



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@lgb.0.rimh.gov.in
Post Box No. 15:: FAX No. (03712) 233623
TEZPUR:: 784001 :: ASSAM

No.LGB/LIB/3902/2013/3959

Dated: 16/07/2024

QUOTATIONS INVITED FOR BINDING OF BOOKS AND JOURNALS

Sealed rate quotation are hereby invited from experienced/reputed agencies/firm for rate contract for binding of books and journals of Library and Informatics Centre ,LGBRIMH, Tezpur as per the specification (given in Annexure I) for a period of one year.

Sl. No.	Item	Approximate qty
1.	Books	21
2.	Journals	748

Sealed Quotations for binding of Books and Journals above items should be submitted in sealed envelopes duly super scribed as: "Quotation for binding of Books and Journals" and quotation no. Quotationer can submit query, if any at lgbetender@gmail.com within 10 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 should be submitted to the Office of the LGBRIMH, Tezpur within 21 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. Institute reserve the right to reject all or any NIQ without assigning any reason.


Deputy Director
LGBRIMH, Tezpur

A. Technical Quotation: The following documents have to be provided along with the technical Quotation:

- i. Scanned copy of a declaration on non-judicial stamp paper of worth Rs100.00 (duly attested by Notary Public) by the proprietor of firm in case the firm is proprietorship firm. In case the firm is partnership firm than a scanned copy of partnership deed duly registered by the register of firms. In case the firm is company registered then scanned copy of incorporation of company certificate needs to be submitted.
- ii. EMD of Rs. 7000.00 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.
- iii. Names & addresses (at least three) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar supply has provided by your firm/organization etc. Documentary evidence shall produce from such institution.
- iv. Recent non-conviction/ non-blacklisting certificate on non-judicial stamp paper of worth Rs. 100.00 - duly attested by Notary public should be submitted.
- v. Updated Income Tax return documents for the financial year 2022-23/2023-24 should be submitted.
- vi. PAN Card and GST registration certificate should be submitted.
- vii. Valid Trade License or Incorporation certificate should be submitted.
- viii. Dully filled Annexure I
- ix. Dully filled Annexure II
- x. Dully filled Undertaking as per Annexure III

B. General Terms & Conditions:

- i. The bidder must submit their Quotation in single bid system mentioning the quotation no. & date in envelop in the top.
- ii. Flat rates should be quoted of binding irrespective of the size of the books and journals (Rates of each item shall be indicated both in the words and figures)
- iii. Supply order will be placed as and when required basis. Quantity of books and journals mentioned in previous page is approximate, it may increase or decrease depending on the requirement of the institute.
- iv. The payment will be released only after satisfactory completion of binding as per supply order.
- v. This contract shall be valid for a period of initially one year which could be extended on mutually agreed terms after completion of satisfactory

services for next period. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.

- vi. 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.
- vii. L1 bidder shall be evaluated on total value wise evaluation.
- viii. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- ix. 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.
- x. The Institute reserves the right to cancel the contract at any point of time during the contract period.
- xi. The binding of books & journals would be done at Library and Informatics Centre Premises. No books and journals will be allowed to be taken out of the library & Informatics Centre Premises. If any books or journals if found to be damaged during the time of binding of the books and Journals then it will be the responsibility of the successful bidder and appropriate amount has to be borne by the successful bidder.
- xii. Damage occurred to the books /journals during the execution of the work will have to be compensated by the supplier as per contract.
- xiii. Safety & security of the item during execution of the work are to be ensured by the supplier.

C. Scope of Work

- i. Binding of Books and Journals which are to be completed as per instruction mentioned in the supply order. However in case of emergency requirement supply to be made within a short period as specified by the institute.

D. Earnest Money Deposit (EMD): Quotationer should submit EMD of Rs. 7,000.00 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 quotation/tender cannot be adjusted or considered for this quotation. No interest will be payable on the EMD. The EMD of the approved Quotationer will be released only after the concerned firm deposits necessary performance security. EMD of unsuccessful Quotationer will be returned in due time.

E. Performance Security (PS): Performance Security, equivalent to 5% of the total cost of the items 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 sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

Annexure - IOrganization's Contact Details

Name & Address of the Firm /Agency/Firm	
Phn. No.	
Fax	
E-mail	
Contact Person Name	
Mobile No.	
TIN No.	
Adhar no (Enclosed)	
PAN No.	
GST No	
Bank Details	
EMD Details	

Signature -----

Name in full -----

Firm Name -----

Annexure - II

Financial Quotation

Sl. No.	Approx size of Item	Type of Binding	Basic Rate Per Binding of items (in Rs)	GST Per Binding of items (in Rs)	Total Price including taxes for per binding of items (in Rs)
1.	A3	Half Leather with thick board and full Rexine (with gold printing)			
2.	A4	Half Leather with thick board and full Rexine (with gold printing)			
3.	A5	Half Leather with thick board and full Rexine (with gold printing)			

Grand total Rs. -----

(Inclusive of GST)

Grand total in word (Inclusive of taxes) -----

Dated:

Signature -----

Name in full -----

Designation -----

Firm/organization etc Name -----

Contact No -----

Undertaking

Quotation calling no:

Date:

Name and address of the firm

To,

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

Sir,

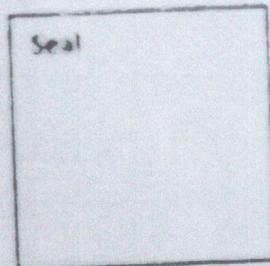
I/We the undertaking certify that I/We have gone through the terms and conditions mentioned in the quotation documents and hereby undertake to agree and comply with them in its entirety.

I/We understand that in case of breach of any of the terms and conditions committed of my/our part, the contract for binding of Books and journals will be liable to be terminated.

Signature of the Bidder

Date

Place



Name

Designation

Address

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CHECKLIST

SL. NO	Document	Submitted Yes/no	Page No.
1.	Copy of a declaration on non-judicial stamp paper of worth Rs100.00 (duly attested by Notary Public) by the proprietor of firm in case the firm is proprietorship firm. In case the firm is partnership firm than a copy of partnership deed duly registered by the register of firms. In case the firm is company registered then copy of incorporation of company certificate		
2.	EMD of Rs. 7000.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption		
3.	Recent non-conviction/ non-blacklisting certificate on non-judicial stamp paper of worth Rs. 100.00 - duly attested by Notary Public		
4.	Updated Income Tax return documents for the financial year 2022-23/2023-24 should be submitted.		
5.	PAN Card and GST registration certificate		
6.	Valid Trade License or Incorporation certificate should be submitted.		
7.	Names & addresses (at least three) in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar work experience certificate (if any)		
8.	Duly filled Annexure I		
9.	Duly filled Annexure II		
10.	Duly filled Annexure III		