



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: ७८४००१

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**

(an autonomous body under Ministry of Health and Family welfare , Govt. of India)

Website: [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in), e – Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

No. LGB / NAZ / 1396 / 21-22 / 8343

Date : 15/11/2022

**NOTICE INVITING RE-QUOTATIONS**

Sealed re-quotations (Technical Bid and Financial Bid) are invited from the interested firms for office refreshment at LGBRIMH. For details log on to [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

sd /-  
Director  
LGBRIMH

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

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(an autonomous body under Ministry of Health and Family welfare , Govt. of India)  
Website: [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in), e – Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)  
Post Box No. 15:: FAX No. (03712) 233623  
TEZPUR:: 784001 :: ASSAM

No. LGB / NAZ / 1396 / 21-22 / 8343

Date : 15/11/2022

**RE-QUOTATION NOTICE**

Sealed re-quotations are invited from the interested firms to submit tender for providing of office refreshment at LGBRIMH, Tezpur. Terms and conditions are given below:

**Terms & Conditions**

**LEGAL TERMS AND CONDITIONS**

1. Rate of items should be reasonable and similar to market rate.
2. Eco-friendly disposable cups, glasses & plates will have to be used for serving of food items.
3. The successful bidders shall have to sign the deed of agreement as per the prescribed format.
4. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the quotations without showing any reason thereof.
5. All legal matters will be within Tezpur jurisdiction.
6. For details please visit the institute website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)
7. The quotation should reach the undersigned on or before **3 pm of 25.11.2022**. The quotations will be opened on the same day.

(I/C Purchase section)  
LGBRIMH, Tezpur



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम:पिन: 784001

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR: 784001 :: ASSAM

No. LGB/NAZ/1396/21-22/ 8343

Date: 15/11/2022

**NOTICE INVITING RE-QUOTATION**

Sealed re-quotations are invited from the interested firms to submit tender for providing of office refreshment at LGBRIMH, Tezpur. Terms and conditions are given below:

General Terms and Conditions:

1. The envelope containing quotation should be super scribed with "Providing of Office Refreshment at LGBRIMH, Tezpur"
2. Unsealed quotations will be rejected.
3. The contract for providing the office refreshment will be for **12 months** from the date of award of contract. It may be extended for a further period as may be found necessary and in such an event the renewal agreement shall be executed by both the parties.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotation will be opened on **25.11.2022**. In case it is a holiday declared on the date of opening of the quotation, it will be opened in the next working day at the same time.
6. One bidder should not submit more than one quotation, either in his own name or in the name of other. In case, quotation is submitted in the name of a Registered Firm, the PAN No and Registration No. should invariably be in the name of the said Firm.
7. The bidder shall submit the duly filled Technical Bid ((Annexure-I-)
8. The bidder shall submit an undertaking in the prescribed format (Annexure-III-)
9. The bidder must submit attested copy of PAN card.
10. Registration or Incorporation or Shop & Establishment Certificate or Valid Trade License Certificate should be enclosed.
11. The format of the certificate to be given along with the bid document is "I ..... S/o ..... r/o .....hereby certify that none of my relative(s) as defined in the tender document is/are employed in DoT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, DoT shall have the absolute right to take any action as deemed fit/ without any prior intimation to me."
12. Quotations may be sent by registered post or put by hand in the box placed at the Purchase section of LGBRIMH.
13. Taxes, if any, should be clearly mentioned in the quotation.
14. The Bidder/ Contractor should furnish along with tender an affidavit on Non-judicial stamp paper of appropriate value stating their in as under:-
  - a. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.

- b. That the firm is never being blacklisted/penalized/defaulted by any government institutions/hospitals within the last 5 years.
- c. That the firm has deposited up to date Sales Tax and Income Tax (Attach copy of clearance/Return Certificate)

***NB: The affidavit must be as per the details mentioned above. Any changes in the text matter are not acceptable & LGBRIMH reserves the right to reject such offers.***

15. The Director reserves the right to reject/ accept any or all of the quotation without assigning any reason thereof and also has the right to place order on one or more firms. No correspondence in this regard will be entertained.
16. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.
17. No packing charges will be charged to the employees of the institute while delivering the items.
18. Employment of near relatives of Government servant in Companies or firms-
  - a) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm;
  - b) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependant, to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government; and the employment may be accepted provisionally subject to the permission of the Government.

- (c) A Government servant shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of a Class I officer if he has already obtained the sanction of, or sent a report to the Government under clause (i).

#### 19. Near Relative:

The near relatives of all DoT Employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of DoT. The detailed guidelines in this regard are given in the following paragraphs: -

The near relatives for this purpose are defined as:

- a) Members of a Hindu Undivided family,
- b) They are husband and wife,
- c) The one is related to the other in the manner as fathr, mother son (s) & son's wife (daughter-in-law), Daughter(s), & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).
- I. As per government of India's CCS Conduct rule 4, no Government servant shall in the discharge of his official duties deal with any matter or sanction any contract to

any company or for any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Govt. Servant shall refer every such matter or contract to his official superior. This clause is applicable to all DoT employees and in view of this as soon as any DoT employee becomes aware of the above aspect, he must intimate this to the prescribed authority. For non-executive employees this authority is SSA Head / Circle Head / Chief Engineer / Chief Archit. / Corporate office under which is posted. For executive employee (at present some of them are called as Gazetted officers) the prescribed authority for this purpose is Circle Head / Chief Head / Chief Engineer / Chief Archit. / Corporate office under which he is posted.

