



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

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)
Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in
Post Box No. 15:: FAX No. (03712) 233623
TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1396/2025-26/P-I/3539

Date: 08/06/26

No. LGB/NAZ/1396/2025-26/P-I/3539	Date: 08 / 06 / 2026
Last date and time for submission: 22 / 06 / 2026 up to 05:00 PM	Opening date and time: 23 / 06 / 2026 at 11 AM/PM

NOTICE INVITING QUOTATION

Sealed quotations are invited from eligible and interested firms/persons/agencies for running a Tea Stall at LGBRIMH, Tezpur, for a period of one year from the date of award of contract, subject to the terms and conditions mentioned below.

1. Scope and general conditions

1. Allotment of space within LGBRIMH premises may be made for running a tea stall service only, subject to approval of the Competent Authority.
2. Water supply will be provided by the Institute. Electricity charges, waste-management/garbage charges and any other applicable charges shall be borne by the successful bidder.
3. Eco-friendly disposable glasses, cups, plates and other serving materials shall be used. Use of prohibited plastic items shall not be permitted.
4. The stall shall remain open from 08:00 AM to 08:00 PM on all working days from Monday to Saturday, unless otherwise instructed by the Institute.
5. Cooking of food inside the allotted space is strictly prohibited. Only tea/coffee/beverages and pre-cooked/packaged/permitted food items may be served, subject to food safety norms and Institute instructions.
6. The bidder shall be fully responsible for cleanliness, hygiene, sanitation, waste segregation and proper disposal of waste generated from the stall.
7. The bidder shall be responsible for quality, safety and hygiene of all items served. In case of any complaint of food poisoning, contamination, unhygienic service or

other violation, the bidder shall be fully liable for all consequences, including termination of contract and other action as deemed appropriate.

8. Sale or use of tobacco products, alcohol, intoxicants or any prohibited items within the Institute premises shall be strictly prohibited.

9. The bidder shall comply with all applicable laws, FSSAI norms, labour laws, fire safety norms, Institute instructions and advisories issued by the Government of India, Government of Assam, District Administration and other competent authorities from time to time.

10. The bidder shall not take any article/material out of the LGBRIMH premises without proper gate pass/permission as per Institute procedure.

11. The bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur. An undertaking to this effect shall be submitted, wherever required by the Institute.

12. The Director, LGBRIMH, Tezpur reserves the right to accept or reject any or all quotations or cancel the NIQ process at any stage without assigning any reason.

2. Reserved price, payment and selection basis

1. The reserved price for running the Tea Stall shall be Rs. 4,000.00 per month, exclusive of GST, electricity charges and waste-management/garbage charges.

2. The monthly license fee/rent shall be quoted by the bidder in Annexure-II and shall be exclusive of GST. The successful bidder shall pay the quoted monthly license fee/rent along with applicable GST.

3. The monthly license fee/rent shall be paid within the first week of every month or within seven days of receipt of demand/intimation from the Institute, as applicable. Delay in payment shall attract late fee/penalty as decided by the Competent Authority.

4. The successful bidder shall separately bear electricity charges and waste-management/garbage charges as applicable.

5. The H1 bidder shall be selected on the basis of the highest monthly license fee/rent quoted among technically qualified bidders.

3. Submission of quotations

1. The quotation shall be submitted in two separate sealed covers, namely: (i) Technical Bid and (ii) Financial Bid. Both sealed covers shall be placed inside one outer sealed envelope.

2. The outer envelope shall be superscribed with "Quotation for Running a Tea Stall at LGBRIMH, Tezpur" along with NIQ number and date.

3. Unsealed, incomplete, unsigned, conditional or late quotations are liable to be rejected.
4. The quotation shall be addressed to the Director, LGBRIMH, Tezpur-784001.
5. Quotations may be sent by registered post/speed post or deposited by hand in the box placed at the Reception of the Administrative Building, LGBRIMH, Tezpur.
6. The Institute shall not be responsible for postal delay or delay due to any other reason.

4. Eligibility documents to be submitted

1. Duly filled Technical Quotation in Annexure-I.
2. Valid FSSAI License.
3. Duly filled Financial Quotation in Annexure-II.
4. Duly filled Undertaking in Annexure-III.
5. Self-attested copy of PAN Card.
6. Self-attested copy of GST Registration Certificate.
7. Self-attested copy of Aadhaar Card/valid identity proof of bidder/authorized representative.
8. Valid Trade License Certificate or Registration Certificate issued by appropriate authority.
9. Copy of ITR return/GST return/CA-certified turnover certificate.
10. Bank details with photocopy of passbook/cancelled cheque.

5. EMD and Performance Security

1. Each bidder shall submit an Earnest Money Deposit (EMD) of Rs. 1,000.00 along with the quotation in the form of Demand Draft/FDR/Bank Guarantee drawn in favour of the Director, LGBRIMH, Tezpur, payable at Tezpur. Cash, cheque or any other mode shall not be accepted.
2. Quotations submitted without EMD are liable to be summarily rejected.
3. The EMD of unsuccessful bidders shall be returned in due course without interest.
4. The EMD of the successful bidder shall be released only after deposit of the required Performance Security.

5. The successful bidder shall deposit Performance Security equivalent to 5% of the total contract value through DD/FDR/BG drawn in favour of the Director, LGBRIMH, Tezpur, payable at Tezpur.

6. The Performance Security shall remain valid for a period of two months beyond completion of all contractual obligations and shall be released after satisfactory fulfillment of contractual obligations. No interest shall be payable.

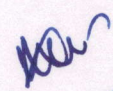
6. Contract period, termination and jurisdiction

1. The contract shall be valid for 12 months from the date of award of contract and may be extended further, if found necessary, with approval of the Competent Authority.

2. For premature termination of the agreement, one month's notice in writing shall be required from either side, unless termination is due to breach of terms and conditions.

3. In case of breach of any term, unsatisfactory service, non-payment of dues, violation of food safety/hygiene norms or any conduct prejudicial to the Institute, the contract may be terminated and security deposit may be forfeited, in addition to other action as deemed appropriate.

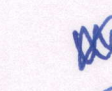
4. All legal/arbitration matters shall be subject to Tezpur jurisdiction only.


8/6/20

(Dr. H. Dutta)
OSD, Deputy Director

Copy to:

1. Notice Board, LGBRIMH, Tezpur.
2. Institute's Website.
3. Office file.


8/6/20

(Dr. H. Dutta)
OSD, Deputy Director

ANNEXURE-I**Quotation for Running a Tea Stall
TECHNICAL QUOTATION**

(To be kept separately in a sealed cover superscribed 'Technical Bid' on the top)

Sl. No.	Description	Particulars
1	Name of the Bidder/Firm/Company	
2	Address	
3	Aadhaar Card/Identity Proof (copy to be attached)	
4	Name of authorized representative	
5	Contact Number	
6	Email ID	
7	GST and PAN Number (copies to be attached)	
8	FSSAI License Number (copy to be attached)	
9	Valid Trade License/Registration Certificate Number (copy to be attached)	
10	Copy of ITR return/GST return/CA-certified turnover certificate	
11	Bank Details: Bank name, Account number and IFSC code (photocopy/cancelled cheque to be attached)	

Seal: _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Address: _____

ANNEXURE-II

**Quotation for Running a Tea Stall
FINANCIAL QUOTATION**

(To be kept separately in a sealed cover superscribed 'Financial Bid' on the top)

NIQ Title: Quotation for Running a Tea Stall at LGBRIMH, Tezpur

NIQ No.: _____

Name of Firm/Bidder: _____

Sl. No.	Description	Monthly Rate Exclusive of GST (Figures)	Monthly Rate Exclusive of GST (Words)	GST Rate (%)
1	Monthly license fee/rent for running a Tea Stall at LGBRIMH, Tezpur			As per prevailing GST rates

Note: The successful bidder shall pay the quoted monthly amount along with GST as applicable. The quoted amount shall be exclusive of electricity charges and waste-management/garbage charges.

Seal: _____

Signature of Bidder: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Address: _____

ANNEXURE-III

UNDERTAKING

Quotation Calling No.: _____ Date: ____/____/2026
Name and address of the Firm/Bidder: _____

To,
The Director
LGB Regional Institute of Mental Health
Tezpur, District- Sonitpur, Assam - 784001
Sir,

I/We hereby certify that I/We have carefully gone through the terms and conditions mentioned in the quotation document and undertake to comply with the same in their entirety.

I/We further undertake that the information furnished by me/us is true and correct. In case of breach of any terms and conditions or submission of false information, the contract for running the Tea Stall shall be liable to be terminated and action may be taken as deemed appropriate by the Institute.

Seal: _____ Signature of Bidder: _____
Name: _____ Designation: _____
Date: _____ Place: _____
Address: _____

CHECKLIST

Sl. No.	Documents	Submitted (Yes/No)
1	Duly filled Annexure-I (Technical Quotation)	
2	FSSAI License	
3	Duly filled Annexure-II (Financial Quotation)	
4	Duly filled Annexure-III (Undertaking)	
5	PAN Card	
6	GST Registration Certificate	
7	Aadhaar Card/valid identity proof	
8	Valid Trade License Certificate or Registration Certificate issued by appropriate authority	
9	Copy of ITR return/GST return/CA-certified turnover certificate	
10	Bank details with photocopy/cancelled cheque	
11	EMD of Rs. 1,000.00 in prescribed mode	