



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

No. LGB/ NAZ/4052/P-6/26/483

Dated: 30-01- 2026

NOTICE INVITING QUOTATION (NIQ)

(Digital Coffee Table Book (25 Pages) with Flipbook Launch)

Sealed quotations are hereby invited from reputed, eligible, authorized, and experienced digital design agencies / firms / studios for **designing and digital publishing of a high-quality digital Coffee Table Book in English**, along with preparation of an **interactive flipbook**, as per the details and specifications given below.

It must be noted that the bidder will be engaged **only for the designing job and not for printing**.

1. Name of Work

Designing and Digital Publishing of a High-Quality Digital Coffee Table Book (20–25 Pages) with Interactive Flipbook Version Ready for Launch on 01 April 2026.

2. Nature of Work

- **DIGITAL ONLY**
- No printing
- No physical copies
- No long-term hosting or AMC

3. Objective

To create a **world-class digital coffee table publication** for institutional launch, dignitary circulation, and archival use, with an interactive flipbook version to be launched on **01 April 2026**.

4. Scope of Work

A. Design & Creative Scope

The selected agency shall:

- a. Develop a professional digital design concept and visual theme
- b. Design **25 digital pages**, including:
 - Cover page
 - Section openers
 - Photo-centric layouts with captions
 - Timelines / infographics (as required)
- c. **Design page layout and artwork for inner pages, including cover concept, creative layouts, visual composition, and overall aesthetic presentation**
- d. Carry out image optimization, including **editing, enhancement, restoration, cropping, colour correction, and visual balancing**
- e. Ensure high-end typography, spacing, and visual storytelling
- f. Ensure that the complete digital coffee table book is prepared **in English and is fully ready for inauguration / launch**

Text content and photographs will be provided by the Institute. No content writing or photography is included.

B. Technical Specifications

- Format: Digital (A4 / Square / Custom – as finalized)
- Resolution: High-resolution (300 DPI equivalent)
- Colour mode: RGB
- Compatibility: Desktop, tablet, and mobile devices

C. Flipbook Development

The agency shall:

- a. Convert the final approved digital book into an interactive web-based flipbook
- b. Flipbook features shall include:
 - Page-turn animation
 - Zoom and full-screen view
 - Mobile-responsive design
 - Shareable link / embed option
- c. Ensure the flipbook is fully ready for launch on **01 April 2026**
- d. Provide handover of all flipbook files / access credentials

No long-term hosting responsibility shall lie with the agency.

D. Revisions

- Minimum **three (03) rounds of revisions** included
- Final approval to be obtained in writing before launch

5. Deliverables

- Final Digital Coffee Table Book (25 pages)
- High-quality digital PDF (master & web-optimized)
- Interactive flipbook (launch-ready)
- Editable source files (InDesign / equivalent)
- Written handover of all digital assets

If the work is found to be substandard, the Institute reserves the right to make suitable deductions, and the vendor shall be liable to correct and re-supply the same strictly as per specifications, without claiming any compensation.

6. Timeline

- Start: Immediately after award of work
- First draft: Within **15–20 days**
- Final delivery: On or before **15 March 2026**
- Digital launch date: **01 April 2026**

7. Eligibility Criteria

The bidder must:

- Be a legally constituted firm / agency / studio
- Have similar **experience** in digital publications / coffee table books / annual reports/ digital projects
- Possess valid **PAN and GST registration**

8. Documents to be submitted

The quotation must be accompanied by self-attested copies of:

- a. Agency profile
- b. **Past experience**
- c. PAN Card
- d. GST Registration Certificate
- e. Trade License
- f. Earnest Money Deposit (EMD), if applicable
- g. Annexure-I (BOQ – duly filled and signed)
- h. Annexure-II (Undertaking & Declaration)
 - Originality of work
 - Confidentiality

- Adherence to timelines
- i. Incomplete quotations are liable to be rejected.

9. Financial Bid

- Quote shall be **lump-sum**, inclusive of all charges
- **Rate quoted shall be inclusive of all taxes**
- GST, if applicable, shall be indicated separately
- Conditional or partial bids shall be rejected
- **No extra payment shall be made for any changes in content, photographs, or images**

10. Evaluation Method

Evaluation will be based on **L1 basis**.

11. Payment Terms

- **100% payment** after successful completion and certification of deliverables
- No advance payment
- No additional payment shall be made for revisions or corrections within the approved scope

12. Intellectual Property Rights

All designs, layouts, source files, and flipbook outputs shall be the **exclusive property of the Institute**, with unrestricted usage rights

13. Confidentiality Clause

All materials, data, photographs, and contents shared shall be treated as **confidential** and shall not be reused or disclosed.

14. Right of Acceptance

The competent authority reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason.

15. Submission Details

Superscription on envelope:

“Quotation for Digital Coffee Table Book & Flipbook”

Quotations must be submitted in a sealed envelope superscribed as:

Addressed to: The Director, Lokopriya Gopinath Bordoloi Institute of Mental Health
Tezpur, Assam – 784001

Last Date & Time: 10/02/2026 up to 3 PM

Opening of Quotations: 10/02/2026 at 4:00 PM

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

An EMD of Rs. 3,000.00 has to be submitted by the bidder along with the documents in the form of DD/FDR/BG in favor of the 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.

Performance Security, 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 favor of the 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.

Bill of Quantities (BOQ)*(Single Job – Lump-Sum)*

Sl. No.	Description of Work	Qty	Unit	Amount (Inclusive of all taxes) (₹)
1.	Designing and Digital Publishing of High-Quality Digital Coffee Table Book (25 Pages), including concept & cover design, inner page layout and artwork, image editing/enhancement/restoration/colour correction, high-end typography, preparation of master & web-optimized PDF, development of interactive flipbook with page-turn animation, zoom and mobile responsiveness, minimum three (03) rounds of revisions, handover of editable source files and all digital assets, and complete launch-ready delivery	1	Job	

Signature of the firm/bidder

Date.....

Place.....

Seal

Name.....

Address.....

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ANNEXURE – II

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: