



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, e - Mail: mail@lgbrimh.gov.in
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TEZPUR:: 784001 :: ASSAM

LGB/NAZ/1456/Part-I/21/ 7789

Date: 18th October'2022

NOTICE INVITING QUOTATION

Sealed Quotations are invited for supply, Installation, testing and commissioning of items to develop the OPD Classroom for Virtual Classroom as per Annexure-I at LGBRIMH, Tezpur as per the scope of work and on the terms and conditions mentioned in the enclosed document.

The technical and financial quotations should be submitted in the separate sealed envelopes. No quotations would be accepted by e-mail and only hard copies will be considered. Subject line and Quotation Reference should be written on the Top of the envelope. Bidder can submit query at lgbequotation@gmail.com latest within 7 days from the date of publication of the quotation.

The quotations may be submitted to the Office of the undersigned within 15 days from the date of issue of notification. The rate should be quoted both in figure and words. Any corrections made should be authenticated. Use of whitener is strictly unacceptable. The quotation should be submitted in the sealed cover super scribed "Quotations for Supply, Installation, testing and commissioning of items to Develop the OPD Classroom for Virtual Classroom at LGBRIMH, Tezpur" and addressed to: - The Director, LGBRIMH, Tezpur, Sonitpur, Assam-784001. Institute reserves the right to reject any or all the bids without assigning any reason thereof.

Sealed Quotations should reach on or before 15 days from the date of publication of the quotation.

Director
LGBRIMH, Tezpur

A. Technical Quotation:

The following documents have to be provided along with the technical quotation:

- i. Provide Profile of Firm/Company along with the Year of establishment. Declaration by the proprietor of the firm, in case, the firm is proprietorship *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public*. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company should be submitted.
- ii. EMD of Rs. 5000.00 in the form of DD/FDR/BG in the favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.
- iii. Annual turnover of the bidder for the last 3 Years from Chartered Accountants should be submitted.
- iv. Names & addresses of similar projects in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Documentary evidence to be provided for the same.
- v. Recent non-conviction/ non-blacklisting certificate *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public* (As per annexure III) should be submitted.
- vi. Updated Income Tax return documents should be submitted.
- vii. PAN Card and GST registration certificate should be submitted.
- viii. Valid Trade License or Incorporation certificate should be submitted.
- ix. Duly filled annexure IV and V should be submitted.
- x. Vendor should be OEM or Authorized Business Partner of the items (Sl. No. 1, 2 & 5 of Annexure-I) as per details in the Annexure I. Attach the relevant and valid document of OEM in support of authorization for items Sl. No. 1, 2 & 5 of Annexure-I.

B. General Terms & Conditions:

- i. Technical and Financial quotation should be submitted on company letter head and should be submitted duly signed by the authorized person.
- ii. The payment will be made after the successful supply, installation, testing and commissioning of the product quoted and on receipt of bill for the same.
- iii. The quoted price shall be valid for at least 1 year. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- iv. Financial quotation of only those firms will be opened, whose Technical Quotations are eligible after Technical evaluation.
- v. Sub-letting/Sub-contract of award/work is not allowed.
- vi. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- vii. In case of any dispute the same shall be mitigated as per provision of the quotation and territorial jurisdiction shall be within the limit of the Tezpur District Court.
- viii. The L1 bidder will be evaluated based on the total price of all items.
- ix. The bidder should quote rate for all items. If the bidder quote for partial items then the bid is liable to be cancelled.

C. EMD/ PERFORMANCE SECURITY

- a) Bidder should submit EMD of Rs. 5000.00 in the form of DD/FDR drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, Sonitpur, Assam failing which the quotation shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous quotation cannot be adjusted or considered for this quotation. No interest will be payable on the EMD. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security. **The DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening of technical quotation.** EMD of unsuccessful bidders will be returned in due time.
- b) **PERFORMANCE SECURITY:-** Performance Security, equivalent to 3% of the total cost of the items approved shall have to be deposited by the successful bidder in the form of DD/FDR drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released only after fulfillment of contractual obligations and no interest shall be payable thereof.

D. Scope of Work:

1. The bidder should ensure proper installation, testing and commissioning of items of Virtual Classroom and the proper functioning of all the equipments.
2. Supply, installation, commissioning and maintenance of infrastructure /equipments as per the Technical specification mentioned in Annexure I.
3. All equipments of the virtual Classrooms shall be delivered and installed at location/site of LGBRIMH, Tezpur.
4. The Bidder shall bear all the costs for the supply, installation and maintenance.
5. The equipment & peripherals must be supported for perfect installation at the delivery site.
6. The successful bidder has to provide after sales service after expiry of the warranty period. The rate for CMC of the quoted items has to be filled in the financial quotation.

E. Purchasers Rights :-

- a. Institute reserves the right to accept/reject any or all the Quotations in whole or in part and annul the quotation process without assigning any reason whatsoever.
- b. Institute reserves the right to relax/withdraw any of the terms and conditions mentioned in the Quotation Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- c. Institute reserves the right to black list a bidder for a suitable period in case the firm fails to honour its quotation without sufficient grounds.
- d. If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its performance guarantee shall be forfeited.

- e. It shall in no way be binding on the Institute to purchase the exact number of quantities as indicated in the Quotation Document. The actual quantities that may be purchased by the Institute may vary in each case.

Specification of items:

Sl. No.	Item description	Quantity
1.	65 inches, full HD (min resolution) bezelless, LED TV with HDMI ports (3 years warranty)	1 no.
2.	Laptop Core i-5/ Ryzen 5, 8 GB DDR4 Ram 1 TB HDD + 256 GB SSD 14" Display monitor Wi-Fi, Ethernet port, Bluetooth, USB 3.0 ports, HDMI ports 3 years onsite warranty Original Windows 11 pro License Inbuilt speakers Full version of Microsoft 365	1 no
3.	UPS 800 VA	1
4.	5 meter long HDMI cable	1
5.	Video Conferencing Camera with built in microphone, Wide angle 120 degrees field of view, 1080P Full HD resolution (3 years warranty)	1
6.	CAT-6 cables	150 Mtr.
7.	Ethernet Switch (8-Port)	2 nos.
8.	Collar microphone	1
9.	Window Curtains (Fabric: cotton, W-5ft X L-5.5ft)	3
10.	Door Curtains (Fabric: cotton, W-5ft X L-7ft)	2
11.	Office Desk (Width:4ft, Depth:2ft, Hight:2.5 ft)	2

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....

..... Resident of

.....

.....

..... Do solemnly pledge and affirm:

I. That I am the proprietor /partner/authorized signatory of

M/s.
.....

1. No police case is pending against the Proprietor / partner of the Company (Agency). Indicate any convictions if any against the Company/firm/partner.
2. I/We have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation in recent past.
3. (Proprietor/firm) has never blacklisted by any organization.

Name & Signature
Seal of the participating Bidder Company
Affirmation/Verification

UNDERTAKING

**The Director,
LGBRIMH, Tezpur
Sir,**

1. The undersigned certify that I/we have gone through the entire quotation documents including terms and conditions mentioned in the quotation document and undertake to comply with them. I/we have no objection for any of the content of the quotation document and I/we undertake not to submit any complaint/ representation against the quotation document after submission date and time of the quotation. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of quotation.
2. I/ We enclose herewith the bank DD/FDR/BG No. Dated.....For Rs. (For Rupees.....) drawn in favor of the Director LGBRIMH, Tezpur towards EMD.
3. I/We undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to supply the approved product in the approved prices to **LGBRIMH, Tezpur**. The product shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, **LGBRIMH, Tezpur**, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/we undertake to arrange for a demonstration of the product, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the quotation. Cost of such demonstration shall be borne by me/ us.
5. Performance security 3% of the cost of the product approved shall be deposited by me/us in the form of DD/FDR/Bank Guarantee in the name of Director, **LGBRIMH, Tezpur** on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director **LGBRIMH, Tezpur** till the validity of the Contract period plus two month. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
6. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the quotationing firm or manufacturer.
7. I/We undertake that the product supplied are as per Make/Model /Catalogue/ technical literature description.
8. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the product at the prices and rates not exceeding those mentioned in the Financial Quotation.
9. I pledge and solemnly affirm that the information submitted in quotation documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of quotation period, the Director, **LGBRIMH, Tezpur** (India)will have full authority to take appropriate action as he/she may deem fit.

Place

Date.....

7

Signature of bidder
With seal of firm (Name of bidder)

Organization's contact details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
PAN Number	
GST Number	
Bank details (Bank Name, Account No., IFSC no., etc)	
EMD Details	

Financial Quotation:

Annexure V

Sl. No.	Item description	Quantity	Details of Make/ Model of the item quoted	Rate without tax (in Rs.) (Inclusive of installation charges, if any)	GST (in Rs.)	Total Amount Inclusive of all taxes
1.	65 inches, full HD (min resolution) bezelless, LED TV with HDMI ports (3 years warranty)	1 no.				
2.	Laptop Core i-5/ Ryzen 5, 8 GB DDR4 Ram 1 TB HDD + 256 GB SSD 14" Display monitor Wi-Fi, Ethernet port, Bluetooth, USB 3.0 ports, HDMI ports 3 years onsite warranty Original Windows 11 pro License Inbuilt speakers Full version of Microsoft 365	1 no				
3.	UPS 800 VA	1				
4.	5 meter long HDMI cable	1				
5.	Video Conferencing Camera with built in microphone, Wide angle 120 degrees field of view, 1080P Full HD resolution (3 years warranty)	1				
6.	CAT-6 cables	150 Mtr.				
7.	Ethernet Switch (8-Port)	2 nos.				
8.	Collar microphone	1				
9.	Window Curtains (Fabric: cotton, W-5ft X L-5.5ft)	3				
10.	Door Curtains (Fabric: cotton, W-5ft X L-7ft)	2				
11.	Office Desk (Width:4ft, Depth:2ft, Hight:2.5 ft)	2				

CMC after warranty of 3 years (in Rs.)

CMC	Television	Laptop	Video conferencing Camera
CMC for 1 st year after warranty			
CMC for 2 nd year after warranty			
CMC for 3 rd year after warranty			
CMC for 4 th year after warranty			
CMC for 5 th year after warranty			

CHECKLIST

SL. NO.	Document	Submitted Yes/No
1.	Provide Profile of Firm/Company along with the Year of establishment. Declaration by the proprietor of the firm, in case, the firm is proprietorship <i>on non-judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public</i> . In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company should be submitted.	
2.	EMD of Rs. 5000.00 in the form of DD/FDR/BG in the favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.	
3.	Annual turnover of the bidder for the last 3 Years from Chartered Accountants should be submitted.	
4.	Names & addresses of similar projects in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Documentary evidence to be provided for the same.	
5.	Recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public</i> (As per annexure III) should be submitted.	
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10.	Vendor should be OEM or Authorized Business Partner of the items (Sl. No. 1, 2 & 5 of Annexure-I) as per details in the Annexure I. Attach the relevant and valid document of OEM in support of authorization for items Sl. No. 1, 2 & 5 of Annexure-I.	