



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: ७८४००१

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/4032/23/ 1934

Dated :- 01/04/25

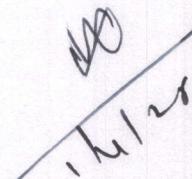
RE-TENDER NOTICE

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 reputed and financially sound supplier / manufacturer /dealer/firm/company etc. for supply and transportation to site of Psychological tests material to LGBRIMH for one year from the date of Award of Contract(AOC).

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	01-04-25	6:00 PM	-	-
Tender Download	01-04-25	6:00 PM	21-04-25	3:00 PM
Bid clarification	01-04-25	6:00 PM	07-04-25	3:00 PM
Bid Submission	01-04-25	6:00 PM	21-04-25	3:00 PM
Technical Bid Opening	22-04-25	3:00 PM	-	-

Deputy Director
LGBRIMH, Tezpur



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Sl no	Terms & Conditions for Submission
1.	<p>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 reputed and financially sound supplier / manufacturer /dealer/firm/company etc. for supply and transportation to site of Psychological tests to LGBRIMH for one year from the date of Award of Contract(AOC).</p> <p>Instructions for submission of bids</p> <p>a. Physical Documents: EMD (if applicable) and all hardcopies of uploaded documents.</p> <p>b. E-bid Cover-I: will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <ol style="list-style-type: none">Scanned copy of EMD or proof of EMD exemptionScanned copy of proof of MSME enlistment (if applicable)Scanned copy of Technical details/contents of the items offered as per annexure –IProduct Code/ISBN No mentioned (if applicable)Scanned copy of Literature, make model of the item offered, if available.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. Incorporation certificate in case of company.Scanned copy of statement of financial status (Annual turnover of last three years)Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served in the supply of psychology test materials (for last 3 years).Scanned copy of recent non-conviction/ non-blacklisting certificate on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public.Scanned copy of updated Income Tax return documents for the financial year 2023-24Scanned copy of authority letter from manufacturer (as per annexure III) (if tender submitted by distributor/ dealer).Scanned copy of PAN Card and GST registration certificate.Scanned copy of duly filled annexure II,IV,VIScanned copy of valid Trade License or Incorporation Certificate. <p>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. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered. The GST column in BOQ is in INR and kindly quote GST for per unit in the GST column. The total figure will be the same as quoted rate and the figure with GST will reflect the basic rate plus GST.</p>
2.	The Period of contract: - One year or as decided by the Institute from the award of contract.

3.

CRITICAL DATE SHEET					
Milestones	Start Date	Start Time	Last Date	Last Time	
Tender Publishing	01-04-25	6:00 PM	-	-	
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Bid Submission	01-04-25	6:00 PM	21-04-25	3:00 PM	
Technical Bid Opening	22-04-25	3:00 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.

Sl no	General Conditions
1.	<p><u>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) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument. j) 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. k) 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. l) 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. m) 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. c) L1 bidder evaluation will be done on the basis of item wise evaluation.
3.	<p><u>EMD/ PERFORMANCE SECURITY</u></p> <ol style="list-style-type: none"> a) Bidder should submit EMD of Rs 25,650/- (Rupees Twenty Five Thousand Six Hundred and Fifty Only/-) 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. No interest will be payable on the EMD/BID security. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security. **The DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening of technical bid.**

- b) 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.
- 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 unsuccessful bidders will be returned in due 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) 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.
 - c) 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 security deposited, 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 , 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 so purchased will automatically stand canceled from the order.**
- b) It will be the responsibility of the bidder to safely transport the 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 will be liable to present bill after completion of indented supply and payment will be made accordingly.

