



No. LGB/IT/4155/2023/1237

Date: 3th March 2023

Short Notice Inviting Quotation

Quotations are invited from bidders for providing Digital display and other accessories on rental service basis at LGBRIMH, Tezpur on 17th and 18th March, 2023.

To be written in Envelope

“Quotation for providing Digital display and other accessories on rental service basis at LGBRIMH, Tezpur”

Address to send the quotation

Director, LGBRIMH, Tezpur, Sonitpur, Assam-784001

Terms and condition:

The following relevant documents (photocopy) need to be submitted along with the quotation:

- PAN card, GST certificate.
- Certificate of valid trade license.
- Duly filled annexure I, II and III should be submitted.

The sealed quotation with all necessary documents must reach Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001. In a bigger envelop super scribing “Quotation for providing Digital display and other accessories on rental service basis at LGBRIMH, Tezpur”

Last date of receiving quotations: 09-03-2023.

Note:

- Item and Quantity are based on the requirement of Institute which may increase or decrease. Institute will not provide any advance payments.
- The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved with the Institute. For any corrigendum and addendum please check the official website (www.lgbrimh.gov.in) regularly.
- Sub-letting/Sub-contract of work is not allowed.
- Installation charges should be included in the quotation.
- The rates are FOR at LGBRIMH, Tezpur, nothing extra on account of freight etc. will be paid.
- The bidder should clearly mention all charges or taxes (GST, Carriage etc.) in the quotation. Nothing extra after submission of the quotation will be considered.
- The offer must be valid for a period of at least 1 year from the date of opening of the quotations.
- The items shall be supplied within the time limit specified in the supply order.

9. Charges not mentioned in the quotation shall not be paid.
10. Taxes as applicable should be clearly mentioned in the quotation separately.
11. Payment will be done after satisfactory performance and completion of the conference on 17th and 18th March, 2023.
12. The successful bidder shall be solely responsible and liable for the items to be provided and LGBRIMH, Tezpur shall not have any liability and responsibility on this account.
13. 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.
14. The list of items are as follows:

Sl. No.	Item description	Quantity
1.	LED Screen 10 x 20 size	1
2.	LED Screen 6 x 4 size	2
3.	Video Recording with Live	1
4.	Sound System with 3 Mics	2
5.	LED TV	4
6.	Podium	6

QUOTATION APPLICATION FORM

(Details to be enclosed on Firm's own letter head)

1.	Quotation No.	:	
2.	Name of the Work	:	
3.	Name of the Firm	:	
4.	Address of the Firm	:	
5.	Name of the proprietor and contact person	:	
6.	Email	:	
7.	Phone number, Fax(if any)	:	
8.	Bank Details i. Bank Name ii. Branch Name iii. Bank Account Number iv. IFSC code v. Any other information	:	
9.	PAN No. (Attach : Copy of PAN certificate)	:	
10.	GST Reg. No. (Attach : Copy of GST certificate)	:	
11.	General subject dealt	:	
12.	List of enclosures		

Financial Bid
Invitation of Sealed Quotation for Digital display and other accessories rental service at
LGBRIMH, Tezpur

Sl. No.	Name of the machine/ Equipment	Qty	Rate/ unit for 2 days without tax (Inclusive of Installation charges, any other charges, etc.)	Rate/ unit for 2 days with tax (Inclusive of Installation charges, any other charges, etc.)	Total Amount including taxes for 2 days (Inclusive of Installation charges, any other charges, etc.)
1.	LED Screen 10 x 20 size	1			
2.	LED Screen 6 x 4 size	2			
3.	Video Recording with Live	1			
4.	Sound System with 3 Mics	2			
5.	LED TV	4			
6.	Podium	6			
Grand Total					

Date :

(Signature)
Name of Vendor

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder**Name:** _____**Designation:** _____**Organization Name:** _____**Contact No. :** _____

UNDERTAKING

To,

**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 undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to provide Digital display and other accessories on rental service basis at LGBRIMH, Tezpur on 17th and 18th March, 2023. 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** (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
3. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
4. I/We hereby undertake to repair the items during the validity of quotation as per directions given in supply order within stipulated period positively.
5. I/We declare that no legal/financial irregularities are pending against the proprietor/Partners of the tendering firm or manufacturer.
6. I/we undertake to provide the ordered items within stipulated period and if fail to provide during the stipulated period the necessary action can be taken by the Director, **LGBRIMH, Tezpur, India**.
7. I/We undertake that if the rates of any items are lowered due to any reason, I/we will charge the lower rates.
8. I/We undertake that the items provided are as per Make/Model /Catalogue/ technical literature description.
9. 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. office or Institute/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to provide Digital display and other accessories on rental service basis at the same prices and rates not exceeding those mentioned in the Financial Bid.
10. Director, LGBRIMH, reserves the right to cancel the contract at any stage without assigning any reasons thereof. No correspondence will be entertained.
11. I/we pledge and solemnly affirm that the information submitted in quotation documents

is true to the best of my knowledge and belief. I/we further pledge and solemnly affirm that nothing has been concealed by me/we and if anything adverse comes to the notice of purchaser during the validity of quotation period, the Director, **LGBRIMH, Tezpur** will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder

With seal of firm (**Name of Bidder**)

Place

Date.....