice, at the same contract rates.

4.5 Quality and Hygiene

1. All food shall be freshly prepared, wholesome, and of good quality, using standard-brand ingredients that meet FSSAI standards.
2. Food shall be prepared, handled, transported and served in compliance with the hygiene and sanitary requirements of the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations, 2011.

3. Hot items shall be served hot, and cold items shall be served cold.
4. Pre-packaged items shall be within their shelf life and bear valid labelling.

4.6 Portion Sizes and Specifications

1. Items shall conform to the quantities and descriptions in the Price Bid.
2. Curries (Items 13–17) shall contain not less than [250] grams of cooked preparation per plate, including not less than [05] pieces of paneer, [two (02)] eggs, [one (01)] pieces of fish, or [150] grams of chicken or mutton, as the case may be. Each plate shall be accompanied by [rice or roti, as specified in the requisition].
3. The Institute may reject any supply that does not conform to the specifications.

4.7 Serving Materials

1. Only **eco-friendly, food-grade disposable** cups, glasses, plates, bowls and cutlery (such as paper, areca leaf, sal leaf, bagasse or wooden products) shall be used.
2. Single-use plastic items prohibited under the Plastic Waste Management Rules, 2016, as amended, shall not be used.
3. The cost of all serving materials is included in the quoted rates (see Clause 3.5).

4.8 Contractor's Personnel

1. The Contractor shall deploy an adequate number of clean, properly dressed and courteous staff for delivery and serving.
2. Staff handling food shall be medically fit and free from communicable diseases, and shall wear clean aprons, caps and gloves while serving.
3. The Contractor shall be responsible for the conduct of its personnel within the Institute's premises. The Institute may require the removal of any person whose conduct is unsatisfactory.

4.9 Cleanliness and Waste Disposal

After each service, the Contractor shall clean the serving area and remove all waste and used disposables from the Institute's premises, segregating wet and dry waste.

4.10 Inspection, Complaints and Food Safety

1. The Institute or any officer nominated by it may inspect the supplies and, with prior notice, the Contractor's preparation premises at any time.
2. Complaints regarding quality, quantity, hygiene or delay will be communicated to the Contractor in writing and shall be rectified immediately.
3. The Contractor shall be **fully responsible** for all consequences arising from any food poisoning or contamination attributable to items supplied by it, including medical costs, compensation and legal liability.

4.11 Security and Conduct on Premises

1. The Contractor's personnel shall comply with the Institute's security procedures. Identity cards issued by the Contractor shall be displayed at all times.
2. No article shall be taken out of the Institute's premises without a valid gate pass.
3. Given the nature of the Institute as a mental health facility, the Contractor's personnel shall maintain strict confidentiality and shall not interact with, photograph, or disclose any information about patients.

SECTION 5: PRICE BID (BILL OF QUANTITIES)

(To be placed in Cover B. To be submitted on the bidder's letterhead.)

Name of Work: Providing Office Refreshments on an As-and-When-Required Basis at LGBRIMH, Tezpur

NIQ No.: LGB/NAZ/1396/2025-26/P-II/

Name of Bidder: _____

Instructions:

1. Quote a unit rate for **every** item. Rates shall be in Indian Rupees, **exclusive of GST**, and rounded to two decimal places.
2. Quoted rates are comprehensive as per Clause 3.5 of the GCC. No other charges will be payable.
3. Column (E) = Column (C) × Column (D).
4. Quantities in Column (C) are estimates for evaluation only and do not constitute a commitment to order.

Sl. No. (A)	Item and Specification (B)	Unit	Est. Annual Qty (C)	Unit Rate excl. GST, ₹ (D)	Amount, ₹ (E) = C × D	GST Rate (%)
1	Black Tea	Cup (150 ml)	360			
2	Milk Tea	Cup (150 ml)	360			
3	Green Tea	Cup (150 ml)	120			
4	Coffee	Cup (150 ml)	360			
5	Bakery Biscuits	Packet (250 g)	120			
6	Cashew Nuts (fried/roasted)	Packet (200 g)	60			
7	Fruit Juice	Pack (200 ml)	120			
8	Veg Patties	Piece	360			
9	Paneer Patties	Piece	360			
10	Chicken Patties	Piece	240			
11	High Tea Packet: Tea, one Patty or Samosa, one sweet (Kalakand, Kaju Barfi or Lalmohan), and Cake	Packet	240			

12	Veg Thali: Roti or Rice, Mixed Veg, Matar Paneer, Dal, Curd, Salad, Pickle, Papad	Plate	200			
13	Paneer Curry (as per Section 4.6)	Plate	100			
14	Egg Curry (as per Section 4.6)	Plate	100			
15	Fish Curry (as per Section 4.6)	Plate	100			
16	Chicken Curry (as per Section 4.6)	Plate	200			
17	Mutton Curry (as per Section 4.6)	Plate	200			
18	Breakfast: 4 slices of bread with jam/butter, 1 boiled egg or omelette, and seasonal fruits	Plate	50			
19	Roti/Puri/Paratha (2 rotis, or 3 puris, or 1 paratha) with two sabzis and pickle	Plate	240			
	TOTAL EVALUATED BID VALUE (Sum of Column E, excluding GST)				₹	

Total Evaluated Bid Value (in words): Rupees _____ only.

Declarations:

1. I/We confirm that the above rates are comprehensive and firm for the entire contract period, as per Clauses 3.5 and 3.6 of the GCC.
2. I/We confirm that the above rates are not higher than those charged by me/us to any government entity for the same or similar items during the preceding 12 months.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

SECTION 6: MANDATORY DECLARATIONS AND FORMS

(To be placed in Cover A. All forms to be submitted on the bidder's letterhead, signed by the authorised signatory.)

The following forms are included in this Section:

Form	Title
Form 1	Bidder Information
Form 2	Declaration of Code of Integrity (Rule 175, GFR 2017)
Form 3	Declaration regarding Bidders from Countries Sharing a Land Border with India (Rule 144(xi), GFR 2017)
Form 4	Fall Clause Declaration
Form 5	Self-Certification of Local Content (Make in India)
Form 6	Declaration of Non-Debarment, No Conflict of Interest and Near Relatives
Form 7	Bid Security Declaration (for exempted MSEs and Startups only)
Form 8	Undertaking of Acceptance of Terms and Conditions
Form 9	Checklist

FORM 1: BIDDER INFORMATION

Sl. No.	Particulars	Details
1	Name of the Bidder (Firm/Individual/SHG)	
2	Constitution (Proprietorship/Partnership/LLP/Company/Cooperative/SHG)	
3	Registered address	
4	Name of proprietor or authorised signatory	
5	Contact number	
6	E-mail address	
7	PAN	
8	GSTIN (or "Not registered", with self-declaration)	
9	FSSAI Registration/Licence No. and validity	
10	Trade Licence/NOC No. and issuing authority	
11	Udyam/NSIC Registration No. (if MSE) and category (Micro/Small; SC/ST/Woman-owned, if applicable)	
12	DPIIT Startup Recognition No. (if applicable)	
13	Details of EMD (instrument number, date, bank), or "Exempt – Bid Security Declaration enclosed"	
14	Bank details for refund of EMD and payments (Bank, Branch, Account Name, IFSC). A cancelled cheque shall be submitted by the successful bidder.	
15	Experience in similar work, if any (optional; **not an eligibility criterion**)	

Signature of Authorised Signatory: _____
Name: _____
Designation: _____
Date: _____ Place: _____
Seal of the Bidder:

FORM 2: DECLARATION OF CODE OF INTEGRITY (Rule 175, GFR 2017)

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), hereby declare and undertake that I/we, and any person acting on my/our behalf, shall abide by the Code of Integrity for Public Procurement and shall not, during the bidding process or the execution of the contract, indulge in any of the following prohibited practices:

1. **Corrupt practice:** Making an offer, solicitation or acceptance of a bribe, reward, gift or any material benefit, directly or indirectly, in exchange for an unfair advantage in the procurement process or in contract execution.
2. **Fraudulent practice:** Any omission or misrepresentation that may mislead, or attempt to mislead, so that a financial or other benefit may be obtained or an obligation avoided.
3. **Anti-competitive practice:** Any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the procuring entity, that may impair the transparency, fairness and progress of the procurement process or establish bid prices at artificial, non-competitive levels.
4. **Improper use of information:** Use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain.
5. **Obstructive practice:** Any financial or business transaction between the bidder and any official of the procuring entity related to the tender or execution process of the contract, or any obstruction of an investigation or audit of the procurement process.
6. **Coercive practice:** Impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

I/We further declare that:

- I/We have no conflict of interest in this procurement, and shall disclose any conflict of interest that may arise.
- I/We disclose below any previous transgressions with any entity in India or any other country during the last three years, or any debarment by any other procuring entity: _____ (write "None" if not applicable).

I/We understand that any violation of this Code shall render me/us liable to rejection of the bid, forfeiture of EMD or Performance Security, termination of contract, and debarment under Rule 151 of GFR 2017, in addition to any other action under law.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 3: DECLARATION REGARDING BIDDERS FROM COUNTRIES SHARING A LAND BORDER WITH INDIA (Rule 144(xi), GFR 2017)

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), 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:

- this bidder is **not** from such a country; **or**
- this bidder is from such a country and has been registered with the Competent Authority designated by the Department for Promotion of Industry and Internal Trade (DPIIT). Valid evidence of such registration is enclosed.

(Strike out whichever is not applicable.)

