



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-4/26/481

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 Commemorative Memento (150 Years Celebration Trophy)** 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:

- Design finalization and high-quality printing /engraving strictly as per content and logo provided by the Institute.
- Manufacturing of premium commemorative memento using toughened glass /crystal-grade acrylic.
- Gold-finish printing/laser engraving /UV printing of text and emblem.
- Supply of sturdy premium base with stable support.
- Individual protective packing with premium presentation box.
- 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: Commemorative Memento – 150 Years Celebration (High-Ceremonial Grade)

Particulars	Specification
Overall Size	Approx. 9–10 inches height (including base)

Material	Toughened glass / crystal-grade clear acrylic, minimum 10 mm thickness
Printing / Engraving	Full laser engraving or gold-foil UV printing
Shape	Round / crest / premium plaque type
Base	Solid hardwood or metal-finish weighted base
Finish	Ultra-clear, high-end ceremonial finish
Content	“150 Glorious Years in Mental Health Care”, LGBRIMH name and approved logo
Packing	Velvet-lined premium presentation box with protective cushioning
Condition	New, unused, defect-free
Delivery Location	LGBRIMH, Tezpur
Quality	Quality of supplied items shall be strictly as per approved sample

The bidder shall quote strictly for the specifications mentioned herein; any downward deviation in material thickness, base quality or printing process shall be treated as non-responsive.

3. Quantity

50 (Fifty) Nos. Approx

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

4. Eligibility Criteria

The bidder must:

- a.** Be a legally constituted firm/supplier.
- b.** Possess valid PAN, GST Registration and Trade License.
- c.** Have experience in similar supply of mementos trophies/institutional souvenirs.
- d.** Be capable of supplying the entire quantity within the 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

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

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

An EMD of **₹2,500/-** shall be submitted in the form of DD / FDR / BG drawn 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 in the form of DD/FDR/BG drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released only after fulfillment of contractual obligations and no interest shall be payable thereof.

8. Sample Requirement

The L1 bidder shall be required to submit **one physical sample** strictly as per specifications within the time specified by the Institute.

Supply shall commence only after **written approval of the sample** by the competent authority.

9. Delivery Schedule

The entire quantity shall be supplied within **15 days** from the date of issue of supply order.

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 150 Years Commemorative Memento–LGBRIMH”

Addressed to:

The Director

Lokopriya Gopinath Bordoloi Institute of Mental Health

Tezpur, Assam – 784001

Last Date & Time: 10/02/2026 up to 3:00 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.

BILL OF QUANTITIES (BOQ)

Sl. No.	Description	Approx Qty (Nos.)	Unit Rate (₹) (Incl. all taxes)	Total Amount (₹) (Incl. all taxes)
1	Supply of 150 Years Commemorative Memento (High-Ceremonial Grade - Acrylic / Glass Trophy) as per specifications	50		
Total				

Signature of the firm/bidder

Date.....

Place.....

Seal

Name.....

Address.....

.....

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: