

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(Ministry of Health & Family Welfare, Government of India)
Website- www.lgbrimh.gov.in
Post Box No. 15 :: FAX No. (03712) 233623
TEZPUR:: 784001 :: ASSAM

LGB/NAZ/1364/24-25/5738

Date: 13/11/2025

TENDER NOTICE

Online e-tender i.e. two bid systems (Technical Bid and Financial Bid) are invited through the e-procurement portal <http://eprocure.gov.in.cppp> by the Director, LGBRIMH, for 1 year from dealers or distributors for supply of fish to LGBRIMH, Tezpur.

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	13.11.2025	06:00 PM		
Tender Download	13.11.2025	06:00 PM	03.12.2025	03:00 PM
Bid Submission	13.11.2025	06:00 PM	03.12.2025	03:00 PM
Pre Bid Meeting	19.11.2025	11:00 AM	19.11.2025	01:00 PM
Technical Bid Opening	04.12.2025	03:00 PM		

Sd/-
Director
LGBRIMH, Tezpur

13/11/25

Sl.No.

Terms & Conditions for Submission

1

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 for 1 year from dealers or distributors for supply of fish 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 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 a declaration *on non-judicial stamp paper of worth Rs.100.00 – duly attested by Notary Public*, in case, the firm is proprietorship. A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.

(iii) Scanned copy of performance report from Govt. / Semi-Govt. /Autonomous organization served for at least one year in the same field.

(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 financial year 2023-24 (assessment year 2024-25)

(vi) Scanned copy of PAN Card.

(vii) Scanned copy of financial status. (annual turnover of last 3 financial years duly self attested)

(viii) Scanned copy of duly filled of all Schedule of annexure I.

(ix) Scanned copy of duly filled Undertaking as per annexure II.

(x) Scanned copy of duly filled annexure III.

(xi) Scanned copy of valid Trade License or incorporation certificate etc.

(xii) Scanned copy of GST registration certificate.

c. **E-bid Cover-II:** Financial bid packet will be submitted as Cover II and will consist of following:-

(iii) Scanned copy of performance report from Govt. / Semi-Govt. /Autonomous
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 in BOQ is in INR.

N.B.: L1 bidder will be considered on total value wise basis respectively on rate without GST.

2

Period of Contract: One year or may be extended as per Institute's requirement.

3

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
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Technical Bid Opening	04.12.2025	03:00 PM		

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time as notified.

1. Pre-bid meeting will be held in MS conference room of administrative building (ground floor), LGBRIMH, Tezpur on 19.11.2025 at 11:00 AM to clarify any queries by the bidders.

2. The prospective bidders are requested to send their queries prior to at least 1 day in advance

	<p>before scheduled pre-bid meeting on e-mail: lgbetender@gmail.com as per enclosed format in AnnexureVII.</p> <p>3. Non-attendance of pre-bid meeting will not be cause for disqualification of the bidder and it shall be presumed that the bidder does not require any clarification. No clarification shall be entertained after the pre-bid meeting day.</p>
Sl.No	<i>General Conditions</i>
1	<p><u>The Process of submission of online bid:</u></p> <p>The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).</p> <ol style="list-style-type: none"> a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (http://eprocure.gov.in/cppp). 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 also. k) 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	<ol style="list-style-type: none"> 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

EMD/ PERFORMANCE SECURITY

- a) Bidder should submit EMD (as per schedule given below) in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, failing which the tender 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. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security.
- b) **The DD/FDR/BG of EMD should reach LGBRIMH before the stipulated time of opening of technical bid.**

Sl. No	Schedule no.	Details of items	Earnest Money (in Rs)
1.	Schedule No.1	Fish Rohu (1 kg. or above p/kg)	8,400.00
		Fish Bahu (1 kg. or above p/kg)	

- c) 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. Performance Security should remain valid for a period of two months 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.
- d) 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.
- e) EMD of all bidders will be returned in due course of time.

4

SIGNING OF BID:-

The bid is liable to be ignored if incomplete information is given or documents asked for are not duly filled or furnished.

Individual signing the bid or other documents concerned with the bid must specify whether he signed as :

- (a) A sole proprietor of the firm, or constituted Attorney of such proprietor.
 (b) 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.

5

TERMS OF SUPPLY :-

- a) **Liability for late Supply & Non supply:-** If the vendor fails to supply the goods(partly

	<p>or whole) within the time as per purchase order , a sum equivalent to (0.5) percent per week 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).</p> <p>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.</p> <p>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.</p> <p>b) It will be the responsibility of the bidder for safe transport of goods to the destination address i.e., LGBRIMH, Tezpur.</p> <p>c) No payment shall be made for any rejected material. The bidders would remove the rejected items at their own cost and replace the same 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.</p> <p>d) Extension of delivery period in exceptional case will be entirely at the discretion of the Director.</p> <p>e) The supplier shall have to present the bills only after completion of indented supply.</p> <p>f) The supplier shall be responsible for supplying and cutting of the fishes supplied in front of the inspecting officer / store officer.</p> <p>g) Fresh fish are to be supplied 2 times per week, before 9 am. (regularly on scheduled time)</p> <p>h) The monthly goods are to be supplied on weekly installment basis as per requirement.</p>
6	<p>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.</p>

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RIGHT OF ACCEPTANCE :-

- a) Director, LGBRIMH, Tezpur, Assam, India, has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all e-tenders without assigning any reasons and also to cancel the supply at any time without assigning any reasons thereof.
- b) No bidder or his representative shall bring or attempt to bring any outside influence to bear upon any superior authority or hospital functionaries to further this business interest. In doing so, e-tender of the concerned bidder will be rejected without assigning any reason.
- c) The fish to be supplied will be of good quality. In case it is found that any particular fish 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 fish 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.
- d) 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.
- e) 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.
- f) **Name, Designation and specimen signature** of the person/ representative authorized by the competent authority of the firm to deal with the tender and sign all the tender documents enclosed by the tenderer.
- g) Tenderer must provide address, along with the telephone number and email id. With tender for all correspondence.
- h) **The offer** rate should be valid for contract period / extension period and the Institute is at liberty to purchase additional items if required, at the quoted rate within the validity period.
- i) If any Sub- Standard/ inferior quality of products are supplied, same should be replaced at the risk, cost and responsibility of the supplier. The seller should take away the rejected items within one week after being informed.
- j) Requirement of the fish based on patient occupancy and financial availability, the quantity of item/items may be increased or decreased as per requirement of the institute.
- k) The Institute reserves the right to cancel the contract at any point of time during the contract period.
- l) The suppliers must ensure supply of good quality fish (as mentioned in Annexure I)
- m) **The supplier must ensure that the fishes are cut in front of the inspecting officer / store officer.**
- n) **Supply items should be supported with delivery challan without fail in two copies. Original to be provided with bill and duplicate to be handed over to Store section/Dietician for record.**
- o) **The acceptance of items will be given only when the items are provided up to the satisfaction of Inspecting officer/Store officer.**
- p) The supplier has to submit the bill in duplicate copies on the completion of the month along with copies of order and delivery challans for completely accepted items.
- q) Tenders shall have to quote for all items of financial bid in the interested supply i.e. schedule I,

8

AGREEMENT:-

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 10 days from the date of Award of Contract.

9	<p><u>NEAR RELATIVE:-</u> The bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur.</p>
10	<p><u>REJECTION OF THE TENDER :- Terms & Conditions</u> The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> a) Failure to upload the Tender Documents as per para 1 (b) and 1(c). b) Submission of tender without Bid Security or proof of exemption of Bid security. c) Conditional & vague offers. d) Rates indicated in other than designated document (E-bid Cover II). e) Rates not indicated to include all taxes. f) Uploading of misleading /contradictory /false statement or information & fabricated /invalid documents. g) Tender not duly filled up.
11	<p><u>DISPUTE ADJUDICATION:-</u> 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>

ANNEXURE - I

Supply of Fish having the following requirements:

ITEM SCHEDULE

(Rates are to be quoted for items of good/best quality only for applicable items.)

Schedule 1: Grocery Items

SN	Name of item	Packing/Unit	Grade & Specification:
01.	Fish (Rohu)	1 kg or above	Fresh, Good quality
02.	Fish (Bahu)	1 Kg or above	Fresh, Good quality

Seal & Sign

ANNEXURE – II

Undertaking

To,

The Director
LGB. Regional Institute of Mental Health
Tezpur, Dt :- Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of fish along with other required documents.
2. 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.
3. I /We undertake to sign the contract / agreement within 10 days from the issue of the AOC letter, failing which Director LGBRIMH shall have the right to take appropriate action and impose penalty as deemed fit and our / my name will be deleted from the list of the supplier at LGBRIMH, Tezpur.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.
5. My/Our firm possessed all the required licenses / certification to perform the work.

Note: - All terms & conditions including rates and taxes etc, has 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

Date:-
Place:-

SIGNATURE OF THE TENDERER
STAMP

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

.....
.....
.....

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

.....
.....
.....

ANNEXURE – III

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	
EMD details	
GST Number	

DEED OF CONTRACTUAL AGREEMENT

THIS AGREEMENT made the.....day of, 2025, 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 fish specified there in all the Schedules of Annexure - I subject to the terms & conditions contained in the said tender.

AND WHEREAS the bidder has also deposited to 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 determined 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 inconvenience 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 deem fit.
4. 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.
5. 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.

6. 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.**

In the presence of witness:

Signature of the Purchaser or his/her nominee

(with seal)

1

2

In the presence of witness:

Signature of the Supplier

(with seal)

1

2

CHECKLIST

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	To
1.	Scanned copy of EMD in the form of DD/FDR/BG in favour of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.		
2.	Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> . In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms.		
3.	Scanned copy of statement of financial status (Annual turnover for last 3 years duly self attached).		
4.	Scanned copy of performance report from Govt / Semi-Govt / Autonomous organization served at least for one year in the same field		
5.	Scanned copy of recent non-conviction/ non-blacklisting certificate on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public.		
6.	Scanned copy of updated Income Tax return documents for the Financial year 2023-24 (Assessment Year 2024-25)		
7.	Scanned copy of PAN Card and GST registration certificate.		
8.	Scanned copy of Bank account Details.		
9.	Scanned copy of duly filled annexure - I, II, III, and V.		
10.	Scanned copy of valid Trade License or incorporation certificate or any other relevant certificate		
11.	All Hardcopies uploaded		

FORMAT-I

(Format for queries/clarifications for the Pre Bid Meeting)

Bidders requiring specific points of clarification may communicate with the Purchaser during the specific period using the following format:

Tender No.....

Name of the Bidder:

Contact No. & Address of the Bidder:

Name of the persons (maximum two) authorized to attend the Pre Bid Meeting:

Sl. No.	Section \	Para No.	Page No.	Query

Signature:

Name of the Authorized Signatory:

Note: All the queries/clarifications for the Pre Bid Meeting are to be sent through e-mail to lgbetender@gmail.com within the specified time and date as mentioned in the tender.