I/We further certify that this bidder fulfils all requirements in this regard and is eligible to be considered. I/We understand that a false declaration will be a ground for immediate termination of the contract and further legal action in accordance with law.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 4: FALL CLAUSE DECLARATION

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), hereby certify that:

1. The rates quoted by me/us in the Price Bid are **not higher** than the rates at which I/we have provided the same or substantially similar items or services to any Ministry or Department of the Central or a State Government, any Public Sector Undertaking, or any autonomous body during the **12 months preceding the bid due date**.
2. If, during the contract period, I/we provide the same or substantially similar items or services to any such entity at lower rates, I/we shall inform the Institute within 15 days, and the contract rates shall stand reduced correspondingly from the date of such lower rates.
3. I/We agree that any amount paid in excess on account of a breach of this declaration shall be recovered from my/our bills or Performance Security.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 5: SELF-CERTIFICATION OF LOCAL CONTENT (Public Procurement (Preference to Make in India) Order, 2017)

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), hereby certify that the services offered under this tender have a local content of _____ %, and that I/we qualify as a:

- **Class-I local supplier** (local content equal to or more than 50%); **or**
- **Class-II local supplier** (local content more than 20% but less than 50%).

(Strike out whichever is not applicable.)

The local value addition is made at: _____ (location of preparation premises).

I/We understand that a false declaration shall be treated as a breach of the Code of Integrity and shall render me/us liable to debarment and other action in accordance with the said Order and GFR 2017.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 6: DECLARATION OF NON-DEBARMENT, NO CONFLICT OF INTEREST AND NEAR RELATIVES

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), hereby declare that:

1. I/We have not been debarred, banned or blacklisted by any Ministry, Department or organization of the Central or any State Government, or by any Public Sector Undertaking, and no such order is in force on the date of bid submission.
2. I/We am/are not an employee of LGBRIMH.
3. None of my/our near relatives is employed in LGBRIMH, Tezpur. For this purpose, "near relative" means spouse, parents, children, siblings, and the spouses of children and siblings, and parents-in-law. If any near relative is so employed, details are given here: _____.
4. I/We have filed my/our Income Tax and GST returns, as applicable, up to date.

I/We understand that if any of the above information is found to be false or incorrect at any stage, the Institute may reject my/our bid or terminate the contract and take further action as deemed fit in accordance with law.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 7: BID SECURITY DECLARATION (For Exempted MSEs and DPIIT-Recognised Startups Only)

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), a Micro/Small Enterprise registered under Udyam/NSIC Registration No. _____ / a Startup recognised by DPIIT vide Certificate No. _____ (strike out whichever is not applicable), hereby declare that:

I/We accept that I/we may be **suspended from being eligible to bid in any procurement of LGBRIMH, Tezpur, for a period of [one (01) year]** from the date of notification of suspension, if I/we:

1. withdraw or modify my/our bid during the period of bid validity; or
2. having been notified of the acceptance of my/our bid during the period of bid validity, fail or refuse to sign the contract or to furnish the Performance Security within the stipulated time.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 8: UNDERTAKING OF ACCEPTANCE OF TERMS AND CONDITIONS

To,

The Director,

LGB Regional Institute of Mental Health,

Tezpur – 784001, Assam

Ref.: NIQ No. LGB/NAZ/1396/2025-26/P-II/

I/We, _____ (name of bidder), certify that I/we have read and understood all the terms and conditions of the above tender document, including the Instructions to Bidders, General Conditions of Contract, Scope of Work and Specific Conditions, and any corrigenda issued. I/We undertake to comply with them in their entirety.

I/We understand that any breach of these terms and conditions on my/our part shall render the contract liable to termination and other consequences as provided in the contract.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder:

FORM 9: CHECKLIST

Sl. No.	Document	Cover	Submitted (Yes/No/NA)
1	EMD of ₹4,000/-, **or** Bid Security Declaration (Form 7) with proof of MSE/Startup status	A	
2	Bidder Information (Form 1)	A	
3	FSSAI Registration/Licence	A	
4	PAN	A	
5	GST registration certificate, or self-declaration of non-registration	A	
6	Trade Licence or NOC from competent authority	A	
7	ITR or GST return for FY 2025-26	A	
8	Proof of identity of proprietor/authorised signatory (masked Aadhaar, if Aadhaar is used)	A	
9	Authorisation of signatory (if not sole proprietorship)	A	
10	Code of Integrity Declaration (Form 2)	A	
11	Land Border Declaration (Form 3)	A	
12	Fall Clause Declaration (Form 4)	A	
13	Local Content Self-Certification (Form 5)	A	
14	Non-Debarment, No Conflict of Interest and Near Relatives Declaration (Form 6)	A	
15	Undertaking of Acceptance (Form 8)	A	
16	Price Bid (Section 5), duly filled, signed and stamped	B	

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Seal of the Bidder: