



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

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)
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TEZPUR:: 784001 :: ASSAM

LGB/NAZ/4052/P-10/26/821

Dated: 13-02-2026

NOTICE INVITING QUOTATION (NIQ)

The Director, Lokopriya Gopinath Bordoloi Regional Institute of Mental Health (LGBRIMH), Tezpur, an Autonomous Institute under the Ministry of Health & Family Welfare, Government of India, invites sealed quotations from eligible, reputed and experienced suppliers for supply of **Sports, Event, Press Conference and Miscellaneous Items** as detailed below.

1. QUANTITY VARIATION CLAUSE

The quantities mentioned in this NIQ are approximate and indicated for evaluation purposes only.

The Institute reserves the right to **increase or decrease the quantity of any item by up to 25% of the indicated quantity at the time of placing the Supply Order**, at the same quoted unit rates and terms & conditions.

The supplier shall be bound to supply the revised quantity without any change in rate.

2. SCHEDULE OF REQUIREMENTS

Sl. No	Item Description	Detailed Specification	Qty (Approx.)
1.	Gold Medal with Ribbon	2.5 inch (63 mm) round, 4 mm thick, die-cast metal, gold polished finish, with neck ribbon (min 1 inch width), high-quality logo printing/engraving as per approved design	30 Nos
2.	Silver Medal with Ribbon	Same as above with silver finish	150 Nos
3.	Bronze Medal with Ribbon	Same as above with bronze finish	50 Nos

4.	Cotton Rope	1 meter length, 6 mm diameter, strong tensile cotton rope	10 Nos
5.	Carrom Board (Standard)	74 cm × 74 cm playing area (29" × 29"), smooth laminated finish, wooden frame thickness 5–7.5 cm, complete set including 24 coins, 1 striker, powder & net	02 Nos
6.	Plastic Pots	Approx. 2 ft height, heavy-duty outdoor plastic, durable	05 Nos
7.	Fullam Gamosa	Good quality cotton, traditional Assamese design, approx. 1.5 meter length	200 Nos
8.	Exterior Wall Primer	Acrylic/cement-based exterior primer, 20 litres pack, standard brand	01 Unit
9.	Wall Painting Roller	12–18 inch with handle	02 Nos
10.	Drinking Water Bottles	250 ml sealed bottle, ISI/FSSAI approved	400 Nos
11.	Room Freshener	Gel type (air pocket type), standard brand	10 Nos
12.	Rangoli Colour Pack	Pack containing Red, Blue, Green, Yellow, Purple, Pink colours	02 Packet
13.	Sticker	Round, 4 inch diameter, laminated vinyl/PVC, multicolour logo printing, water-resistant, die-cut finish, strong adhesive	1000 Nos
14.	Executive Diary 2026	Hard bound, printed year 2026, approx. 300 pages, good paper quality	50 Nos
15.	Notepad (Standard A5)	A5 size (approx. 5.8 × 8.3 inch), minimum 100 ruled pages, 70 GSM paper, glued/spiral bound	100 Nos
16.	Transparent Plastic Cover (Presentation Wrap)	Transparent PVC/PP cover, minimum 100 micron thickness, suitable to wrap one diary + one notepad + one pen	100 Nos

3. SCOPE OF SUPPLY

- Supply items in ready-to-use condition.
- Printing/engraving shall be done strictly as per approved design.
- Press conference items (Diary, Pen, Notepad) must be suitable for formal presentation.
- Proper packing to prevent transit damage.
- Delivery at LGBRIMH, Tezpur – 784001.
- Entire ordered quantity must be supplied in one lot.
- No partial supply shall be accepted.

4. Earnest Money Deposit (EMD) and Security Deposit (SD)

An EMD of Rs. 4000.00 has to be submitted by the bidder along with the documents in the form of DD/FDR/BG in favour of Director, LGBRIMH payable at Tezpur, Assam. MSME units, if applicable and registered, shall be exempted from EMD as per GoI norms on submission of valid documentary proof.

Security Deposit, equivalent to 5% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG drawn in favour of Director LGBRIMH, payable at Tezpur. The Performance Security 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 same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

5. ELIGIBILITY CRITERIA

The bidder must:

- Possess valid PAN.
- Possess GST Registration.
- Trade License
- Be capable of supplying ordered quantity within stipulated time.

6. DOCUMENTS TO BE SUBMITTED

- Copy of PAN
- Copy of GST Registration
- Trade License
- Earnest Money Deposit (EMD) (if applicable)
- Annexure-I (BOQ – duly filled and signed)
- Annexure-II (Undertaking & Declaration)
- Incomplete quotations are liable to be rejected.

7. PRICE

- Rates must be quoted per unit.
- Inclusive of GST, transportation, packing and all incidental charges.
- No extra payment shall be made.
- No price escalation permitted.

8. DELIVERY SCHEDULE

- Supply shall be completed within **10 days** from issue of Supply Order.
- Delay penalty: 1% per day of delayed portion, subject to maximum 10%.

9. INSPECTION & ACCEPTANCE

- Items shall be inspected at LGBRIMH.
- Substandard or damaged items shall be rejected.
- Rejected items must be replaced within 7 days at supplier's cost.

10. PAYMENT TERMS

- 100% payment shall be released after complete and satisfactory supply.
- No advance payment shall be made.

11. VALIDITY

- Quotation shall remain valid for 60 days from date of opening.

12. EVALUATION CRITERIA:

- a. Quotations shall be evaluated on L1 (Lowest Price) basis
- b. Evaluation shall be done on total value-wise comparison

13. SUBMISSION OF QUOTATION

Sealed envelope superscribed:

“Quotation for Supply of Sports, Event, Press Conference & Miscellaneous Items”

Addressed to:

The Director
LGBRIMH
Tezpur – 784001

Last Date: 20-02-2026, 3:00 PM

Opening Date: 20-02-2026, 4:00 PM

14. RIGHT OF ACCEPTANCE

The Director, LGBRIMH reserves the right to accept or reject any or all quotations without assigning any reason thereof.

ANNEXURE - I**BILL OF QUANTITIES (BOQ)**

(To be filled by Supplier)

Sl. No.	Item Description	Qty (Approx.)	Unit Rate (₹) Inclusive of all taxes	Total Amount (₹) Inclusive of all taxes
1.	Gold Medal	26		
2.	Silver Medal	143		
3.	Bronze Medal	50		
4.	Cotton Rope	10		
5.	Carrom Board	02		
6.	Plastic Pots	05		
7.	Fullam Gamosa	116		
8.	Exterior Primer (20 Ltrs)	1		
9.	Painting Roller	02		
10.	Drinking Water Bottles	400		
11.	Room Freshener	04		
12.	Rangoli Colour Pack	01		
13.	Sticker (4 inch laminated)	1000		
14.	Executive Diary 2026	50		
15.	Notepad (A5, 100 pages)	100		
16.	Transparent Plastic Cover	100		

GRAND TOTAL (Inclusive of all taxes): ₹ _____

Signature & Seal of Bidder

Date: _____

UNDERTAKING & DECLARATION

I/We hereby certify that:

1. The quoted rates are inclusive of GST and all charges
2. Specifications have been fully understood and complied with
3. No deviation shall be made from the approved sample
4. The firm has not been blacklisted by any Government organization

Signature & Seal of Bidder Name:

Date: