



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/1364/2023-24/pt. file-2/ 6480

Date: 21/11/23

E-TENDER NOTICE

Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal <http://eprocure.gov.in/cppp> by the Director, LGBRIMH, from primary manufacturers or their authorized dealers or distributors for supply of Printing items to LGBRIMH, Tezpur.

**CRITICAL DATE SHEET**

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	21.11.2023	6:00 PM		
Tender Download	21.11.2023	6:00 PM	11.12.2023	3:00 PM
Bid Submission	21.11.2023	6:00 PM	11.12.2023	3:00 PM
Bid Clarification	21.11.2023	6:00 PM	28.11.2023	5:00 PM
Technical Bid Opening	12.12.2023	3:00 PM		

Sd/-  
Director  
LGBRIMH

## Terms & Conditions for Submission

Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal <http://eprocure.gov.in/cppp> by the Director, LGBRIMH, from manufacturers or their authorized dealers or distributors for supply of Printing items to LGBRIMH, Tezpur.

Instructions for submission of bids:

a. Physical Documents:

i) Self-attested photocopies of all the documents mentioned in E-bid Cover I.

b. **E-bid Cover-I:** will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-

- (i) Scanned copy of EMD, as per schedules mentioned in page no.5, 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.
- (ii) Scanned copy of proof of SSI enlistment if applicable and all necessary documents.
- (iii) Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship *on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public*. A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.
- (iv) Scanned copy of recent non-conviction/ non-blacklisting certificate *on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public*.
- (v) Scanned copy of updated Income Tax return documents for the Assessment year 2022-23.
- (vi) Scanned copy of performance report from Govts/Semi-Govts/Autonomous organization served in their letter head in the same field. (for last 3 years).
- (vii) Scanned copy of PAN Card.
- (viii) Scanned copy of current account statement of bidder.
- (ix) Scanned copy of duly filled Undertaking as per annexure II.
- (x) Scanned copy of valid Trade License or incorporation certificate.
- (xi) Scanned copy of duly filled annexure I, III & V.
- (xii) Scanned copy of GST registration certificate.
- (xiii) Scanned copy of statement of financial status (Annual turnover for last 3 years from Chartered Accountants).

c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:- Financial bid in the form of "BOQ" (BILL OF QUANTITIES) only. Financial bid will be submitted **online only**. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and **do not fill up zero**. The GST column of BOQ is in INR. Bidders have to quote for all items of an individual schedule. L1 evaluation and selection process will be based on item wise as per schedule. So, a bidder may quote for an individual schedule also.

The Period of contract: - One year from the AOC issued or may be decided by the Institute authority at the time of award of contract.

3.

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will

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be opened on the next working day at the same time or on any other day/time as notified

1. **Process of submission of online bid:**

The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<http://eprocure.gov.in/cpp>).
- b) The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process.
- c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder.
- d) Bidder then logs in to the site through the secured log-in by entering their user-ID / password and the password of the DSC / e-Token.
- e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (<http://eprocure.gov.in/cpp>).
- f) **Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.**
- g) Bidder should log into the site and upload their bids on or before the bid submission time.
- h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- i) A standard BOQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the exact format provided and no other format is acceptable. The BOQ filename must not be changed and if in any case the BOQ is found to be modified by the bidder the bid will be rejected.
- j) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- k) **Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. Bidder can contact via email id: [lgbetender@gmail.com](mailto:lgbetender@gmail.com).**
- l) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

2.

- a) The collection of road permit, if any, will be the responsibility of the **bidder**.
- b) Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur.

3.

**Earnest Money Deposit / PERFORMANCE SECURITY**

No	Schedule no.	Details of items	Earnest Money (in Rs)
1.	Schedule No. A	Printing & Binding	1,10,000.00
2.	Schedule No. B	Name Plates, Sign Boards, Flexes And Banners	22,000.00

- a) EMD for the respective schedules 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 bidder without Earnest Money Deposit or proof of EMD exemption will be summarily rejected.
- b) Performance Security, equivalent to 5% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG drawn in favour of Director LGBRIMH, payable at Tezpur. The Performance Security shall be released only after 2 months from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- c) Tender Number, its due date and complete address of the firm should also be clearly written on the **BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE** safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
- d) EMD of all bidders will be returned in due course of time.

4.

**SIGNING OF BID:-**

- a) The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
- b) Individual signing the bid or other documents concerned with the bid must specify whether he signed as :
- A sole proprietor of the firm, or constituted Attorney of such proprietor.
  - A partner of the firm, if it is a partnership concern, in which case, he must have legal authority to sign, answer and admit to refer dispute to arbitration.
  - Constituted Attorney if it is a company.

**NOTE:-**

\*\* In case of (b), a copy of the Partnership Deed, General Power of Attorney, in each case, duly attested by a Notary Public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.

\*\* In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.

\*\* A person signing the bid form or any documents forming part of the bid on behalf of another shall be deemed under warranty that he has the authority to bind himself with such person. If on enquiry, it appears that the person so signing has no authority to do so, the purchaser without prejudice to other Civil & Criminal remedies can cancel the contract and hold the signatory responsible for all cost & conveyances arising there from.

**TERMS OF SUPPLY :-**

5.

- a) **Liability for late Supply & Non supply:-** If the vendor fails to supply the goods (partly or whole) within the time as per purchase order , a sum equivalent to 1 ( one) percent of the order value for each week of delay up to the extended period will be deducted from the order value/security deposit, as liquidated damages (subject to maximum deduction of 5 (five) % percent of the order value).
- i) In case the supplier fails to supply the goods (partly or whole) within the stipulated time as indicated in the supply order or even within the extended supply date, the supply order lying with the supplier will stand automatically cancelled and LGBRIMH shall be at liberty to get the goods supplied from other available sources at the cost of the defaulting supplier. The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per the law of the land.
- ii) If the bidder fails to supply any stocks as per terms and conditions of acceptance of tender or fails to replace any stock rejected by the direct demanding officer within a period as stipulated by the institute or any person authorized by the institute on his behalf, the institute is **entitled to purchase such stock /partial stocks from any other source at such price or at market price without notice to the contractor.** The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per law of the land. **The quantity of stock/partial stocks if purchased will automatically stand cancelled from the order.**
- b) It will be the responsibility of the bidder for safe transport of goods to the destination address i.e., LGBRIMH, Tezpur.
- c) **No payment shall be made for any rejected material.** The bidders would remove the rejected items within two weeks of the date of rejection at their own cost by replacement immediately. In case these are not removed, these will be disposed off in manner as deemed fit by the authorities at the risk and responsibility of the supplier without any further notice.
- d) Extension of delivery period in exceptional case will be entirely at the discretion of the Director.
- e) The supplier shall have to present the bills only after completion of indented supply.
- f) The bidders must have sales outlets at Tezpur, Assam.

**Force Majeure :** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof. Neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, LGBRIMH, Tezpur may, opt to terminate the contract.

7. **RIGHT OF ACCEPTANCE :-**

- a) Director, LGBRIMH, reserves the right to reject/accept any or all tenders without assigning any reasons thereof and also have the right to place order on one or more firms. No correspondence will be entertained.
- b) The Printing items to be supplied will be of good quality. In case it is found that any particular Printing items is found not of standard quality, substandard or spurious, supplier will be liable to be blacklisted for a period of five years besides other legal action that may be initiated. In case the suppliers fail to supply Printing items within the stipulated time, the institute will procure the same from open market and the supplier will be liable to pay the liquidated damage which will be recovered from bills or security deposit or as the case may be.
- c) If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their tender shall be deemed to be rejected and the security deposited will be forfeited.
- d) It will be the prerogative of the institute to place the supply order for the whole lot / item or in piecemeal basis depending upon the requirement of the institute.
- e) **Name, Designation and specimen signature** of the person/ representative authorized by the competent authority of the firm to deal with the tender/ sign the tender document must be enclosed with the tender.
- f) Bidder must provide address, along with the telephone number and Fax no. with tender for all correspondence.
- g) **The offer** rate should be valid for 1 year from the date of AOC and the Institute is at liberty to purchase additional items if required, at the quoted rate within the validity period.
- h) If any Sub- Standard/ inferior quality of product is supplied, same should be replaced at the risk, cost and responsibility of the supplier.
- i) The quantity of item/items may be increased or decreased as per requirement of the institute. The "item schedule" is an estimated requirement only.
- j) The Institute reserves the right to cancel the contract at any point of time during the contract period.

8.	<p><b><u>AGREEMENT:-</u></b></p> <p>An agreement will have to be executed on non judicial stamp paper of Rs.100 /- by the successful bidder with the institute authority, in the format (Annexure IV) prescribed by the institute, within a period of 7 days from the date of Award of Contract.</p>
9.	<p><b><u>REJECTION OF THE TENDER :- Terms &amp; Conditions</u></b></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> <li>a) Submission of tender EMD or proof of EMD exemption.</li> <li>b) Failure to upload the Tender Documents as per para 1 (b) and 1(c).</li> <li>c) Conditional &amp; vague offers.</li> <li>d) Rates indicated in other than designated document (E-bid Cover II).</li> <li>e) Rates not indicated to include all taxes.</li> <li>f) Uploading of misleading /contradictory /false statement or information &amp; fabricated /invalid documents.</li> <li>g) Tender not duly filled up.</li> </ol>
10.	<p><b><u>DISPUTE ADJUDICATION:-</u></b></p> <p>In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.</p>

Supply of Printing items having the following requirements:

## ITEM SCHEDULE

Printing items (as and when required) Single Colour

## Schedule – A – PRINTING &amp; BINDING

SL No.	Paper Quality	Product and Size	Print	Estimated Quantity	Whether Quoted or Non-Quoted. If quoted name of Manufacturer
1	75 GSM	A4 size printing	Single Side	70,000 nos.	
2	75 GSM	A4 size printing	Double Side	90,000 nos.	
3	75 GSM	½ of A4	Single Side	20,000 nos.	
4	75 GSM	½ of A4	Double Side	30,000 nos.	
5	75 GSM	¼ of A4	Single Side	10,000 nos.	
6	75 GSM	¼ of A4	Double Side	10,000 nos.	
7	75 GSM	Legal FS	Single Side	30,000 nos.	
8	75 GSM	Legal FS	Double Side	40,000 nos.	
9	75 GSM	½ of A4 / ¼ of A4 with shorting & stitching charges	Single Side	10,000 set.	
10	75 GSM	½ of A4 / ¼ of A4 with shorting & stitching charges	Double Side	10,000 set.	
11	75 GSM	½ of A4 / ¼ of A4 including cover page & binding charge	Single Side	10,000 nos.	
12	75 GSM	½ of A4 / ¼ of A4 including cover page & binding charge	Double Side	10,000 nos.	
13	75 GSM	A4/Legal-FS/ with shorting & stitching charges /	Single Side	15,000 set.	
14	75 GSM	A4/Legal-FS/ with shorting & stitching charges /	Double Side	15,000 set.	
15	75 GSM	A4/Legal-FS/ including cover page & binding charge	Single Side	15,000 nos.	
16	75 GSM	A4/Legal-FS/ including cover page & binding charge	Double Side	15,000 nos.	
17	75 – 90 GSM	Log Book (standard size)	Single Side	2,000 nos.	
18	75 – 90 GSM	Log Book (standard size)	Double Side	2,000 nos.	
19	75 – 90 GSM	Cloth binding/Attendance register (standard size)	Single Side	1,000 nos.	

	75 – 90 GSM	Cloth binding/Attendance register (standard size)	Double Side	1,000 nos.	
21	75 – 90 GSM	Stock Register (standard size)	Single Side	2,000 nos.	
22	75 – 90 GSM	Stock Register (standard size)	Double Side	2,000 nos.	
23	75 – 90 GSM	Order Book ¼ demy size (50 x 4 per book all printed sheet)	Single Side	5,000 nos.	
24	75 – 90 GSM	Attendant Pass ¼ of A4 size	Single side	3000 nos.	
25	75 – 90 GSM	Visitors Pass ¼ of A4 size	Single side	3000 nos.	
26	75 – 90 GSM	Multi Coloured Pamphlet (1/2 of A4 Size)	Single side	1000 nos.	
27	75 – 90 GSM	Community Observation/related Prescription Booklet ½ of A4	Double Side	1000nos.	
28	90 GSM & above	Legal sized ¼ the DFC Certificate	Single Side	500nos.	
29	90 GSM & above	Premium Glossy paper certificate (standard size)	Single Side	500nos.	
30	90 GSM & above	Standard sized black and white certificate	Single Side	500nos.	
31	75 – 90 GSM	QR code stickers ½ of A4	Single Side	100 nos.	
32	75 – 90 GSM	Standard multicolored stickers ½ of A4 size	Single Side	100 nos.	
33	75 – 90 GSM	Binding and stitching of registers A4 size (hard cover) 100 pages per no	Whole	100 nos.	
34	75 – 90 GSM	Binding and stitching of registers FS size(hard cover) 100 pages per no	Whole	100 nos.	
35	75 – 90 GSM	Binding and stitching of registers LEGAL size(hard cover) 100 pages per no	Whole	100 nos.	
36	75 – 90 GSM	Binding and stitching of printed papers A4 size(hard cover) 100 pages per no	Whole	100 nos.	
37	75 – 90 GSM	Binding and stitching of printed papers FS size(hard cover) 100 pages per no	Whole	100 nos.	

	75 – 90 GSM	Binding and stitching of printed papers LEGAL size(hard cover)	Whole	100 nos.	
39	75 – 90 GSM	Binding and stitching of registers FS size(cloth binding)	Whole	100 nos.	
40	75 – 90 GSM	Binding and stitching of registers LEGAL size(cloth binding)	Whole	100 nos.	
41	75 – 90 GSM	Binding and stitching of printed papers A4 size(cloth binding)	Whole	100 nos.	
42	75 – 90 GSM	Binding and stitching of printed papers FS size(cloth binding)	Whole	100 nos.	
43	75 – 90 GSM	Binding and stitching of printed papers LEGAL size(cloth binding)	Whole	100 nos.	
44	Premium	Hard Board file with plastic clip & yellow Printed cover 34.5cm x 26.5cm	Whole	1000 nos.	
45	75 – 90 GSM	Letter Pad in executive Bond paper per book 100 page (Printing + Binding with cover) A4 Size (29.5 cm x 21 cm)	Single side	1000 nos	
46	75 – 90 GSM	Letter Pad per book 50 pages (Printing + Binding with cover) 22.5 cm x 13.5 cm	Single side	1000 nos	
47	90 GSM & above	Service Book per book 62 pages (printing + binding with cover) ¼ DFC (cover size) / 33 cm x 21 cm Ledger Paper	Single side	1000 nos	
48	75 – 90 GSM	Receipt Book per book 50 pages (printing + binding with cover) 21cm x 9.5 cm	Single side	1000 nos	

**Schedule – B – NAME PLATES, SIGN BOARDS, FLEXES AND BANNERS**

<b>SL No.</b>	<b>File - Type</b>	<b>Size</b>	<b>Estimated Quantity</b>	<b>Whether Quoted or Non-Quoted. If quoted name of Manufacturer</b>
1	Standing Flex (with plastic frame) with fitting charges	Per square feet	500 nos.	
2	Standing Flex (with metal frame) with fitting charges	Per square feet	500 nos.	
3	Multi colored flex/banner with wooden frame with fitting charges	Per square feet	500 nos.	
4	Multi colored flex/banner with metal frame with fitting charges	Per square feet	500 nos.	
5	Standard flex/banner with wooden frame with fitting charges	Per square feet	500 nos.	
6	Standard flex/banner with metal frame with fitting charges	Per square feet	500 nos.	
7	Standard Signboard with wooden frame with fitting charges	Per square feet	500 nos.	
8	Standard Signboard with metal frame with fitting charges	Per square feet	500 nos.	
9	Multi-colored Signboard with wooden frame with fitting charges	Per square feet	500 nos.	
10	Multi-colored Signboard with metal frame with fitting charges	Per square feet	500 nos.	
11	Sun board Printing/ Foam board – Colourful with fitting charges	Per square feet	500 nos.	
12	Plastic Name Plate with fitting charges	Per square feet	500 nos.	
13	Metallic Name Plate with fitting charges	Per square feet	500 nos.	

Undertaking

To,

Dated:-.....

The Director  
L G B Regional Institute of  
Mental Health Tezpur,  
Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of printing items along with other required documents.
2. I/ We enclose herewith “EMD of Rs. ....vide EMD no.....Dated:.....” failing of which the institute authority may initiate action against me as deemed fit.
3. I/we hereby agree to all terms and conditions, stipulated by the LGBRIMH, and contained in Tender Documents in this connection including delivery, penalty etc. and the rate quoted in the financial bid will remain unchanged during the entire period of supply.
4. I /We undertake to sign the contract / agreement within 10 days from the issue of the AOC letter, failing which My/Our firm will be suspended for 5 years to participate in any tender of LGBRIMH,TEZPUR
5. I /we have gone through all terms and conditions of the tender document before submitting the same.

Note: - All terms & conditions including rates and taxes etc, have been indicated separately in the tender. During the rate contract period, basic price of the items will remain unchanged. Other terms and conditions are also as per the requirement of the institute.

YOURS FAITHFULLY

SIGNATURE OF THE  
TENDERER  
RUBBER STAMP

- |    |                         |       |
|----|-------------------------|-------|
| A  | 1. WITNESS SIGNATURE    | ----- |
|    | 2. FULL NAME            | ----- |
|    | 3. ADDRESS & Contact No | ----- |
|    |                         |       |
| B. | 1. WITNESS SIGNATURE    | ----- |
|    | 2. FULL NAME            | ----- |
|    | 3. ADDRESS& Contact No. | ----- |

## Organization's contact details and EMD Payment Details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
GST Number	
EMD Details	

## DEED OF CONTRACTUAL AGREEMENT

**THIS AGREEMENT** made the.....day of ....., 2023 Between Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur Assam (hereinafter "the Purchaser") of the one part and \_\_\_\_\_ (hereinafter called "the Supplier") of the other part:

**WHEREAS** in response to the notification No. LGB/NAZ/.....Dated ..... The bidder has submitted to the LGBRIMH a tender for supply of Printing items specified there in the Annexure I subject to the terms & conditions contained in the said tender.

**AND WHEREAS** the bidder has also deposited with the Government a sum of Rs. .... as performance security for the execution of an agreement undertaking the due fulfillments of the contract, in case this tender is accepted by LGBRIMH.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) The Letter of Acceptance issued by the purchaser/ Supply Order.
  - b) The Notice Inviting Tender
  - c) The supplier's bid including enclosures, annexure, etc.
  - d) The Terms and Conditions of the Contract
  - e) The Schedule of Requirement
  - f) The Technical Specification
  - g) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser. such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.
2. In case the bidder fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the purchaser shall have the power and authority to recover from the supplier any loss or damage caused to LGBRIMH by such breach as may be determine by LGBRIMH by appropriating the security money deposited by the supplier and take appropriate action as per penalty clause of the tender. If the security deposit is found to be inappropriate, the deficit amount may be recovered from the supplier from his outstanding bill or such other manner as the purchaser may deem fit.
3. On inspection if any article found not as per specification of the supply order it shall be replaced by me/us in time as asked for. to prevent any inconvenient at my/our expenses. In case of non-fulfillment of the terms and conditions of the contract/ supply order, the Director LGBRIMH shall have right to take appropriate action and impose penalty as deemed fit. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services without interruption and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction **shall be within the limit of the Tezpur District Court.**
6. Director, LGBRIMH reserves the right to cancel the contract at any stage during the contract period. No correspondence will be entertained.

In the presence of witness:  
Purchaser or his/her nominee

1.....  
2.....

Signature of the  
(with seal)

In the presence of witness:  
Supplier

1.....  
2.....

Signature of the  
(with seal)

CHECKLIST

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	To
1.	Scanned copy of EMD, as per schedules mentioned in page no.5, 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.		
2.	Scanned copy of proof of SSI enlistment if applicable and all necessary documents. (if applicable)		
3.	Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> . A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.		
4.	Scanned copy of statement of financial status (Annual turnover for last 3 years from Chartered Accountants).		
5.	Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> .		
6.	Scanned copy of updated Income Tax return documents for the Assessment year 2022-23.		
7.	Scanned copy of performance report from Govts/Semi – Govts/Autonomous organization served in their letter head in the same field. (for last 3 years)		
8.	Scanned copy of PAN Card and GST registration certificate.		
9.	Scanned copy of Bank Details of bidder.		
10.	Scanned copy of duly filled undertaking (annexure –II).		
11.	Scanned copy of duly filled annexure -I, III and V		
12.	Scanned copy of valid Trade License or incorporation certificate		
13.	All Hardcopies uploaded		