- II. (a) The company or firm or any other person is not permitted to tender for works in DoT Unit in which his near relative(s) is (are) posted. The unit is defined as SSA/ Circle / Chief Engineer / Chief Archit. / Corporate office for non-executive employees and all SSA in a circle including Circle Office / Chief Engineer / Chief Archit. / Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that non of his/ her such near relative is working in the units as defined above where he is going to apply for tender/ work. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/ work will be cancelled and earnest money/ security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the concerned person will also be debarred for further participation in the concerned unit.

**Specific Terms and Conditions :**

1. The bidder shall be responsible for providing food items during the contract. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all of the week days.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospitals and other persons allowed by LGBRIMH. The bidder shall be responsible for the quality of the foods supplied and for the service.  
(B) The Bidder cannot take any article out of the LGBRIMH premise without a Gate – Pass.
4. Unless other aim specified in the terms & conditions of the tender documents, for premature termination of this agreement, one month notice will be required from either side in writing.
5. In case of any dispute pertaining to providing of the office refreshment, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
6. The Bidder has a mere permission only to provide office refreshment in the LGBRIMH premises during contract period and nothing contained in this document shall be

constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.

7. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective representation / bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.
8. The Bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
9. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.
10. Addition and deletion of items if required may be consulted with the competent authority of LGBRIMH, Tezpur.

(I/C Purchase Section)  
LGBRIMH, Tezpur

Copy to:-

1. Notice Board, LGBRIMH, Tezpur
2. Institute web site
3. Office file

(I/C Purchase Section)  
LGBRIMH, Tezpur

## ANNEXURE-I

Re-Quotations for providing Office Refreshment

**TECHNICAL BID**

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

Sl. No.	Description	Particulars
1.	Name of the Bidder/Firm/Company	
2.	Address	
3.	Aadhar Card (certificates to be attached)	
4.	Name of the authorized representative	
5.	Contact No.	
6.	Email:	
7.	Registration or Incorporation or Shop & Establishment or Trade Licence No. (certificates to be attached)	
8.	PAN No. (certificates to be attached)	
9.	An affidavit of non-judicial stamp paper of Rs. 100/- as per Clause no. 14 of General Terms & Conditions.	
10.	Experience Certificate if any	

Signature of the Bidder.....

Date.....

Seal

Name.....

Place.....

Designation.....

Address.....

**FINANCIAL BID****Rate List of Items for the office refreshment**

(Rates to be quoted by the Bidder)

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

Sl. No.	Item	Quantity	Rate (in Rs.) inclusive of GST and any other taxes
1.	Black Tea	One Cup 150 ml	
2.	Milk Tea	One Cup 150 ml	
3.	Coffee	One Cup 200 ml	
4.	Veg. Patties	Per pcs.	
5.	Kaju	200 gm	
6.	Veg. Thali (roti/rice/one mixed veg/ matar paneer/ dal/ curd/ salad/ pickle/ papad)	Per plate	
7.	Non-Veg. Thali (roti/rice/one mixed veg/ Chicken or fish curry/ dal/ curd/ salad/ pickle/ papad)	Per plate	
8.	High Tea Packets (Pattice, Kalakan, Cake)	Per Packet	
9.	2 pcs Bread & 1 Egg	Per Packet	

(Full signature of the Bidder with seal)

Date:

Signature of the Bidder with Seal

The vendors before filling the financial bid may note that the vendor is being selected at the basis of following:

1. That the vendor is agreeable to provide the desired items at the rates fixed by LGBRIMH, Tezpur.
2. That the vendor at no point of time will increase the rates (except in case of MRP items on their revision).

Consequent upon accepting the above I/We M/s .....

..... quote the charges for office refreshment as per Annexure II

**Grand Total of items mentioned at Annexure II Rs.....**

**In words Rupees.....**

If there is any variation between rates quoted in Numbers & Words, the lowest value among the two will be considered.

Signature of the Bidder

Date with Rubber Stamp

Undertaking

Re-Quotation No.....  
Date.....  
Name and address of the Firm.....

To,  
The Director  
LGB Regional Institute of Mental Health  
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,

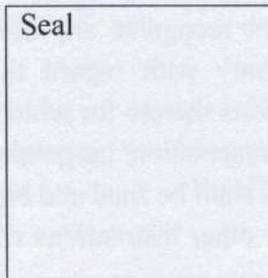
I/We certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in their entirety.

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

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....

**AGREEMENT OF OFFICE REFRESHMENT FACILITIES**

An AGREEMENT made on ..... BETWEEN LGBRIMH, Tezpur, herein after called the Director, which expression shall include its successor and assignees of the FIRST part and M/s. .... Herein after called the "CONTRACTOR" which expression shall include his heirs, executors his heirs, executors, administrators and legal representative of the SECOND part.

TERMS AND CONDITIONS OF THE AGREEMENT FOR PROVIDING THE OFFICE REFRESHMENT FACILITIES AT LGBRIMH, TEZPUR, WILL BE AS UNDER.

1. The bidder shall be responsible for providing food items during the contract. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all of the week days.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospital and other persons allowed by LGBRIMH. The bidder shall be responsible for the quality of the foods supplied and for the service.  
(B) The Bidder cannot take any article out of the LGBRIMH premise without a Gate – Pass.
4. Unless other aim specified in the terms & conditions of the tender documents, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
5. In case of any dispute pertaining to providing of the office refreshment facilities, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
6. The Bidder has a mere permission only to provide office refreshment in the LGBRIMH premises during contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.
7. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective representation/ bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.
8. The Bidder shall comply with any other instructions which may be issued from time to time by the Institute Authority.
9. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.

Signature of the Contractor

Signature of the Director, LGBRIMH or Authorized Signature

Witness:

- 1.
- 2.
- 3.