



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/ 4004/19/ 5514

Dated:- 3rd November 2025

SINGLE TENDER ENQUIRY FOR PROPRIETARY ARTICLE

Subject: Notice Inviting Tender for the Procurement of Dual Hand-Held Electrode Assembly with Push Button for Computerized ECT Machine, Model: Spectrum 5000Q.

LGB Regional Institute of Mental Health (LGBRIMH), Tezpur, an autonomous body under the Ministry of Health and Family Welfare, Govt. of India, invites a bid under a Single Tender Enquiry system from the authorized exclusive distributor of M/S MECTA LLC, U.S.A. This procurement is being conducted on a proprietary article basis under the provisions of **Rule 166 of the General Financial Rules (GFR), 2017.**

The item is a proprietary component required for the existing Computerized ECT Machine (Model: Spectrum 5000Q) and is not compatible with accessories from other manufacturers. Bids are to be submitted exclusively through the Central Public Procurement (CPP) e-procurement portal: <http://eprocure.gov.in/cppp>. Manual or physical bids will not be accepted.

SECTION I: CRITICAL DATE SHEET

Milestone	Date	Time
Tender Publishing Date	03/11/2025	6:00 PM
Tender Document Download Period Begins	03/11/2025	6:00 PM
Tender Document Download Period Ends	24/11/2025	3:00 PM
Bid Clarification Start Date	03/11/2025	6:00 PM
Bid Clarification End Date	10/11/2025	5:00 PM
Bid Submission Period Begins	03/11/2025	6:00 PM
Bid Submission Period Ends	24/11/2025	3:00 PM
Technical Bid Opening Date	25/11/2025	3:00 PM

Note: The server time displayed on the CPP portal dashboard will be considered the standard time for all deadlines. Bidders are solely responsible for monitoring the portal for any amendments or corrigenda.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. **Scope of Bid:** The bid is for the supply, delivery, and installation of the item specified in **Annexure-I**.
2. **Submission Portal:** Bids must be submitted online at <http://eprocure.gov.in/cppp>. Bidders must possess a valid Class II or Class III Digital Signature Certificate (DSC) for participation.
3. **Bid Structure (Two-Cover System):**
 - **Cover I (Technical Bid):** All technical documents as listed in Section III must be scanned and uploaded as a single, properly indexed PDF file.
 - **Cover II (Financial Bid):** The financial offer must be submitted **only** in the electronic Bill of Quantities (BOQ) format available on the portal. The price must be quoted as per the instructions in the BOQ file.
4. **Bid Validity:** The submitted bid must remain valid for a period of **90 days** from the date of the technical bid opening.
5. **Queries & Clarifications:**
 - For tender-related queries: Email **lgbetender@gmail.com** or call **03712-233027** during office hours.
 - For portal-related technical assistance: Contact the 24x7 CPP Portal Helpdesk.
6. **Signing of Bid:** The bid shall be digitally signed by a person duly authorized to bind the bidder to the contract. A copy of the power of attorney or authorization letter must be included in the technical bid.

SECTION III: LIST OF DOCUMENTS FOR TECHNICAL BID (COVER I)

The following documents must be scanned and uploaded in the specified order:

1. **Earnest Money Deposit (EMD):** Scanned copy of the EMD instrument or valid EMD exemption certificate. The physical EMD must reach LGBRIMH before the bid opening.
2. **Firm's Legal Status:** Certificate of Incorporation (for companies), registered Partnership Deed (for partnership firms), or a notarized declaration on ₹100 stamp paper (for proprietorship).
3. **Proprietary Article Certificate (PAC):** A recent certificate from the OEM (M/S MECTA LLC) stating that the item is proprietary to their machine.
4. **Manufacturer's Authorization Form (MAF):** As per the format in **Annexure-IV**, authorizing the bidder to quote on their behalf.
5. **Financial Standing:** Audited financial statements or a certificate from a Chartered Accountant showing an average annual turnover for the last three financial years.
Income tax Return for AY 2023-24
6. **Past Performance:** Evidence of satisfactory supply to at least three government/autonomous institutions in the last three years.
7. **Integrity Declarations:**
 - Non-blacklisting and non-conviction certificate as per **Annexure-III**.
 - Undertaking as per **Annexure-II**.
8. **Statutory Documents:**
 - Scanned copy of PAN Card.
 - Scanned copy of GST Registration Certificate.

- Scanned copy of valid Trade License.
- 9. **Bidder's Information:** Duly filled **Annexure-V** with complete contact and bank details.
- 10. **Make in India Compliance:** Duly filled and signed **Annexure-VII** and **Annexure-VIII**.
- 11. **Document Checklist:** A completed checklist as per **Annexure-IX**.

SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Earnest Money Deposit (EMD):** An EMD of **₹6,650.00** in the form of a Demand Draft/FDR/Bank Guarantee from a nationalized bank, drawn in favor of "Director, LGBRIMH, Tezpur," is required. Bids without EMD will be rejected. The EMD of the unsuccessful bidder will be returned after the finalization of the tender.
2. **Performance Security:** The successful bidder shall deposit a Performance Security of **5% of the total contract value** within 15 days of receiving the supply order. This security should be valid for 60 days beyond the completion of all contractual obligations. Failure to do so will result in the cancellation of the contract and forfeiture of the EMD.
3. **Rates:** Rates must be quoted **FOR Destination (LGBRIMH, Tezpur)** and should be inclusive of all charges like packing, forwarding, freight, and insurance. GST must be quoted separately in the BOQ.
4. **Delivery Period:** The supply must be completed within **30 days** from the date of issuance of the supply order.
5. **Payment Terms:** 100% payment will be released within 30 days after the successful receipt, inspection, and acceptance of the item at LGBRIMH, and upon submission of all required documents, including the invoice.
6. **Liquidated Damages:** If the supplier fails to deliver the goods within the stipulated period, a penalty of 0.5% of the value of the undelivered goods per week of delay will be imposed, subject to a maximum of 5% of the total contract value.
7. **Inspection and Rejection:** The goods supplied will be subject to inspection by the designated committee at LGBRIMH. If the goods are found to be defective or not as per the specification, they will be rejected at the supplier's cost and risk. The supplier must replace the rejected items within 15 days.
8. **Agreement:** The successful bidder must execute an agreement on a non-judicial stamp paper of ₹100/- (as per **Annexure-VI**).
9. **Dispute Resolution:** All disputes shall be resolved through mutual negotiation. If unresolved, the matter shall be referred to the jurisdiction of the Courts in Tezpur, Assam.
10. **Right of Acceptance:** The Director, LGBRIMH, reserves the right to accept or reject the tender in full or in part without assigning any reason whatsoever.

Annexure-I: Schedule of Requirement

Schedule No.	Item Description	Quantity	Delivery Site	Delivery Period
1	Dual hand held electrode assembly with push button for Computerized ECT Machine with ECG EEG facility, Make: M/S MECTA LLC, USA, Model: Spectrum 5000Q	1 Unit	Central Medical Store, LGB Regional Institute of Mental Health, Tezpur, Assam - 784001	Within 30 days from the date of the supply order

Annexure-II: UNDERTAKING

(To be submitted on the letterhead of the bidder)

To, The Director,
LGB Regional Institute of Mental Health, Tezpur, Assam – 784001

Subject: Undertaking for Tender No. LGB/NAZ/4004/19/5514 Dated 03/11/2025

Sir,

I/We, the undersigned, certify that I/we have gone through the entire tender document and hereby undertake to comply with all the terms and conditions mentioned therein. I/We affirm that the information furnished is true and correct to the best of my/our knowledge.

1. The rates quoted by me/us are valid for 90 days and binding on me/us for acceptance.
2. I/We hereby bind myself/ourselves to supply the approved item at the approved price to LGBRIMH. The articles shall be of the best quality as per the requirement.
3. I/We understand that a Performance Security of 5% of the contract value must be deposited upon award of the contract.
4. I/We undertake to replace any item found to be of inferior quality free of cost.
5. I/We declare that no legal/financial irregularities are pending against the firm.
6. I/We undertake that the price quoted is not higher than the price supplied to any other Government organization. If found otherwise, the difference in cost will be refunded to LGBRIMH.

I/We pledge that nothing has been concealed and if any information is found to be false or misleading, the Director, LGBRIMH, has the full authority to take appropriate action against our firm.

Signature of Bidder: Name: Designation: Seal of Firm: Date: Place:

Annexure-III: CRIMINAL LIABILITY UNDERTAKING

(To be executed on ₹100/- Non-judicial Stamp Paper and duly attested by a Notary Public)

I, _____ S/o _____ Resident of
_____ do solemnly pledge and affirm as
under:

1. That I am the proprietor / partner / authorized signatory of M/s.
_____.
2. That no police/vigilance case is pending against the proprietor/partners or the company.
3. That the firm has never been blacklisted by any government, semi-government, or autonomous organization.
4. That I/We have not quoted a price higher than the price previously supplied to any Government Institute/Organization in the recent past.

Deponent (Name & Signature) (Seal of the participating Bidder Company)

Verification: Verified at _____ on this _____ day of _____, 2025, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Notary Public

Annexure-IV: Manufacturer's Authorization Form (MAF)

(To be provided on the letterhead of the Manufacturer)

Date: [Insert Date]

Tender No.: LGB/NAZ/4004/19/5514

Dated-03/11/2025

To,
The Director LGBRIMH, Tezpur, Assam

WHEREAS, We, [Insert Complete name of Manufacturer], who are the official manufacturers of [Insert type of goods manufactured], having factories at [insert full address of Manufacturer's Factories], do hereby authorize **M/s [Insert Complete name of Bidder]** to submit a bid for the purpose of supplying the following Goods, manufactured by us: [insert name and brief description of the Goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender for the goods offered for supply by the above firm against this tender.

Signed: Name: Title: (Duly authorized to sign this authorization on behalf of [Insert complete name of Manufacturer])

Annexure-V: BIDDER'S INFORMATION

Particulars	Details
Name & Address of the Vendor / Manufacturer / Agent	
Phone Number	
Fax Number	
E-mail Address	
Contact Person Name	
Mobile Number	
PAN Number	
GST Number	
Bank Details	
Bank Name	
Branch Address	
Account Number	
IFSC Code	
MICR Code	

(Signature of Bidder with Seal)

Annexure-VI: DEED OF CONTRACTUAL AGREEMENT

(To be executed on ₹100/- Non-judicial Stamp Paper after award of contract)

THIS AGREEMENT is made on the _____ day of _____, 2025, between the **Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur, Assam** (hereinafter "the Purchaser") of the one part and M/s _____ (hereinafter called "the Supplier") of the other part.

WHEREAS the Purchaser invited a tender vide notification No. LGB/NAZ/4004/19/ 5514 Dated 03/11/2025 for the supply of "Dual hand held electrode assembly with push button," and the Supplier has submitted a bid for the supply of those goods.

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: (a) The Supply Order, (b) The Tender Document, (c) The Supplier's Bid, and (d) All correspondences.
2. In consideration of the payments to be made by the Purchaser, the Supplier hereby covenants to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The Purchaser hereby covenants to pay the Supplier the Contract Price in consideration of the provision of the goods and services.
4. The Supplier has deposited Rs. _____ as Performance Security.
5. In case of any dispute, the decision of the Director, LGBRIMH shall be final and binding, and the territorial jurisdiction shall be the Tezpur District Court.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with their respective laws on the day and year first above written.

For and on behalf of the Purchaser (LGBRIMH) Witness 1: Witness 2:

For and on behalf of the Supplier Witness 1: Witness 2:

Annexure-VII: AFFIDAVIT OF SELF CERTIFICATION REGARDING LOCAL CONTENT

(To be provided on ₹100/- Stamp Paper)

Date: _____ I, _____ S/o, D/o, W/o _____, Resident of _____ do hereby solemnly affirm and declare as under: That I will agree to abide by the terms of the Public Procurement (Preference to Make in India) Order, 2017. That the information furnished hereinafter is correct to the best of my knowledge and belief. I am responsible for the correctness of the claims made herein. That in the event the domestic value addition is found to be incorrect, action will be taken against me as per the aforesaid order. I agree to maintain all relevant records for a period of 8 years.

(Details as per the original format to be included here)

For and on behalf of (Name of Firm/Entity) Authorized Signatory

Annexure-VIII: CALCULATION OF LOCAL CONTENT

Name of Manufacturer:	
Cost Component	Cost (Domestic Component) (a)
I. Raw Materials	
II. Labor & Overheads	
III. Total Cost (Ex-Factory Price)	

Annexure-IX: CHECKLIST FOR TECHNICAL BID SUBMISSION

Sl. No.	Documents to be submitted	Attached (Yes/No)	Page No.
1	Scanned copy of EMD or EMD exemption proof		
2	Scanned copy of Firm Registration document		
3	Proprietary Article Certificate (PAC) from OEM		
4	Scanned copy of financial status (Turnover)		
5	Scanned copy of performance reports		
6	Non-conviction/non-blacklisting certificate (Annexure-III)		
7	Scanned copy of ITR for AY 2023-24		
8	Manufacturer's Authorization Form (Annexure-IV)		
9	Scanned copy of PAN Card and GST certificate		
10	Scanned copy of Bank Details (Cancelled Cheque)		
11	Scanned copy of duly filled Annexure-II and V		
12	Scanned copy of valid Trade License		
13	Scanned copy of local content certificates (Annexure-VII & VIII)		

I/We hereby certify that all the documents mentioned above have been enclosed with the technical bid.

Signature of Bidder with Seal