



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, e - Mail: mail@lgbrimh.gov.in

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TEZPUR:: 784001 :: ASSAM

No.: LGB/ NAZ/4052/P-5/26/482

Dated: 30-01- 2026

NOTICE INVITING QUOTATION (NIQ)

Lokopriya Gopinath Bordoloi 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 company/ firms / suppliers / agencies** for the **Supply of Memento (Small Laminated Photo Frame) with LGBRIMH name and 150 Years Logo**, as per details given below.

1. Scope of Supply:

The scope of work shall include end-to-end supply of finished items in ready-to-use condition, including:

- High-resolution digital photo printing as per content provided by the Institute
- Matte lamination of printed photographs (non-glass)
- Framing using lightweight **synthetic / PVC frame with wood-finish appearance**
- Provision of table-stand mechanism and wall-mount hook
- Individual protective packing suitable for safe handling and transportation
- Transportation and delivery of finished items at LGBRIMH, Tezpur
- Supply shall commence only after approval of physical sample by the competent authority**

No partial supply shall be accepted.

2. Technical Specifications:

Item: Small Laminated Photo Frame (General Distribution)

Particulars	Specification
Size	A4 (210 mm × 297 mm)
Printing	High-resolution digital photo printing (GSM- minimum 170)
Finish	Matte lamination (non-glass)
Frame	Lightweight synthetic / PVC frame with dark brown

	wood-finish and mild golden lining edge giving a dignified appearance
Mounting	Table stand + wall-mount hook
Packing	Individual protective packing with packing box (to be provided by the supplier)
Condition	New, unused, defect-free
Delivery Location	LGBRIMH, Tezpur. Quality of the product supplied should be at par with the approved sample.
Quality	Quality of supplied items shall be strictly as per approved sample

3. Quantity: 1000 (One Thousand) Nos.

Note: Quantity may vary as per Institute's requirement, at the same approved rates.

4. Eligibility Criteria:

The bidder must:

- Be a legally constituted firm / supplier
- Possess valid PAN, GST Registration and Trade License
- Have experience in similar supply of photo frames / printing works
- Be capable of supplying the entire quantity within stipulated time

5. Documents to be submitted:

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

- PAN Card
- GST Registration Certificate
- 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.

6. Price Structure:

- Rates must be quoted per unit, inclusive of GST, packing, transportation and all incidental charges.
- Conditional quotations shall not be accepted.
- No escalation shall be permitted during the validity period.

7. 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.

8. Sample Requirement:

- a) The **L1 bidder** shall be required to submit **one physical sample strictly as per specifications** within the time specified by the Institute.
- b) **Supply shall commence only after written approval of the sample by the competent authority.**

9. Delivery Schedule:

- a. The entire quantity shall be supplied **within 15 days** from the date of issue of supply order.
- b. **Delay in supply shall attract penalty as per Government of India norms.**

10. Inspection & Quality Assurance:

- a. Items shall be subject to inspection by the Institute
- b. Any sub-standard, damaged or non-conforming item shall be rejected and replaced at supplier's cost
- c. Rejected items must be replaced within **7 days**

11. Payment Terms:

- a. **100% payment** shall be released after successful supply and acceptance of the entire quantity
- b. **No advance payment** shall be made

12. Evaluation Criteria:

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

13. Validity of Quotation:

The quotation shall remain valid for 90 days from the date of opening

14. Submission of Quotation:

Quotations must be submitted in a sealed envelope superscribed as:

“Quotation for Supply of Memento with LGBRIMH name and 150 Years Logo”

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

15. Right of Acceptance:

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

ANNEXURE – I

BILL OF QUANTITIES (BOQ)

Sl. No.	Description	Approx. Qty (Nos.)	Unit Rate (in Rs) (Incl. all taxes)	Total Amount (in Rs.) (Incl. all taxes)
1	Supply of Small Laminated Photo Frame (A4 size) as per specifications	1000		
	Total			

Signature of the firm/bidder

Date.....

Place.....

Seal

Name.....

Address.....

.....

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: