



লোকপ্ৰিয় গোপীনাথ বৰদলৈ শ্বেত্ৰীয় মানসিক স্বাস্থ্য সংস্থান

তেজপুৰ: অসম: পিন: 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

RE-TENDER NOTICE

Online e-tenders in two bid systems (Technical and commercial) are invited through the e-procurement portal <http://eprocure.gov.in/cppp> by the Director, LGBRIMH from eligible Manufacturers / Firms / Companies / Authorized Agents / Distributors/ Dealers for supply of medicines to LGBRIMH for one year from the date of Award of Contract(AOC) or as decided by the institute.

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	End Date	End Time
Tender Publishing	21-01-2026	6:00 PM		
Tender Download	21-01-2026	6:00 PM	11-02-2026	3:00 PM
Bid Clarification	21-01-2026	6:00 PM	29-01-2026	5:00 PM
Bid Submission	21-01-2026	6:00 PM	11-02-2026	3:00 PM
Technical Bid Opening	12-02-2026	3:00 PM		

Sd/-
Director
LGBRIMH

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: ७८४००१

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

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Sl no	Terms & Conditions for Submission
1.	Online e-tenders in two bid systems (Technical and commercial) are invited through the e-procurement portal http://eprocure.gov.in/cppp by the Director, LGBRIMH from eligible Manufacturers / Firms / Companies / Authorized Agents / Distributors/ Dealers for supply of medicines to LGBRIMH for one year from the date of Award of Contract(AOC) or as decided by the institute. Instructions for submission of bids a. Physical Documents: EMD (If applicable) and all hardcopies uploaded. b. E-bid Cover-I: will contain the Technical Bids consisting of following in a single PDF file in the following sequence:- (i) Scanned copy of EMD or proof of EMD exemption. (ii) Scanned copy of valid appropriate Drug license of Distributor/Dealer/Manufacturer (iii) Scanned copy of a declaration by the proprietor of the firm on <i>non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>. A scanned copy of partnership deed duly registered by the Register of Firms, in case of partnership firm. Incorporation Certificate in case of Company. (iv) Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served (for last 2 years) in respect of supply of Medicines. (v) Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>. (vi) Scanned copy of updated Income Tax return documents for the financial year 2023-24. (vii) Scanned copy of Valid Authorization letter from Manufacturer. (If tender submitted by the Dealer/Distributors etc.) (viii) Scanned copy of PAN Card. (ix) Scanned copy of Bank details. (x) Scanned copy of duly filled annexure I. (xi) Scanned copy of duly filled Undertaking as per annexure II. (xii) Scanned copy of duly filled annexure III. (xiii) Scanned copy of local content declaration /certificate as per Annexure-IV (xiv) Scanned copy of valid Trade License or Incorporation certificate in case of company. (xv) Scanned copy of GST registration certificate. c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following: - Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted online only. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the quoted rate as blank and do not fill up zero. Quote GST of per unit of each item in the BOQ. The GST column in BOQ is in percentage. The total figure will be the same as quoted rate and the figure with GST will reflect the basic rate plus GST. Kindly quote the rate of per unit only.
2.	The Period of contract: - One year from the award of contract or as decided by the Institute.

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.

Sl no	General Conditions
1.	<u>Process of submission of online bid:</u> The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC). - Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (http://eprocure.gov.in/cppp). - 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. - 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. - 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. - 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). 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. - Bidder should log into the site and upload their bids on or before the bid submission time. - The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. - Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument. - 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. - 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. 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 at the telephone no. 03712233028 (10 AM to 5 PM in all working days) or via email id: lgbetender@gmail.com. - 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.	- The collection of road permit, if any, will be the responsibility of the bidder. - Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur.
3.	<u>EMD/ PERFORMANCE SECURITY</u> Bidder should submit EMD Rs. 60,000.00 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 successful 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 <u>5%</u> of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG/Insurance Surety Bonds drawn in favour of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of 14 month from the date of Award of contract. 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.	<u>SIGNING OF BID:-</u> 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 : i) A sole proprietor of the firm, or constituted Attorney of such proprietor. ii) 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. iii) Constituted Attorney if it is a company. NOTE:- ** In case of (b)ii, 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.
- i. **Liability for late Supply & Non supply:-** If the vendor fails to supply the goods (partly or whole) within the time as per supply order, a sum equivalent to 0.5 percent of the order value for each week of delay up to the extended period will be deducted from the security deposit as liquidated damages (subject to maximum deduction of 5 (Five) % percent of the order value) and if the security money deposits are not sufficient, action may be taken to realize the loss as per the law of the land.
 - b) **Supply of goods should be completed within the time as per supply order; in case of urgency of item deliveries may be completed within 2-3 days.**
 - 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 if purchased will automatically stand canceled from the order.**
 - c) It will be the responsibility of the bidder for safe transport of goods to the destination address i.e., LGBRIMH, Tezpur.
 - d) **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.
 - e) Extension of delivery period in exceptional case will be entirely at the discretion of the Director, LGBRIMH.
 - f) The supplier will be liable to present bill after completion of indented supply.

6.

RIGHT OF ACCEPTANCE :-

- 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.
- b) The quantity shown in the Annexure-I is approximate, which may be increased or decreased to an extent depending upon the actual requirement.
- c) Bidders should not quote rates more than MRP. In case any bidder quote higher rates than MRP, the action will be taken as deemed fit by the Director, LGBRIMH including removal of the name from the bidder list.
- d) The medicines/ drugs/ stores to be supplied will be of standard quality. In case it is found that any particular medicine's date is expired and found not of standard quality, substandard or spurious, supplier will be liable to be blacklisted for a period of five years besides other legal action that may be initiated .In case the suppliers fail to supply indented drugs / medicines or other items within the stipulated time, the institute will procure the same from open market and the supplier will be liable to pay the liquidated damage which will be recovered from bills or security deposit or as the case may be.
- e) 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.
- f) 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.
- g) The store offered should comply with the provision of the Drugs and Cosmetics Act-1940 and the rules made thereafter and as amended from time to time.

7.	<u>SAMPLE TESTING :</u> a) The medicines / drugs supplied may be tested by the authorized chemical analyst. If at any stage of the use the supplies are found substandard, NO PAYMENT will be made for the entire rejected / substandard batch of that particular items , even if the supplies have been consumed in good faith and the facts will be notified to the Drugs controller of India / State drug controller for taking necessary action and with his permission only the firm will be asked to remove the remaining supplies of substandard items and no further stores of that particular items will be purchased till clearance is obtained from the state / central drug controller , and the appropriate amount of intended drugs along with penalty will be imposed by the authority. b) The institute reserves the right to conduct its own quality control/ sample testing at any time with or without information of the supplier. If at any stage the uses of the supplies are found to be substandard actions as per Para 7(a) will be taken.
8.	Un-utilized goods will be notified by this office three months prior to its expiry and the same should be replaced free of cost.
9.	<u>METHOD OF SUPPLY :-</u> a) Every medicine should have its own shelf life period mentioned on the label of medicines calculated from the date of manufacture. The life of the medicines supplied should have minimum of one year life period at the time of receipt at LGBRIMH. b) All containers i.e. bottles , tins, cartoons, tubes, etc are required to be secured with pilfer proof packing so as to ensure genuineness of the product packed and correctness of its contents and shall be neatly labeled. c) The medicines/ drugs/ stores to be supplied will be of standard quality. In case it is found that any particular medicines date is expired or found not to be of standard quality, sub standard or spurious, the supplier will be liable to be blacklisted for a period of five years besides other legal action that may be initiated. d) It may be confirmed that the prices quoted are not in excess of Drug Price Control Order 1970, and the rules made thereafter and as amended from time to time.
10.	<u>AGREEMENT:-</u> An agreement will have to be executed on non judicial stamp paper of Rs.100 /- by the successful bidder with the institute authority in the format (Annexure V) prescribed by the institute.

11.	<u>REJECTION OF THE TENDER :-</u> Terms & Conditions The Bid will be rejected due to any of the reason or reasons mentioned below:- - Non submission of tender within the stipulated date and time. - Submission of tender without EMD (If applicable) - Conditional & vague offers - Rates indicated in other than designated document (E-bid Cover II). - Uploading of misleading /contradictory /false statement or information & fabricated /invalid documents. - Tender not duly filled up properly. - Non-submission of valid appropriate Drug license of distributor/Dealer. - Non-submission of recent non –conviction certificate. - Non-submission of PAN Card - Non-submission valid trade license - Non-submission of GST registration certificate. - Non-submission of Annexure I, II & III.
12.	<u>DISPUTE ADJUDICATION:-</u> In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.
13	<u>Make In India:-</u>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.

List of Medicine

Sl . No		Approximate requirements in a year	Quoted Brand Name	Quoted Manufacturer Name	Pack size
	GENERAL MEDICINE				
1.	Tab Albendazole-400 mg Excipients q.s	200 tab			
2.	Tab Amlodipine-5mg	3000 tab			
3.	Tab Acamprosate 333mg	140000 tab			
4.	Antibacterial Oint Neomycin Sulphate-3400 units Polymyxin B Sulfate-5000 units Bacitracin Zinc- 400 units (for skin & ophthalmic use)	30 tube			
5.	Antacid Suspension Each 5ml contains Dried Aluminum Hydroxide Gel-200mg ,Magnesium Hydroxide-300mg Simethicone- 20mg (In a palatable Flavoured base)	40 bot,450ml			
6.	Tab Baclofen 10 mg	55000 tab			
7.	Tab Ciprofloxacin-500mg Excipients q.s	500 tab			
8.	Ciprofloxacin Inj-2mg/ml (for single I.V uses)	20 bot,100ml			
9.	Ciprofloxacin E/E drops 0.3% w/v-	10 bot,5ml			
10.	Cough Syrup Each 5 ml Contains Ammonium chloride 138 mg, Diphenhydramine 14.08 mg, Sodium Citrate 57.03mg with flavored syrup base	80 bot, 100ml			
11.	Dexamethasone Inj 4mg/ml of 2ml amp	60 amp			
12.	Dextrose 5%	100 bot,500ml			
13.	Dextrose 10 %	50 bot,500ml			
14.	Inj of Etofylline & Theophylline Each ml contains Etophylline- 84.7mg Theophylline-25.3mg Amp of 2ml	50 amp			
15.	Tab Diclofenac Sodium-50mg Excipients q.s	1500 tab			
16.	Diclofenac Sodium-Inj Each ml contains Diclofenac Sodium- 75mg/ml of 1ml amp	80 amp			
17.	Dicyclomine-Hcl-Inj Each ml contains Dicyclomine Hcl-10mg	20 amp,2ml			
18.	Frusemide-Inj Each ml contains Frusemide-10mg of 2ml amps	30 amp			
19.	Sodium Chloride & Dextrose-Inj Each 100ml contains Dextrose Anhydrous I.P-5.0gm Sodium Chloride-0.9gm Water for Inj-q.s	900 bot,500ml			

20.	Sodium Chloride inj.-Each 100ml contains Sodium Chloride -0.9gm Water for inj. -q.s.	500 bot,500ml			
21.	Ferrous Fumarate & Folic Acid Tabs Each film tabs contains Ferrous Fumarate I.P 152mg Folic Acid I.P-1500mg (Appropriate overages added)	6000 tab			
22.	Lignocaine Inj-2%	15 vial			
23.	Tab Metronidazole-400mg Excipients q.s	200 tab			
24.	Metronidazole Inj each100 ml contains Metronidazole- 500mg	20 bot			
25.	Norfloxacin-400mg+Tinidazole-600mg tabs Excipients q.s	650 tab			
26.	Oral rehydration Salt Each pack to contains Sodium Chloride-I.P- 2.6gm Potassium Chloride-I.P-1.5 gm Sodium Citrate-I.P 2.9gm Dextrose I.P (anhydrous) 13.5gm Excipients q.s	3000 sachet			
27.	Tab Paracetamol-500mg Excipients q.s	2500 tab			
28.	Pheniramine Maleate-Inj Each ml contains Pheniramine Maleate I.P 22.7 5mg/ml of 2ml amps	35 amp			
29.	Povidone-Iodine Oint Each 20gm Tube to contains Povidone-Iodine I.P 5% w/w	100 tube			
30.	Ranitidine Hcl-Inj Each ml contains Ranitidine Hcl I.P-27.9mg equiv Ranitidine 25mg/ml of 2ml amp	60 amp			
31.	Ringer Lactate Each 100ml contains *Lactic Acid I.P 0.240ml *Sodium Chloride I.P-0.600gm *Potassium Chloride I.P-0.040gm *Calcium Chloride I.P-0.27gm *Water for inj-q.s	300 bot,500ml			
32.	Tetanus Toxoid (Adsorbed) I.P Each dose 0.5ml contains Tetanus Toxoid Active Immunising agent	150 amp			
33.	Tab Pantoprazole-40mg	10000 tab			
34.	Tab Metformin-500mg	2500 tab			
35.	Lignocaine Hcl-2% Jelly	20 tube			
36.	Tab Phenobarbitone 60mg	55000 tab			
37.	Tab Phenobarbitone 30mg	45000 tab			
38.	Inj Ondansetron Hcl Dihydrate-4mg/ml	300 amp			
39.	Xylometazoline Hydrochloride Nasal Drop-0.1%w/v	70 bot			
40.	Ointment Clotrimazole 1 % w/v	60 tube			
41.	Isabghula Husk— Each 5 gm contains Isabgol (Plantago Ovata-5	20 bot			

	mg husk)				
42.	Tab Bisacodyl -5 mg	3000 tab			
43.	Tabs Propranolol 40 mg	3000 tab			
44.	Tab Propanolol 10 mg	7000 tab			
45.	Povidone Iodine solution, 450ml	15 bot			
46.	Cap. Tramadol 50mg	85000 tab			
47.	Inj. Adrenaline 1mg/ml	30 amp			
48.	Tab Cetirizine 10mg	1000 tab			
49.	Powder activated charcoal	10 bot			
50.	Tab Levetiracetam 500mg	100 tab			
51.	Tab Amoxycillin 500mg + Clavulanic acid 125 mg	2000 tab			
52.	Inj. Ceftriaxone 1gm powder	200 vial			
53.	Tab Fluconazole 150mg	20 tab			
54.	Tab Acyclovir 400mg	100 tab			
55.	6% Hydrogen peroxide solution	20 bot			
56.	Hydrocortisone inj. 100mg/ml	30 amp			
57.	Tab Glimepiride 1mg	100 tab			
58.	Tab Glimepiride 2mg	100 tab			
59.	Inj. Dopamine 40mg/ml	20 amp			
60.	Tab Levothyroxine 25 mg	1000 tab			
61.	Sodium chloride inj 3%	30 bot			
62.	Tab Atorvastatin 10 mg	100 tab			
63.	Tab Telmisartan 40mg	2000 tab			
64.	Tab Azithromycin 500mg	150 tab			
65.	Tab Calcium 500mg + Vitamin D3 250 IU	150 tab			
66.	Tab Vitamin D3 60000 IU	150 tab			
67.	Tab Cefuroxime 500mg	150 tab			
68.	Tab Carvedilol 3.125mg	150 tab			
69.	Tab Fenofibrate 160mg	150 tab			
70.	Tab Rosuvastatin 10mg	150 tab			
71.	Tab Ramipril 2.5mg	150 tab			
72.	Tab Glycopyrolate 1mg	150 tab			
73.	Ointmnt Ketoconazole 2% W/w	150 No			
74.	Syrup Lactulose, 200ml	150 bot			
75.	Tab Levocetirizine 10mg	150 tab			
76.	Tab Metoprolol Tartarate 25mg	150 tab			
77.	Ointment. Terbinafine 1%W/w	150 No			
78.	Tab. Prucalopride-2mg	150 tab			
79.	Cap Vitamin E 600mg	150 cap			
80.	Tab Salbutamol-4mg	150 tab			
81.	Solution Salbutamol respirator 2.5ml	150 amp			
82.	Tab Paracetamol 325 mg + Aceclofenac 100mg + Seratiopedtidase 15mg	150 tab			
83.	Tab Aspirin 75mg	200 tab			
84.	Inhaler Budesonide 200 mcg + Formoterol Fumarate 6mcg	10 No			
85.	Tab Pyridoxine 100 mg	100 tab			
86.	Sterile water for injection ample, 5ml	200 amp			
87.	Vitamin B Complex	500 cap			

	ANESTHESIA MEDICINE				
88.	Inj Propofol 1% , 10ml	1500 vial			
89.	Inj Succinylcholine 50 mg/ml	350 vial			
90.	Inj Atropine Sulphate 0.6mg/ml	100 amp			
91.	Inj Glycopyrolate 0.2mg/ml	3500 amp			
	MEDICINE FOR DEPARTMENT OF ADDICTION MEDICINE				
92.	Nicotine gum 2mg	140000 tab			
93.	Nicotine Patch 14mg	100 no			
94.	Syrup Potassium citrate 1100mg/5ml + Magnesium Citrate 375mg/5ml, 200ml bot	40 bottle			
95.	Tab Thiamine 100mg	4000 tab			
96.	Inj Pantoprazole 40mg	700 vial			
97.	Inj. Multivitamin 3ml, each 3ml contains <u>Thiamine (Vitamin B1)</u> <u>(100mg) + Vitamin B6 (Pyridoxine)</u> <u>(100mg) + Cyanocobalamin</u> <u>(1000mcg) + Vitamin B2 (5mg) +</u> <u>Nicotinamide (100mg) + D-</u> <u>Panthenol (50mg)</u>	60000 amp			
98.	Normal saline 0.9 %, 100ml	6000 bot			

Undertaking

To,

The Director
LGB Regional Institute of Mental Health
Tezpur, Sonitpur Assam

Dated:

Sir,

1. I /we hereby submit our tender for the supply of medicine 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.

Organization's contact details and EMD Payment Details

NAME & ADDRESS OF THE DEALER/DISTRIBUTOR	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
PAN Number	
GST Number	
EMD details	

(To be submitted on Non-judicial Stamp paper duly notarized)

DECLARATION OF LOCAL CONTENT

I.....S/o,D/o,W/oResident
 At.....in the capacity of Proprietor/Managing Partner
 /Managing Director in M/s.....
 having its registered office
 at.....and factory premises
 at.....do hereby
 solemnly affirms and declare the local content for the quoted item(s) as under:

S. No.	Item code	Item Name	Details of Location(s) at which value addition is made	Percentage (%) of Local content	Category
1					
2					
3					

That I..... abide by the terms and conditions laid down in guidelines issued by Department of Pharmaceuticals, Ministry of Chemicals & fertilizers, Government of India vide F. No. 31026/65/2020-MD policy dated 30.12.2020 and DPIIT order no. P- 45021/2/2017-PP(BE-II) dated 16.09.2020 for the implementation of provisions of Public Procurement (Preference to Make in India) Order (PPO) 2017 related to procurement of Goods and Services on behalf of M/s.....

Further, the calculations of local content used in manufacturing of quoted drugs/medicines are done in accordance with the guidelines laid down in Para 6 of Department of Pharmaceuticals order vide F. No. 31026/4/2018- policy dated 01.01.2019 and that I found our firm under Class.....local supplier for the quoted drugs/medicines.

That the information furnished hereinafter is correct to the best of my knowledge and belief and on behalf of M/s..... I hereby undertake to produce relevant records before the procuring entity, or any authority so nominated by the Tender inviting Authority/ Department/ Any assigned by the Tender inviting Authority for the purpose of assessing the local content and verification.

Signature.....

Name:.....

Designation.....

(Company Seal/Stamp)

Note: The category of supplier against each quoted drug shall be mentioned in accordance with Order issued by Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals vide no. order no. 31026/65/2020-MD dated 30.12.2020.

DEED OF CONTRACTUAL AGREEMENT

THIS AGREEMENT made the.....day of, 2026 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 medicine 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 have the power and authority to recover from the supplier any loss or damage caused to LGBRIMH by such breach as may be determined by LGBRIMH by appropriating the security money deposited by the supplier and take appropriate action as per penalty clause of the tender. If the security deposit is found to be inappropriate, the deficit amount may be recovered from the supplier from his outstanding bill or such other manner as the purchaser may deem fit.

3. On inspection if any article found not as per specification of the supply order it shall be replaced by me/us in time as asked for, to prevent any inconvenience at my/our expenses. In case of non-fulfillment of the terms and conditions of the contract/ supply order, the Director LGBRIMH shall have right to take appropriate action and impose penalty as deemed 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 may cancel the contract period at any time without assigning any reason 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

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 valid appropriate Drug license of Distributor/Dealers		
3.	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 a company.		
4.	Scanned copy of performance report from Govts/ Semi-Govts/Autonomous organization served in respect of supply of medicines (for last 2 years).		
5.	Scanned copy of recent non-conviction/ non-blacklisting certificate on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public.		
6.	Scanned copy of updated Income Tax return documents for the financial year 2023-24.		
7.	Scanned copy of valid Authorization letter from Manufacturer (If tender submitted by the Dealer/Distributors etc.)		
8.	Scanned copy of PAN Card and GST registration certificate.		
9.	Scanned Bank details		
10.	Scanned copy of duly filled annexure I and II.		
11.	Scanned copy of duly filled annexure III		
12.	Scanned copy of valid Trade License or Incorporation certificate in case of company		
13.	Scanned copy of local content declaration /certificate as per Annexure-IV		
14.	All Hardcopies including proof of EMD (If applicable)		