



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/3984/22/P-I/ 2344

Dated- 21st April' 2022

Notice Inviting Quotation (NIQ)

Sealed quotations are hereby invited by the undersigned on behalf of the Director LGBRIMH, Tezpur for procurement of HSD, Petrol and Lubricants from interested and eligible firm regarding “Annual rate contract for supply of Diesels, Petrol and Lubricant at LGBRIMH, Tezpur”

Sl. No	Details of Material	Approx. Qty per year
1	High Speed Diesel	30,000.00 ltrs
2	Petrol	16,00.00 ltrs.
3	Lubricant	60.00 ltrs

Sealed Quotations of above materials should be submitted in sealed envelopes duly superscribed as:

“Annual rate contract for supply of Diesels, Petrol and Lubricant at LGBRIMH, Tezpur.” Bidder can submit query, if any at lgbetender@gmail.com within 7 days from the date of issue of the quotation notice. No quotations would be accepted by e-mail and only hard copies will be considered. The quotations may be submitted to the Office of the LGBRIMH, Tezpur within 15 days from the date of issue of notification addressed to the Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001. The rate should be quoted both in figure and words. Any corrections made should be authenticated. Use of whitener is strictly unacceptable.

Sd/-
Director
LGBRIMH, Tezpur

A. Technical Quotation

The following documents have to be provided along with the Quotation:

- i. Provide Profile of Firm/Company/ organization as per annexure-I
- ii. EMD of Rs.50,000.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted. The Quotationer without Earnest Money Deposit or proof of EMD exemption will be summarily rejected.
- iii. Annual turnover of the quotationer for the last 3 Years from Chartered Accountants should be submitted.
- iv. Names & addresses (at least two) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar supply is done by your firm/organization etc. Documentary evidence to be produced from such institution.
- 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 II) should be submitted.
- vi. Updated Income Tax return documents for the financial year 2020-21 should be submitted.
- vii. Copy of PAN Card and GST registration certificate should be submitted.
- viii. Valid Trade License or Incorporation certificate should be submitted.
- ix. Quotationer should submit authorizations of IOCL/HPCL/BPCL etc
- x. Quality of HSD/Petrol/Lubricant should be conform to Bureau of Indian Standard (Documentary evidence should be provided).
- xi. Quotationer shall be registered with the Govt. of Assam / Central Govt. (Documentary evidence to be provided)
- xii. If supplier is partnership firm, he has to provide partnership registration letter of firm at the time of arrangement. Person who is authorized to write/sign and stamp supplier's letters documents, cheques etc will only be authorized to sign/ tender contract documents and to deal with LGBRIMH, Tezpur.
- xiii. Duly filled Undertaking as per Annexure III

B. General Terms & Conditions:

- i. Technical and financial Quotation should be submitted on Company letterhead and should be submitted duly signed by the authorized person.
- ii. The rate contract with the successful quotationer shall be valid for a period of one year from the date of awarding the contract or such extended period by

mutual consent, as the case may be from the date of execution of the contract. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.

- iii. Financial quotation of only those firms will be opened; whose Technical quotation is found to be eligible after Technical evaluation.
- iv. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. L1 bidder will be decided on maximum Discount offered on Govt. rates per liter
- v. Supply of HSD, Petrol and Lubricant should not be stopped, if the payment of any bill gets delayed for some time due to unavoidable circumstances.
- vi. Sub-letting/Sub-contract of work is not allowed.
- vii. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- viii. 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.

C. Scope of Work

1. Quality of HSD/Petrol/Lubricant should be conforms to BIS(Bureau of Indian Standard)
2. Supplier should submit authentic document if there is any change of rate of HSD/Petrol/Lubricant.
3. If supplier fails to supply the HSD/Petrol/Lubricant as per requirement of the institute, then the LGBRIMH, Tezpur shall make alternate arrangement and the additional cost incurred of the same will be covered from the supplier.

D. EMD

- a) Bidder should submit EMD of Rs.50,000.00 in the form of DD/FDR/BG 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 tender cannot be adjusted or considered for this tender. No interest will be payable on the EMD/BID security. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security. EMD of unsuccessful bidders will be returned in due time.

- b) **PERFORMANCE SECURITY:-** Performance Security, equivalent to 3% of the total cost of the works approved shall have to be deposited by the successful bidder in the form of DD/FDR/BG drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of 14 month from the date of Award of contract. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

E. Financial Quotation

Sl.no.	Items	Maximum Discount Rs. /liter
1	High Speed Diesel (HSD)	
2	Petrol	
3	Lubricant	

Dated:

Signature.....

Name in full.....

Firm/organization etc Name.....

Designation.....

Contact No.....

Organization's contact details

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

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:

1. 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. (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 document and undertake to comply with them. I/We have no objection for any of the content of the 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 undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to service the approved works in the approved prices to **LGBRIMH, Tezpur**. The service to 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.
3. Performance security 3% of the cost of the works 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 Nationalized / Commercial Bank and shall remain in the custody of the Director **LGBRIMH, Tezpur** till the validity of the Contract period plus two month (i.e. for 14 months).
4. I/we undertake to provide Supply within stipulated period and if fail to do so during the stipulated period the necessary action can be taken by the Director, **LGBRIMH, Tezpur**, India.
5. I/We undertake that I/we shall not stop our supply of material even after bill get delay.
6. I/we 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 tender period, the Director, **LGBRIMH, Tezpur** (India) will have full authority to take appropriate action as he/she may deem fit.

Date.....

Signature

Place.....

With seal of firm (Name of Bidder)

CHECKLIST

SL. NO.	Document	Submitted Yes/No	Page No
1.	Provide Profile of Firm/Company/ organization as per annexure-I		
2.	EMD of Rs.50,000.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption.		
3.	Annual turnover of the bidder for the last 3 Years from Chartered Accountants.		
4.	Names & addresses (at least two) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar supply is provided by your firm/organization etc. Documentary evidence to be produce from such institution.		
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 II).		
6.	Updated Income Tax return documents for the financial year 2020-21		
7.	Valid GST/Sales Tax No. and IT PAN		
8.	Authorization of IOCL/HPCL/BPCL etc.		
9.	Valid Trade License or Incorporation certificate.		
10.	Quality of HSD/Petroleum should be conforms to BIS: (Documentary evidence should be provided).		
11.	Quotationer shall be registered with the Govt. of Assam/ Central Govt.(Documentary evidence should provided)		
12.	If supplier firm is partnership firm, he has to provide partnership registration letter of firm at the time of arrangement. Person who is authorized to write/sign and stamp supplier's letters documents, cheques etc will only be authorized to sign/ tender contract documents and to deal with LGBRIMH, Tezpur.		
13.	Duly filled Undertaking as per Annexure III		