6.	<p><u>RIGHT OF ACCEPTANCE :-</u></p> <p>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.</p> <p>b) The quantity shown in the Annexure-I may be increased or decreased to an extent depending upon the actual requirement of the institute.</p> <p>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.</p> <p>d) It will be 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.</p>
7.	<p><u>AGREEMENT:-</u></p> <p>An agreement will have to be executed on non judicial stamp paper of Rs.100 /- duly notarized by notary public by the successful bidder with the institute authority in the format (Annexure V) prescribed by the institute.</p>
8.	<p><u>REJECTION OF THE TENDER :- Terms & Conditions</u></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> 1. Non-submission of Scanned copy of EMD. (if applicable) 2. Scanned copy of proof of MSME enlistment (if applicable) 3. Non-submission of 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. Incorporation certificate in case of company. 4. Non-submission of Scanned copy of statement of financial status (Annual turnover of last three years) 5. Non-submission of Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served in the supply of psychology test materials (for last 3 years). 6. Non-submission of Scanned copy of recent non-conviction/ non-blacklisting certificate on non – judicial stamp paper of worth Rs100.00 – duly attested by Notary Public. 7. Non-submission of Scanned copy of updated Income Tax return documents for the financial year 2023-24 8. Non-submission of Scanned copy of authority letter from manufacturer (as per annexure III) (if tender submitted by distributor/ dealer). 9. Non-submission of Scanned copy of PAN Card and GST registration certificate. 10. Non-submission of Scanned copy of duly filled annexure I, II, IV, VI 11. Non-submission of Scanned copy of valid Trade License or Incorporation Certificate.
9.	<p><u>DISPUTE ADJUDICATION:-</u></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>
10.	<p>Public Procurement (Preference to Make in India) order no.P-45021/2/2017-BE-II dated: 15 June,2017 and subsequent amendment on 16th September,2020 issued by DPIIT, Ministry of Commerce and Industry and as amended from time to time and its subsequent orders notifications issued by concerned Nodal Ministry will be applicable in this tender.</p>

List of Psychological test material

Items from vendor through E-tendering			
Sl.No	Name of the items	Quantity Required	Required Specification /Content Details
1	Rorschach Inkblot Test Plates	14 sets	<ul style="list-style-type: none"> • 10 cards within each set
2.	Rorschach Location Chart	1 set	<ul style="list-style-type: none"> • Pack of 100
3.	Rorschach Schemablock	1 set	<ul style="list-style-type: none"> • Pack of 100
4.	A Rorschach Workbook for the Comprehensive System (Fifth Edition)	2	Workbook
5.	Exner's Manual Volume-1	3	The Rorschach, A Comprehensive System, Volume 1, Basic Foundations and Principles of Interpretation, 4th Edition
6.	Exner's Manual Volume-2	1	The Rorschach: A Comprehensive System Advanced Interpretation: 2
7.	Exner's Manual Volume-3	1	The Rorschach: A Comprehensive System Volume 3: Assessment of Children and Adolescents
8.	Rorschach Performance Assessment System –Starter Kit	2 set	<ul style="list-style-type: none"> • Manual • 10 Pack of Response Recording Booklets-Portrait • Administration Binder • Inkblots • 5 Clinical Allocations • 5 Interpretative Guide • R-PAS Briefcase
9	Seguin Form Board Test	6 sets	Complete set i)Manual ii)100 Response Sheet iii)Wooden apparatus
10.	Binet Kamat Test	6 sets	Kit i. Manual ii. Response Sheet (Pack of 25) iii. Cards iv. Performance Material
11.	Thematic Apperception Test	4 sets	<ul style="list-style-type: none"> • 31 Cards • Manual • 50 record and analysis blank
12.	Thematic Apperception Test (India)	4 sets	<ul style="list-style-type: none"> • Stimulus card • Manual • 50 record and analysis blank

13.	NEO-FFI-3	3 sets	<ul style="list-style-type: none"> • Complete Set • Manual • Response sheet
14.	Children Apperception Test-Human Figure	4 sets	<p>Complete set which includes:</p> <p>i) Set of Cards</p> <p>ii) Manual</p>
15.	Children Apperception Test-Animal Figure	4 sets	<p>Complete set which includes:</p> <p>i) Set of Cards</p> <p>ii) Manual</p>
16.	Post –Graduate Institute Battery of Brain Dysfunction	6 sets	<ul style="list-style-type: none"> • Manual • Memory Scale • Performance Tests of Intelligence • Verbal Adult Intelligence Scale • Nahor-Benson Test • Bender Gestalt Test
17.	Brainwave –R Cognitive Remediation Package	2 sets	<p>Complete set:</p> <p>User’s guide and Introduction to brain Injury</p> <p>Attention Module (Therapist and client workbooks)</p> <p>Visual processing Module (Therapist and client workbooks)</p> <p>Information Processing Module(Therapist and client workbooks)</p> <p>Memory Module(Therapist and client workbooks)</p> <p>Executive Function Module(Therapist and Client workbooks)</p>
18.	Bender –Visuo Motor Gestalt Test-II	2 sets	<p>Complete set which includes Examiner’s Manual</p> <p>Stimulus Cards</p> <p>Test Records -25</p> <p>Motor Test Booklets-25</p> <p>Perception Test Booklets-25</p>
19.	Wisconsin Card Sorting Test	3 sets	<p>Complete set which should atleast include:</p> <p>i)Manual</p> <p>ii)WCST cards- two packs of 128 cards with stimulus cards in each set</p> <p>iii)Recording sheets</p> <p>Format: Paper-pencil</p>

20.	Stroop Test-Child	2 sets	<ul style="list-style-type: none"> • Manual • Stimulus cards with response sheets Format: Paper-pencil
21.	Stroop Test- Adult	2 sets	<ul style="list-style-type: none"> • Manual • Stimulus cards with response sheets • Format: Paper-pencil
22.	Wisconsin Card Sorting Test – Computer Version –Research Edition	1 set	<ul style="list-style-type: none"> • WCST CV4 Software with On Screen Help • Quick Start Guide • 1 set of keytops • 25 WCST CV: Record Forms • Should be compatible with latest generation WINDOWS and MAC operating systems • Unlimited Users
23.	Rey Complex Figure Test and Recognition Trial	2 set	<ul style="list-style-type: none"> • Professional Manual • Manual Supplement • Test Booklets-50 • Stimulus Cards
24.	Comprehensive Trail Making Test	2 sets	<ul style="list-style-type: none"> • Manual • Recording Booklets
25.	Child Self Report and Projective Inventory (CSRPI)	3 sets	<ul style="list-style-type: none"> • Manual • Cards • Response Booklets • 24 Projective Story Cards • 1 set of crayons
26.	Malin's Intelligence Scale for Indian Children (MISIC)	6 sets	<ul style="list-style-type: none"> • Complete set

Undertaking

To,
The Director
LGB. Regional Institute of Mental Health
Tezpur, Dist: Sonitpur (Assam)

Sir,

1. I/we hereby submit our tender for the supply of Psychological tests & equipment along with other required documents.

2. I/ We are enclosed herewith the bank DD /FDR/BG No Dated For Rs. /- (For Rupees) drawn in favor of the Director LGBRIMH, Tezpur towards EMD.

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 our / my EMD will automatically be forfeited and our / my name will be deleted from the list of the supplier at 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, 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

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.

Authorization Letter

To

The Director, LGBRIMH
Tezpur- 784001

Dear Sir,

Authority letter against

Tender no.....due on..... items quoted
..... We,, who are established and reputed
manufacturers of having factory at And hereby authorize
M/s (Name and address of the agent) to bid, negotiate and conclude the contract with
your institution against above tender for the above psychological tests manufacturer by us.

We hereby extend or full guarantee/ warranty as per terms and conditions of the tender for the goods
offered to supply against the invitation of bid from the above firm.

Our other responsibilities include –

1. Information regarding the name of new agent, in case of change of agent
2. (Here specify in detail manufacturers
responsibilities) The service to be rendered by M/s are as under
.....
 1.
 2.

(Here specify the services to be rendered by the agents)

Yours faithfully,

(Signature & Name of manufacturer)
With address and seal

Note: This letter of authorization should be on the letter head of the manufacturer concerned and should
be signed by a person competent and having the Authorization to issue said certificate on behalf of
the manufacturing firm. The said certificate should also bear the signature of **participating tenderer**
as a witness.

Organization's contact details and EMD Payment Details

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

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 M/s _____ (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 a supply of Psychological tests materials 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 has 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 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. Director, LGBRIMH, Tezpur may cancel the contract at any time without assigning any reasons thereof.

7. 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

- 1.....
- 2.....

In the presence of witness

- 1.....
- 2.....

Signature of the Purchaser or his/her nominee
(with seal)

Signature of the Supplier
(with seal)

Checklist

Annexure-VI

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	to
1.	Scanned copy of EMD or proof of EMD exemption		
2.	Scanned copy of proof of MSME enlistment (if applicable)		
3.	Scanned copy of Technical details/contents of the items offered as per Annexure –I		
4.	Product Code/ISBN No mentioned (if applicable)		
5.	Scanned copy of Literature, make model of the item offered, if available.		
6.	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.		
7.	Scanned copy of statement of financial status (Annual turnover of last three years)		
8.	Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served in the supply of psychology test materials (for last 3 years).		
9.	Scanned copy of recent non-conviction/ non-blacklisting certificate on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public.		
10.	Scanned copy of updated Income Tax return documents for the financial year 2023-24.		
11.	Scanned copy of authority letter from manufacturer (as per annexure III) (if tender submitted by distributor/ dealer).		
12.	Scanned copy of PAN Card and GST registration certificate.		
13.	Scanned copy of duly filled annexure II,IV,VI		
14.	Scanned copy of valid Trade License or Incorporation Certificate		
15.	Technical specification deviation		