



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](http://www.lgbrimh.gov.in), e - Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)  
Post Box No. 15:: FAX No. (03712) 233623  
TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1396/2025-26/ 99

Dated :- 07/01/26

E-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 interested bidders/ firms/ suppliers/ company etc. for running of **Canteen Service** at LGBRIMH, Tezpur for a period of one year from the date of Award of Contract(AOC) having experience of running and operating canteen in Government departments/PSUs/Academic institution of repute and who can cater to the needs of students, staff and visitors.

**CRITICAL DATE SHEET**

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	07-01-26	6:00 PM	-	-
Tender Download	07-01-26	6:00 PM	27-01-26	3:00 PM
Pre-Bid Meeting	16-01-26	11:00 AM	-	-
Bid Submission	07-01-26	6:00 PM	27-01-26	3:00 PM
Technical Bid Opening	28-01-26	4:00 PM	-	-

Sd/-  
Director  
LGBRIMH

18  
7/1/26



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

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**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)

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

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 <a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a> by the Director, LGBRIMH from interested firms/ suppliers / travel agencies /dealers / company etc. for running of <b>Canteen Service</b> at LGBRIMH, Tezpur for a period of one year from the date of Award of Contract(AOC) having experience of running and operating canteen in Government departments/PSUs/Academic institution of repute and who can cater to the needs of students, staff and visitors.</p> <p>Instructions for submission of bids</p> <p>a. Physical Documents: EMD (if applicable) and all hardcopies of uploaded documents (but not mandatory).</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"><li>Scanned copy of EMD or proof of EMD exemption</li><li>Scanned copy of proof of MSME enlistment (if applicable)</li><li>Scanned copy of duly filled as per annexure -I, III</li><li>Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company.</li><li>Scanned copy of recent non-conviction/ non-blacklisting certificate. An affidavit on non-judicial stamp paper of Rs.100/- duly notarized (as per clause 16 of page no.11)</li><li>Scanned copy of PAN Card and GST registration certificate.</li><li>Scanned copy of valid Trade License or Incorporation Certificate or Municipality Certificate or NOC from Gaon Panchayat to do business/trading in the consignee's location or to participate in the particular tender.</li><li>Scanned copy of valid FSSAI Registration Certificate.</li><li>Scanned copy of Experience certificate in relevant work from any Govt./Semi-Govt Institute or Department or Enterprise.</li><li>Scanned copy of Income Tax Return copy / Turnover certificate from Chartered Accountant.</li></ol> <p>c. <b>E-bid Cover-II:</b> 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 <b>online only</b>. Kindly fill up the colored cells. <b>If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered. If a firm quotes higher than the base rates (market rates), the bid will not be considered and will be cancelled. It is mandatory for bidders to quote for all the menu items mentioned in the BOQ, otherwise bid will not be considered and will be cancelled.</b></p>
2.	<p>The Period of contract: - <b>One year or as decided by the Institute from the award of contract or may be extended as per Institute's requirement.</b></p>

3.

**CRITICAL DATE SHEET**

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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><b><u>Process of submission of online bid:</u></b></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"> <li>a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<a href="http://eprocure.gov.in/cppp">http://eprocure.gov.in/cppp</a>).</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (<a href="http://eprocure.gov.in/cpp">http://eprocure.gov.in/cpp</a>).</li> <li><b>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.</b></li> <li>g) Bidder should log into the site and upload their bids on or before the bid submission time.</li> <li>h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>i) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.</li> <li>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.</li> <li>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.</li> <li><b>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: <a href="mailto:lgbetender@gmail.com">lgbetender@gmail.com</a>.</b></li> <li>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.</li> <li>n) Pre-bid meeting shall be held on 06/11/2025 at MS Conference Room, Administrative Building at 11:00 AM to clarify any queries of the tender.</li> </ol>
2.	<ol style="list-style-type: none"> <li>a) <b>LI bidder shall be selected on the basis of total aggregate of lowest rate quoted for all the menu items.</b> Quoted rates should be below the base rates (market rates) mentioned in the</li> </ol>

	<p>financial bid/BOQ (annexure-II). If a firm quotes higher than the base rates (market rates), the bid will not be considered and will be cancelled. It is mandatory for bidders to quote for all the menu items mentioned in the BOQ, otherwise bid will not be considered and will be cancelled.</p>
3.	<p><b><u>EMD/ PERFORMANCE SECURITY:</u></b></p> <p>a) Bidder should submit EMD of Rs 2,900/- (Rupees Two Thousand Nine Hundred Only/-) in the form of DD/FDR/BG drawn in favor of <b>Director, LGBRIMH, Tezpur, Assam payable at Tezpur</b>, 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. <b>The hard copy of DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening of technical bid.</b></p> <p>b) Performance security equivalent to <b>5%</b> of the total cost of the contract value 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.</p> <p>c) Tender Number, its due date and complete address of the firm should also be clearly written on the <b>BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE</b> safe return of the demand draft to the unsuccessful or successful tenders as the case may be.</p> <p>d) EMD of unsuccessful bidders will be returned in due time.</p>

**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.

**TERMS OF PAYMENT :-**

5.

- a) Monthly rent fees of Rs. 12,080.00 (exclusive of GST) should be deposited by the successful bidder on 1<sup>st</sup> week of every month. Area of the space for the canteen is 646 sq. ft. (approx) including dining, kitchen, store, cash counter.
- b) Rates for all the menu items mentioned in the financial bid are to be quoted by the bidders. The quoted rates should be inclusive of GST.
- c) The monthly rent should be paid inclusive of GST as applicable by the successful bidder.
- d) Monthly rents will have to be paid on or before 10<sup>th</sup> of every month. If rent is not paid by the stipulated date, penalty @ Rs. 500/- per day shall be imposed on the bidder for the delayed period.
- e) Power supply will be given by the Institute. But energy charge (as per actual consumption) will have to be paid by the bidder during the contract period. Bills for energy consumption will be given by the Institute which has to be paid within 07 (seven) days from the date of receipt.
- f) Waste disposal / garbage collection charges will have to be paid by the successful bidder during the contract period.
- g) Water supply will be given by the Institute. No water charges will have to be paid by the successful bidder during the contract period.

6.	<p><b><u>RIGHT OF ACCEPTANCE :-</u></b></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-II 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 service order for the whole lot / item or in piecemeal basis depending upon the requirement of the institute.</p>
7.	<p><b><u>AGREEMENT:-</u></b></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 IV) prescribed by the institute.</p>
8.	<p><b><u>REJECTION OF THE TENDER :- Terms &amp; Conditions</u></b></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> <li>1. Non-submission of Scanned copy of EMD or proof of EMD exemption.</li> <li>2. Non-submission of Scanned copy of proof of MSME enlistment (if applicable)</li> <li>3. Non-submission of Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company to be submitted.</li> <li>4. Non-submission of Scanned copy of recent non-conviction/ non-blacklisting certificate. An affidavit on non-judicial stamp paper of Rs.100/- duly notarized (as per clause 16 of page no.11)</li> <li>5. Non-submission of Scanned copy of PAN Card and GST registration certificate.</li> <li>6. Non-submission of Scanned copy of duly filled annexure I, III,</li> <li>7. Non-submission of Scanned copy of valid Trade License or Incorporation Certificate or Municipality Certificate or NOC from Gaon Panchayat to do business/trading in the consignee's location or to participate in the particular tender.</li> <li>8. Non-submission of Scanned copy of valid FSSAI Registration Certificate.</li> <li>9. Non-submission of Scanned copy of experience certificate in relevant work from any Govt./Semi-Govt./Autonomous Institute or Department or Enterprise.</li> <li>10. If a firm quotes higher than the base rates (market rates), the bid will not be considered and will be cancelled. It is mandatory for bidders to quote for all the menu items mentioned in the BOQ, otherwise bid will not be considered and will be cancelled.</li> <li>11. Non-submission of Scanned copy of Income Tax Return copy/Turnover certificate from Chartered Accountant.</li> </ol>
9.	<p><b><u>DISPUTE ADJUDICATION:-</u></b></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>

Online e-tenders are invited from the interested firms having experience of running and operating canteen in Government departments/PSUs/Academic institution of repute and who can cater to the needs of students, staff and visitors to submit tender in two bid system (Technical Bid & Financial Bid) **for running of canteen service at LGBRIMH, Tezpur for a period of one year.** Terms and conditions are given below:

### **Terms & Conditions**

1. Space at LGBRIMH premises will be allotted to carry out canteen services.
2. Area of the space for the canteen is 646 sq. ft. approx including dining, kitchen, store, cash counter.
3. The bidders should use commercial cylinders only for cooking purpose.
4. Power supply will be given by the Institute. But energy charge (as per actual consumption) will have to be paid by the bidder during the contract period. Bills for energy consumption will be given by the Institute which has to be paid within 07 (seven) days from the date of receipt.
5. The canteen should remain open from 08:00 AM to 08:00 PM on all working days from Monday to Saturday, Sunday closed for weekly maintenance.
6. Monthly rent fees of Rs. 12,080.00 (exclusive of GST) should be deposited by the successful bidder on 1<sup>st</sup> week of every month during the contract period.
7. Eco friendly disposable glasses and plates of best quality will have to be used for serving of food items.
8. Disposal of waste materials (garbage) will be the responsibility of the bidder as per rule.
9. Waste disposal/Garbage cleaning charges will have to be paid by the bidder during the contract period.
10. Keeping the canteen space clean and hygienic will be the responsibility of the bidders. Water will be provided by the Institute.
11. Toilets & Wash rooms used by the successful bidder and his employees and customers should be cleaned daily before leaving the campus. It will be the sole responsibility of the bidder to keep it clean and hygienic.
12. Cooking foods on fire woods is strictly prohibited.
13. Rates for all the items mentioned in the menu/financial bid (Annexure-II) is to be quoted by the bidders. The quoted rates should be inclusive of GST. Rates to be quoted below the mentioned base rates (market rate).
14. The monthly rent should be paid inclusive of GST as applicable by the successful bidder.
15. Monthly rents will have to be paid on or before 10<sup>th</sup> of every month. If rent is not paid by the stipulated date, penalty @ Rs. 500/- per day shall be imposed on the bidder for the delayed period.
16. Bidder should submit **EMD of Rs. 2,900.00** along with the technical bid in the form of DD/BG/FDR drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, or proof of EMD exemption should be submitted, failing to which the tender shall not be considered for acceptance and will

summarily be rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD of the approved bidder will be released only after the concerned firm deposits the necessary performance security. EMD of the bidders will be returned in due course of time.

17. **Performance Security deposit** of 5% of quoted amount (total contract value) in the form of DD/BG/FDR pledged in favor of The Director, LGBRIMH, Tezpur is to be deposited by the successful bidders at the time of allotment. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the bidder. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof. If the successful bidder fails to deposit the security deposit within the stipulated time, the EMD shall be forfeited, acceptance of BID shall be considered as cancelled and the contract will be awarded to the next higher bidder.
18. Rates for all the menu items are to be quoted by the bidders.
19. L1 bidder shall be selected on the basis of total aggregate of lowest rate quoted for all the menu items by the bidders. The bidders must quote rates of all the menu items mentioned in the BOQ/financial bid (annexure-II) and it should be below the base rates (market rates) mentioned in the BOQ/financial bid.
20. The successful bidders shall have to sign the deed of agreement as per the prescribed format.
21. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the tenders without showing any reasons thereof.
22. All legal matters will be within the Tezpur jurisdiction.
23. For details please visit the Institute Website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)
24. Bidder can submit query, if any at [lgbetender@gmail.com](mailto:lgbetender@gmail.com) within 07 days from the date of issue of the e tender notice. No tenders would be accepted by e-mail, bidders need to upload tender/all documents in CPP portal and hard copies of the EMD to be sent. The EMD documents should be submitted to the Office of the LGBRIMH, Tezpur within 21 days from the issue of this notification (i.e. before the last date of opening of technical bid). Use of whitener is strictly unacceptable.

#### General Terms and Conditions:

1. **Tender No. and Title should invariably be given at the top of the envelope. It is not mandatory to send hard copies of tender documents except for the EMD. EMD should reach on or before the last date of opening of the Tender, else tender will not be considered and will be cancelled. Tender to be uploaded in CPP Portal.**
2. The contract for running the canteen will be for **12 months** from the date of award of contract. It may be extended for a further period as may be found necessary and in such an event the renewal agreement shall be executed by both the parties.
3. The tender/EMD should be addressed to the Director, LGBRIMH, Tezpur-784001.

4. The tender will be opened on ~~28~~./01/2026. In case it is a holiday declared on the date of opening of the tender, it will be opened in the next working day at the same time.
5. One bidder should not submit more than one tender, either in his own name or in the name of other. In case, tender is submitted in the name of a Registered Firm, the PAN No and Registration No. should invariably be in the name of the said Firm.
6. The tender should be submitted duly filled (Annexure-I) along with Technical Bid.
7. A valid copy of license from FSSAI (Food Safety and Standards Authority of India) must be submitted.
8. The bidder will make his own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items (FSSAI grade) for tea etc. shall be allowed (not of plastic material)
9. A valid copy of MSME / NSIC / SSI Certificate (if any)
10. The bidder shall submit an undertaking in the prescribed format (Annexure-III- Technical Bid)
11. The rates for the menu items must be quoted in both words and figures. (Annexure -II – Financial Bid)
12. The bidder must submit self attested copy of PAN card, GST and Aadhar Card.
13. Registration or Incorporation or Shop & Establishment Certificate or Trade License Certificate or Municipality Permission or NOC from Gaon Panchayat to do business/trading in the consignee's location or to participate in the particular tender, should be enclosed. FSSAI License no. along with the certificate must be enclosed by the bidder. Bidders should be in possession of the above mentioned documents before participating in the tender.
14. Tenders may be sent by registered post or put by hand in the box placed at the Reception of Administrative Building of LGBRIMH (not mandatory). However, it is mandatory to submit tenders in CPP Portal else it will not be considered and rejected. The hard copies of EMD to be submitted on or before the last date of opening of the technical bid.
15. Taxes, if any, should be clearly mentioned (in percentage) in the tender.
16. **The Bidder should furnish along with technical bid an affidavit on Non-judicial stamp paper of appropriate value (Rs.100/-) stating their in as under:-**
  - a. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
  - b. That the firm is never being blacklisted/panelized/defaulted by any government institutions/hospitals within last 5 years.
  - c. That the firm has deposited up to date Sales Tax and Income Tax (Attach copy of clearance/Return Certificate)

***NB: The affidavit must be as per the details mentioned above. Any changes in the text matter are not acceptable & LGBRIMH reserves the right to reject such offers.***

17. The Director reserves the right to reject/ accept any or all of the tenders without assigning any reason thereof and also have the right to place order on one or more firms. No correspondence in this regard will be entertained.
18. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.

**Specific Terms and Conditions :**

1. The bidder shall be responsible for providing food items during the contract period from 08:00 hrs to 20:00 hrs. In case of any complaint of food poisoning/contamination, the bidder will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/contamination.
2. The bidder has to employ adequate number of staff in order to maintain efficiency and standard desired by the LGBRIMH. All persons engaged by the bidder shall be the bidders own employee and they will claim no privileges from LGBRIMH. The bidder will be directly responsible for the administration of his employees in regard to general discipline, conduct and courteous behavior towards the customers in general. The list of such employees with ID proof, contact no, if any change in employees has to be submitted to the administrative officer of the institute.
3. The bidder will get all his workers medically examined from approved Registered Medical Practitioner recognized by the Indian Medical Council to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are properly dressed in uniform wearing name plates. The bidder will also ensure that neat and clean uniform is provided to his staff.
4. The bidder will be responsible for general cleanliness of crockery cooking utensils, furniture and fittings, etc. in the kitchen as well as canteen hall. The Institute will not provide any cleaning materials / dusters, etc. for the same.
5. Toilets & Wash rooms used by the successful bidder and his employees and customers should be cleaned daily before leaving the campus. It will be the sole responsibility of the bidder to keep it clean and hygienic.
6. Very high standards of hygienic and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the bidder and workers engaged by bidder including those responsible for collection of used utensils and periodic disposal of waste and ensures required FSSAI Standards.
7. The Canteen shall be opened for catering on all working days from 08:00 hrs to 20:00 hrs. In case the Canteen is to be kept opened beyond these hours. LGBRIMH has the option to direct the bidder to do so.
8. (A) The Canteen shall be for the use of the students, employees of LGBRIMH and their guests, patients and their attendants visiting the Hospital and other persons allowed by LGBRIMH. The bidder shall be responsible for the quality of the foods supplied and for the service.

- (B) The Bidder cannot take any article out of the LGBRIMH premise without a Gate - Pass.
- (C) Near Relative: The bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur.
9. A Canteen Management Committee will be nominated by the LGBRIMH to inspect and oversee functioning of Canteen with a view to ensure hygienic and efficient service in the canteen. In case there are repeated failures or lacuna noticed on the part of bidder, the Chairman of the Canteen Committee can impose penalty as deemed fit.
  10. The Bidder will ensure that hazardous or inflammable intoxication material is not stored in the canteen premises.
  11. (A) The Bidder shall not use the canteen premises for residential purpose, nor sublet or assign the license or use the space provided for running canteen for any other purpose like birthday party, dinner party, lunch party etc. without approval of the Director. The Bidder shall not make any structural additions and alternations to the building.  
(B) LGBRIMH will not be in any way responsible for any loss or damage accrued to any good, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other room.
  12. Unless other aim specified in the terms & conditions of the tender documents, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
  13. The Bidder shall keep in a conspicuous place in the Canteen, the list of menu items and their approved rates and a complaint book to record complaints, if any this book shall be open for inspection by persons duly authorized by LGBRIMH. The contractor shall inform LGBRIMH administration of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him by the first party from time to time.
  14. In case of any dispute pertaining to running of the departmental canteen, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
  15. The Bidder has a mere permission only to run a canteen in the LGBRIMH premises during contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.
  16. The Bidder will bring all crockery/ utensils for the purpose of making and serving including Gas Burner /Induction cook top/ Refrigerator.
  17. The Bidder shall pay electricity charges in addition to monthly rent, in form of local cheque or Banker's cheque or Bank Draft within seven days of receipt. Garbage clearing charge will be borne by the bidder at its own. Water will be provided by the Institute.
  18. The Successful Bidder shall have to **pay 5% of** the quoted amount (total contract value) as Performance Security in the form of DD/BG/FDR drawn in favor of The Director, LGBRIMH, Tezpur. The Security Deposit shall be released only after 2

months from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. The Director, LGBRIMH reserves the right to recover any statutory dues or other dues from the Security Deposit. If the successful bidder fails to deposit the security deposit within the stipulated time, the EMD shall be forfeited, acceptance of BID shall be considered as cancelled and the contract will be awarded to the next higher bidder.

19. Monthly rents will have to be paid on or before 10<sup>th</sup> of every month. If rent is not paid by the stipulated date, penalty @ Rs. 500/- per day shall be imposed on the bidder for the delayed period.
20. Food of good, standard quality along with high standard of hygiene should be maintained during the contract period. If the bidder fails to provide good quality food and lacks hygiene, the Director, LGBRIMH reserves the rights to impose penalty as deems necessary or terminate the contract when deems necessary.
21. In case bidder does not vacate the premises after the expiry of the date of agreement, a penalty of Rs. 1000/- per day may be imposed on the bidder.
22. The Director, LGBRIMH reserves the right to withdraw / temporarily suspend the specified area of the license premises due to security reasons. VIP movement, for some special event or for meeting of any other statutory obligations without any compensation to the bidder with prior information to the bidder.
23. The bidder, his agents and servants shall not abuse the water sources and draining facility in the premises so as to create a nuisance or in sanitary situation prejudicial to the public health.
24. The bidder shall employ only such servants above 18 years of age as such shall have good character well behaved and skillful in their business, it shall also furnish to the Hospital Administration in writing the name, parentage, age, residence, specimen signature or thumb mark of servants whom it proposed to employ for the purpose of this contract before they are employed and hospital shall be at liberty to forbid the employment of any person whom it may consider unnecessary.
25. The bidder his agents/servants shall not damage the premises or any part thereof. In the event of any damage being caused to the property of Licensor intentionally otherwise by the licensee, his employees or invitees or customers, Hospital shall be entitled to repair the damage or make the requisite replacement and to call upon licensee to reimburse the cost thereof in which the licensee undertakes to pay for the same on demand. The decision of Licensor in this regard shall be final and binding.
26. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective representation/ bargaining will be entertained. The decision of the Director, LGBRIMH in this regard shall be final and binding.

27. The Bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
28. It will be the sole responsibility of the Bidder to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract
- Employment of Children Act
  - Workmen compensation Act
  - Employment of Labor/Contract Labor Act
  - Industrial Employment Act
  - Contract labor Abolition and Regulation Act 1970
  - Minimum Wages Act
  - Employment Provident Fund Act
  - Any other act or legislation which may govern the nature of the contract.
  - Any other law or act or rules as may be forced and made applicable to the workmen/supervisor/other persons as may be deployed by the contractor for carrying out the assigned jobs involving use of skilled, semi-skilled workers. The LGBRIMH will not accept any legal & financial liability in this regard.
29. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.
30. Rate List have to be displayed at some conspicuous part of designated area in the canteen along with a feedback and a complaint book.
31. Any breach in the terms and conditions of the contract between the Institute and service provider will provide an opportunity to the Institute to cancel the contract without assigning any reason whatsoever and forfeiting full or part of the Security/PBG as penalty.

**Special terms & Conditions:**

- a) Adequate crowd and queue management to be ensured.
- b) Staff/Waiter/Service Boys/Service Girls to wear mask and hand gloves and take other required precautionary measures.
- c) Bidder to arrange soap and sanitizer for hand wash.
- d) Other advisories issued by the Govt. of India, State and District Administration on the subject should strictly be adhered from time to time.

**Total space of the building and the items/assets that will be provided by the Institute along with the space for running the canteen services are:**

**Area:** 646 sq. ft. approx including dining, kitchen, store, cash counter.

**Assets:** Desk-13, Bench-11, Cash Counter-1, Plastic Table-1, Plastic Chair-1, Ceiling Fan-6, Wall Fan-1, Exhaust Fan-1, Tubelight-8, Aquaguard-1(to be verified from/with Engg. Section before starting/commencing of the work)

## Tender for Running of Canteen Service

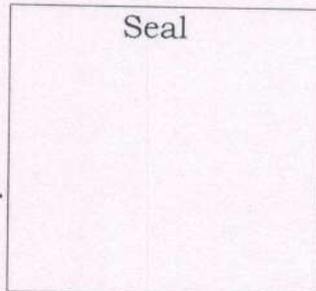
**TECHNICAL BID**

(To be given on company's/ firm's letter head / seal of the bidder)

Sl. No.	Description	Particulars
1.	Name of the Bidder/Firm/Company	
2.	Address	
3.	Aadhar Card No. (certificates to be attached)	
4.	Name of the authorized representative	
5.	Contact No.	
6.	Email:	
7.	Registration or Incorporation or Shop & Establishment or Trade License or Municipality Permission or NOC from Gaon Panchayat to do business/trading in the consignee's location or to participate in the particular tender. No. (certificates to be attached)	
8.	GST and PAN No. (certificates to be attached)	
9.	FSSAI License no. (certificates to be attached)	
10.	An affidavit of non-judicial stamp paper of Rs. 100/- as per Clause no. 16 of General Terms & Conditions. (page no.11)	
11.	Experience Certificate in relevant work from any Govt./Semi-Govt./Autonomous Institute or Department or Enterprise. (certificates to be attached)	
12.	Bank Details (Bank name, A/c number, IFSC code) (Photocopy to be attached)	
13.	EMD details	
14.	Scanned copy of Income Tax Return copy/Turnover certificate from Chartered Accountant. (certificates to be attached)	

Date.....

Place.....



Name.....

Designation.....

Address.....

Signature of the Bidder.....

## Tender for Running of Canteen Service

**FINANCIAL BID**

(To be uploaded in financial bid/BOQ provided only)  
(Not to be submitted along with technical bid documents)

Menu List for Canteen Service at LGBRIMH, Tezpur**BREAKFAST**

SL No.	Item	Quantity (with weight)	Base Rates (Inclusive GST)	Quoted rate (Inclusive GST)
1.	Black Tea	100 ml	Rs. 10.00	
2.	Milk Tea	100 ml	Rs. 15.00	
3.	Coffee	100 ml	Rs. 20.00	
4.	Roti with Sabji, chutney/pickle	1 plate (two piece roti)	Rs. 30.00	
5.	Puri with Sabji, chutney/pickle (three piece puri)	1 plate (three piece puri)	Rs. 30.00	
6.	Plain Paratha with Sabji, chutney/pickle	1 plate	Rs. 40.00	
7.	Aloo Paratha with Sabji, chutney	1 plate	Rs. 45.00	
8.	Bread Omlette	1 plate (2 pcs bread + 1 egg)	Rs. 20.00	
9.	Veg Sandwich	2 piece	Rs. 40.00	
10.	Boiled Egg	1 piece (1 egg)	Rs. 10.00	
11.	Omlette	1 piece (1 egg)	Rs. 15.00	
12.	Maggie	1 plate	Rs. 20.00	

**LUNCH AND DINNER**

SL No.	Item	Quantity (with weight)	Base Rates (Inclusive GST)	Quoted rate (Inclusive GST)
1.	Veg Thali (Rice, Dal, Sabji two types, Salad, Chutney/pickle, Papad/Chips fry)	1 plate	Rs. 100.00	
2.	Broiler Chicken Curry	1 plate (four pieces medium size)	Rs. 100.00	
3.	Local Chicken Curry	1 plate (four pieces medium size)	Rs. 150.00	
4.	Mutton Curry	1 plate (four pieces medium size)	Rs. 150.00	
5.	Fish Curry	1 plate (one big piece Rohu/Bahu fish)	Rs. 100.00	
6.	Egg Curry	1 plate (one egg)	Rs. 30.00	
7.	Paneer Curry	1 plate (75 gms paneer)	Rs. 100.00	
8.	Vegetable Fried Rice	1 plate	Rs. 50.00	
9.	Egg Fried Rice	1 plate	Rs. 60.00	
10.	Chicken Fried Rice	1 plate	Rs. 80.00	

**SNACKS**

SL No.	Item	Quantity (with weight)	Base Rates (Inclusive GST)	Quoted rate (Inclusive GST)
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1.	Samosa	1 piece	Rs. 12.00	
2.	Veg Patties	1 piece	Rs. 20.00	
3.	Egg Patties	1 piece	Rs. 30.00	
4.	Paneer Patties	1 piece	Rs. 30.00	
5.	Chicken Patties	1 piece	Rs. 35.00	
6.	Kachori	1 piece	Rs. 12.00	
7.	Rasgulla	1 piece	Rs. 15.00	
8.	Gulab Jamun	1 piece	Rs. 15.00	
9.	Kaju Barfi	1 piece	Rs. 15.00	
10.	Kalakand	1 piece	Rs. 15.00	
11.	Coconut Puff	1 piece	Rs. 15.00	
12.	Cream Roll	1 piece	Rs. 20.00	
13.	Bundia Laddoo	1 piece	Rs. 15.00	
14.	Goja	1 piece	Rs. 12.00	
15.	Aloo Chop	1 piece	Rs. 15.00	
16.	Bread Pakoda	1 piece	Rs. 15.00	
17.	Veg Roll	1 piece	Rs. 40.00	
18.	Egg Roll	1 piece	Rs. 50.00	
19.	Chicken Roll	1 piece	Rs. 60.00	
20.	Veg Noodles	1 plate	Rs. 40.00	
21.	Egg Noodles	1 plate	Rs. 50.00	
22.	Chicken Noodles	1 plate	Rs. 60.00	

**PACKAGED ITEMS:** Biscuits, Cakes, Chips, Mixtures, Bhujia, Chocolates, Soft drinks, Water Bottles, Curd, Dry Cake, Bakery Biscuits etc. to be sold as per MRP/Market rates and stocks to be maintained as per demand.

