



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](http://www.lgbrimh.gov.in), e - Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)  
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TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1338/2025/ 3023

Dated: 06/06/2025

**Quotation calling for the Refilling of Cartridge and supply of colour Ink and Toner**

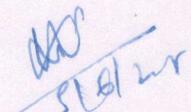
Sealed rate quotation are hereby invited from dealer/supplier/firm for rate contract of refilling of cartridge and supply of color ink and toner to LGBRIMH, Tezpur as per the specification (given in Annexure I) for a period of one year.

Sl. No.	Item	Approximate qty required per annum
1.	Refilling of Cartridge	400 nos.
2.	Printer Colour ink	12 nos.
3.	Toner	18 nos.

Sealed Quotations for supply of above items should be submitted in sealed envelopes duly super scribed as:

“Quotation for Refilling of Cartridge and supply of color Ink and Toner.

The quotation should be submitted in **the sealed envelope super scribed as Refilling of Cartridge and supply of color Ink and Toner**. The bidder has to mentioned the quotation no. at top of the sealed envelope. Quotationer can submit query, if any at [lgbetender@gmail.com](mailto:lgbetender@gmail.com) within 07 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 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.

  
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. 9000.00 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 (As per annexure IV)* should be submitted.
- v. Updated Income Tax return documents for the financial year 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. Duly filled Undertaking as per Annexure III
- ix. Dully filled Annexure I and Annexure-II.
- x. OEM authorizations for specific brands for toner.

#### **B. General Terms & Conditions:**

- i. Technical and Financial Quotation should be submitted on firm letter head and should be submitted duly signed by the authorized person.
- ii. Supply order will be placed as and when required basis. Quantity of Cartridge, Toner and Color ink mentioned on above is approximate, it may increase or decrease depending on the requirement of the institute.
- iii. The payment will be released only after satisfactory completion of supply of goods as per supply order.
- iv. 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.

- v. 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.
- vi. L1 bidder shall be on total value wise evaluation. Bidder has to quote all the items in the financial quotation otherwise bid will be cancelled.
- 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.
- ix. The Institute reserves the right to cancel the contract at any point of time during the contract period.

### **C. Scope of Work**

1. Supply of material will have to be completed as per instruction mentioned in the supply order. However in case of emergent requirement supply to be made within short period.
2. Supply of Cartridge, Toner and color ink should not be stopped, if the payment of any bill is delayed for some time due to unavoidable circumstances.
3. Genuine OEM products of specific brands for toner has to be supply by successful quotationer.

### **D. EARNEST MONEY DEPOSIT(EMD)**

- a) Quotationer should submit EMD of Rs. 9,000.00 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.

### **b) PERFORMANCE SECURITY:-**

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 only after fulfillment of contractual obligations and no interest shall be payable thereof.

**D. Financial Quotation**

<b>Sl No</b>	<b>Description/Particular</b>	<b>Unit rate in Rs.</b>	<b>GST per unit in RS.</b>	<b>Total Rate (inclusive GST per unit in Rs.)</b>
1.	HP 18A			
2.	HP 88A			
3.	HP 78A			
4.	HP 12 A			
5.	HP 137A			
6.	HP 77A			
7.	HP 285A			
8.	HP 287A			
9.	HP 110A			
10	Brother B021			
11	Canon 319			
12	Canon 324			
13	Canon 326			
14	Canon 328			
15	Canon 337			
16	Canon 925			
17	Canon 278A			
18	Canon 070			
19	Canon 054 (Black)			
20	Canon 054 (Yellow)			
21	Canon 054 (Magenta)			
22	Canon 054 (Cyan)			
23	Canon ink 790 BK 135ml			

24.	Canon ink 790 M 70ml			
25.	Canon ink 790 C 70ml			
26.	Canon ink 790 Y 70ml			
27.	HP335X			
28.	Canon NPG84			
29.	Canon NPG87			
30.	Canon NPG88-B			
31.	Canon NPG88-Y			
32.	Canon NPG88-M			
33.	Canon NPG88-C			
			<b>Grand total Rs.</b>	

**Dated:**

**Signature.....**

**Name in full.....**

**Firm/organization etc, Name.....**

**Designation.....**

**Contact No.....**

## Annexure I

Specification of Cartridge and Color Ink

Sl.No	Model of Cartridge	Approximate Qty required per annum	Approximate no of pages to be printed	Compliance (Yes/No)
1.	HP 18A	08	900	
2.	HP 88A	15	900	
3.	HP 78A	50	900	
4.	HP 12 A	08	900	
5.	HP 137A	20	900	
6.	HP 77A	02	900	
7.	HP 285A	05	900	
8.	HP 287A	05	900	
9.	HP 110A	100	900	
10.	Brother B021	02	900	
11.	Canon 319	15	1200	
12.	Canon 324	02	900	
13.	Canon 326	30	900	
14.	Canon 328	02	900	
15.	Canon 337	60	900	
16.	Canon 925	65	900	
17.	Canon 278A	05	900	
18.	Conon 070	02	1000	
19.	Canon 054 (Black)	01	2500	
20.	Canon 054 (Yellow)	01	1200	
21.	Canon 054 (Magenta)	01	1200	
22.	Canon 054 (Cyan)	01	1200	

<b>23.</b>	Canon ink 790 BK 135ml	<b>03</b>	<b>2500</b>	
<b>24.</b>	Canon ink 790 M 70ml	<b>03</b>	<b>1200</b>	
<b>25.</b>	Canon ink 790 C 70ml	<b>03</b>	<b>1200</b>	
<b>26.</b>	Canon ink 790 Y 70ml	<b>03</b>	<b>1200</b>	
<b>27.</b>	HP335X(Toner)	<b>10</b>	<b>10,000</b>	
<b>28.</b>	Canon NPG84 (Toner)	<b>02</b>	<b>10,000</b>	
<b>29.</b>	Canon NPG87(Toner)	<b>02</b>	<b>10,000</b>	
<b>30.</b>	Canon NPG88- B(Toner)	<b>01</b>	<b>10,000</b>	
<b>31.</b>	Canon NPG88- Y(Toner)	<b>01</b>	<b>10,000</b>	
<b>32.</b>	Canon NPG88- M(Toner)	<b>01</b>	<b>10,000</b>	
<b>33.</b>	Canon NPG88- C(Toner)	<b>01</b>	<b>10,000</b>	

**Annexure-II**

Organization's contact details

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

Name:.....  
Signature of Proprietor/Contractor:.....  
Date:.....

**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 supply the approved goods 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 goods and service shall be final and binding on me/us.
3. I/we undertake to provide refilling of Cartridge and color ink 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.
4. I/We undertake that if the rates of any item lowered due to any reason, I will charge the lower rates.
5. 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 at the prices and rates not exceeding those mentioned in the financial quotation.
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 Quotationer)**

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 Quotationer/ Company**

**CHECKLIST**

SL. NO.	Document	Submitted Yes/No	Page No
1.	Scanned copy of a declaration <i>on non – judicial stamp paper of worth <b>Rs100.00</b> (duly attested by Notary Public)</i> 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.		
2.	EMD of Rs. 9,000.00 in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption.		
3.	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 done by your firm/organization etc. Documentary evidence shall produce from such institution.		
4.	Recent non-conviction/ non-blacklisting certificate <i>on non –judicial stamp paper of worth <b>Rs. 100.00</b> – duly attested by Notary Public (As per annexure IV)</i> should be submitted.		
5.	Updated Income Tax return documents for the financial year 2023-24.		
6.	PAN Card and GST registration certificate.		
7.	Valid Trade License or Incorporation certificate.		
8.	Duly filled Undertaking as per Annexure III		
9.	Dully filled as per Annexure I and Annexure-II		
10.	OEM authorizations for specific brands for toner.		