I/We hereby submit my/our financial offer of Rs \_\_\_\_\_ only (Rupees \_\_\_\_\_) (including GST) towards menu items charge for **“for running of canteen service at LGBRIMH, Tezpur”** in response to e-tender no. **LGB/NAZ/1396/2025-26/..... dated: ...../...../2026**

**Note:** Successful bidder has to pay the monthly rent of Rs. 12,080/- along with GST as applicable. GST will be paid extra at applicable rate for the monthly rent. The rates quoted by the bidders should be below than the base rates (market rates). Bidders should quote rates for all the items mentioned in the BOQ.

**Note:** L1 will be decided based on the rates quoted by the tenderer on all the items together.

Signature of the Bidder.....

Name.....

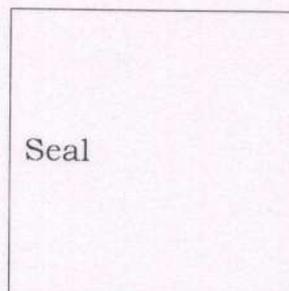
Designation.....

Address.....

.....

Date.....

Place.....



Undertaking

Tender 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 tender document 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 on my/our part, the contract for running of Canteen Services at LGBRIMH, Tezpur will be liable to be terminated.

Signature of the Bidder.....

Seal
------

Name.....

Designation.....

Address.....

.....

Date.....

Place.....

**AGREEMENT OF DEPARTMENTAL CANTEEN**

An AGREEMENT made on ..... BETWEEN LGBRIMH, Tezpur, herein after called the Director, which expression shall include its successor and assignees of the FIRST part and M/s. .... Herein after called the "CONTRACTOR" which expression shall include his heirs, executors his heirs, executors, administrators and legal representative of the SECOND part.

TERMS AND CONDITIONS OF THE AGREEMENT FOR RUNNING THE CANTEEN SERVICE AT LGBRIMH, TEZPUR, WILL BE AS UNDER.

1. The contractor shall be responsible for providing food items during the contract period from 08:00 hrs to 20:00 hrs. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The contractor has to employ adequate number of staff in order to maintain efficiency and standard desired by the LGBRIMH. All persons engaged by the contractor shall be the contractor's own employee and they will claim no privileges from LGBRIMH. The contractor will be directly responsible for the administration of his employees in regard to general discipline, conduct and courteous behavior towards the customers in general. The list of such employees/ with ID proof, contact no. if any change in employees has to be submitted with the administrative officer of the institute.
3. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by the Indian Medical Council to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are properly dressed in uniform wearing name plates. The contractor will also ensure that neat and clean uniform is provided to his staff.
4. The contractor will be responsible for general cleanliness of crockery cooking utensils, furniture and fittings, etc. in the kitchen as well as canteen hall. The Institute will not provide any cleaning materials / dusters, etc. for the same.
5. Toilets & Wash rooms used by the successful bidder/contractor and his employees and customers should be cleaned daily before leaving the campus. It will be the sole responsibility of the contractor to keep it clean and hygienic.
6. Very high standards of hygienic and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse and ensures required FSSAI Standards.
7. The Canteen shall be opened for catering on all working days from 08:00 hrs to 20:00 hrs. In case the Canteen is to be kept opened beyond these hours. LGBRIMH has the option to direct the contractor to do so.
8. (A) The Canteen shall be for the use of the students, employees of LGBRIMH and their guests, patients and their attendants visiting Hospital and

other persons allowed by LGBRIMH. The contractor shall be responsible for the quality of the foods supplied and for the service.

**(B)** The Contractor cannot take any article out of the LGBRIMH premise without a Gate - Pass.

**(C)** The near relatives of all LGBRIMH Employees either directly recruited or on deputation are prohibited from participation in NIQ and execution of works.

9. A Canteen Management Committee will be nominated by the LGBRIMH to inspect and oversee functioning of Canteen with a view to ensure hygienic and efficient service in the canteen. In case there are repeated failures or lacuna noticed on the part of bidder, the Chairman of the Canteen Committee can impose penalty as deemed fit.
10. The Contractor will ensure that hazardous or inflammable intoxication material is not stored in the canteen premises.
11. **(A)** The Contractor shall not use the canteen premises for residential purpose, nor sublet or assign the license or use the space provided for running canteen for any other purpose like birthday party, dinner party, lunch party etc. without approval of the Director. The Contractor shall not make any structural additions and alternations to the building.  
**(B)** LGBRIMH will not be in any way responsible for any loss or damage accrued to any good, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other room.
12. Unless other aim specified in the terms & conditions of the tender document, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
32. The Contractor shall keep in a conspicuous place in the Canteen, the Monthly Rent (licensee fees) list of items and a complaint book to record complaints, if any and this book shall be open for inspection by persons duly authorized by LGBRIMH. The contractor shall inform LGBRIMH administration of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him by the first party from time to time. Rate Lists have to be displayed at some conspicuous part of designated area in the canteen.
13. In case of any dispute pertaining to running of the departmental canteen, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
14. The Contractor has a mere permission only to run a running canteen in the LGBRIMH premises during contract period and nothing contained in this document shall be construed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.
15. The Contractor will bring all crockery/ utensils for the purpose of making and serving including Gas Burner /Induction cook top/ Refrigerator.

16. The Contractor shall pay electricity charges in addition to monthly rent, in form of local cheque or Banker's cheque or Bank Draft within 07 (seven) days of receipt. Garbage clearing charge will be borne by the contractor at his own.
17. The successful contractor shall have to pay **5 % of the quoted amount (total contract value)** in the form of DD/BG/FDR as Performance Security in favor of The Director, LGBRIMH, Tezpur. The Security Deposit shall be released only after 2 months from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. The Director, LGBRIMH reserves the right to recover any statutory dues or other dues from the Security Deposit. If the successful contractor fails to deposit the security deposit within the stipulated time, the EMD shall be forfeited, acceptance of BID shall be considered as cancelled and the contract will be awarded to the next higher bidder.
18. Monthly rents will have to be paid on or before 10<sup>th</sup> of every month. If rent is not paid by the stipulated date, penalty @ Rs. 500/- per day shall be imposed on the contractor for the delayed period. Power supply will be given by the Institute. But energy charge (as per actual consumption) will have to be paid by the contractor during the contract period. Bills for energy consumption will be given by the Institute which has to be paid within 07 (seven) days from the date of receipt. Waste disposal / garbage collection charges will have to be paid by the successful contractor during the contract period.
19. In case the contractor does not vacate the premises after the expiry of the date of agreement, a penalty of Rs. 1000/- per day may be imposed on the contractor.
20. Food of good, standard quality along with high standard of hygiene should be maintained during the contract period. If the contractor fails to provide good quality food and lacks hygiene, the Director, LGBRIMH reserves the rights to impose penalty as deems necessary or terminate the contract when deems necessary.
21. The Director, LGBRIMH reserves the right to withdraw / temporarily suspend the specified area of the license premises due to security reasons. VIP movement, for some special event or for meeting of any other statutory obligations without any compensation to the contractor with prior information to the contractor.
22. The contractor, his agents and servants shall not abuse the water sources and draining facility in the premises so as to create a nuisance or in sanitary situation prejudicial to the public health.
23. The contractor shall employ only such servants above 18 years of age as such shall have good character well behaved and skillful in their business, it shall also furnish to the Hospital Administration in writing the name, parentage, age, residence, specimen signature or thumb mark of servants whom it proposed to employ for the purpose of this contract before they are employed and hospital shall be at liberty to forbid the employment of any person whom it may consider unnecessary.
24. The contractor his agents/servants shall not damage the premises or any part thereof. In the event of any damage being caused to the property of the Institute intentionally, otherwise by the contractor, his employees or invitees or customers,

Institute shall be entitled to repair the damage or make the requisite replacement and to call upon contractor to reimburse the cost thereof in which the contractor undertakes to pay for the same on demand. The decision of Institute in this regard shall be final and binding.

25. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the contractor alone and no collective representation/ bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.

26. The Contractor shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.

27. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract

- Employment of Children Act
- Workmen compensation Act
- Employment of Labor/Contract Labor Act
- Industrial Employment Act
- Contract labor Abolition and Regulation Act 1970
- Minimum Wages Act
- Employment Provident Fund Act
- Any other act or legislation which may govern the nature of the contract.
- Any other law or act or rules as may be forced and made applicable to the workmen/supervisor/other persons as may be deployed by the contractor for carrying out the assigned jobs involving use of skilled, semi-skilled workers. The LGBRIMH will not accept any legal & financial liability in this regard.

28. The Tender Document No....., which is annexed to this agreement, shall form part and parcel of this agreement and an integral part of this agreement.

29. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.

In the presence of witness:

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

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

In the presence of witness:

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

Signature of the Contractor  
(With seal)

### CHECKLIST

SL No.	Documents	Submitted YES/NO
1.	EMD of Rs.2,900/- in the form of DD/BG/FDR in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption.	
2.	Duly filled Annexure-I	
3.	Duly filled Annexure-III	
4.	Declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company.	
5.	Recent non-conviction/ non-blacklisting certificate. An affidavit on non-judicial stamp paper of Rs.100/- duly notarized (as per clause 16 of page no.11)	
6.	PAN Card	
7.	GST Registration Certificate	
8.	Aadhar Card	
9.	Valid Registration or Incorporation or Shop & Establishment or Trade License or Municipality Permission or NOC from Gaon Panchayat to do business/trading in the consignee's location or to participate in the particular tender.	
10.	Valid FSSAI Registration Certificate	
11.	Bank Details with Photocopy	
12.	Experience certificate in relevant work from any Govt./Semi-Govt./Autonomous Institute or Department or Enterprise.	
13.	Income Tax Return copy/Turnover certificate from Chartered Accountant.	