



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-9/26/571

Dated: 04-02-2026

## **NOTICE INVITING QUOTATION (NIQ)**

Sealed quotations from eligible, reputed and experienced firms/agencies for Conceptualization, Printing, Framing and Installation of a “Memory Hall” Photo Exhibition depicting the Journey of LGBRIMH.

### **1. Name of Work**

Conceptualization, Printing, Framing, Captioning and Installation of Memory Hall Photo Exhibition (Journey of LGBRIMH) – approximately 100 framed photographs (approx. 253 sq. ft. total display area).

### **2. Nature of Work**

- Indoor exhibition work
- Design, print, frame and installation
- One-time job only
- No AMC / recurring maintenance

### **3. Objective of the Work**

The objective of the work is to curate and display the historical journey of LGBRIMH through old photographs in a structured “**Memory Hall**” exhibition format, with proper framing, printed titles/captions and professional installation.

Certain old institutional artifacts will be displayed separately by the Institute; the bidder shall coordinate placement only.

### **4. Scope of Work**

The scope of work shall include end-to-end execution of the following:

#### **A. Conceptualization & Layout**

- a. Curating the 150 years of history of institute from its establishment on 1876 to its current status into a cohesive narrative through display.
- b. Archived selection shall be done in consultation with the Institute.
- c. Walk through guidance shall be added to orient the visitors to the Institute's journey.
- d. Preparation of thematic/timeline-based exhibition layout
- e. Placement plan indicating sequence and positioning of frames
- f. Caption/title format finalization
- g. Up to two (02) rounds of proof corrections included

## **B. Image Processing**

- a. Basic digital optimization of provided photographs (cropping, colour balance, dust/noise cleaning)
- b. No advanced restoration unless separately approved

## **C. Printing & Mounting**

- a. High quality printing of archival photographs and historical documents (eco-solvent/UV/latex) suitable for memory hall
- b. Mounting on rigid base (minimum 5 mm sunboard/foam board/MDF or equivalent)

## **D. Framing & Protection with 150 years logo binding.**

- a. Durable synthetic/PS frame with professional finish
- b. Acrylic protection sheet (minimum 2 mm) or approved equivalent
- c. Proper back sealing and hanging provision

## **E. Title & Caption**

- a. Printed caption/title strip for each photograph as per Institute-approved text
- b. Uniform font, size and alignment throughout exhibition

## **F. Installation**

- a. Supply of all hanging hardware (hooks, anchors, screws)
- b. Proper alignment, leveling and finishing
- c. On-site installation at designated halls
- d. Customized to fit the Memory Hall's specific dimension
- e. Any logistics not mentioned here but essential for the smooth completion of the work shall be borne by the quotationer/bidder.

## **G. Replacement & Rectification**

- a. Replacement of damaged/defective prints or frames at vendor's cost
- b. Rectification of defects pointed out during inspection

## 5. Technical Specifications (Minimum Standards)

- a. Print quality: High-resolution, fade-resistant, suitable for indoor display
- b. Finish: Matte / anti-glare preferred
- c. Mounting board: Minimum 5 mm thickness
- d. Frame: Synthetic/PS frame with neat joints
- e. Protection: Acrylic sheet preferred (non-glass for safety)
- f. Caption: Printed strip fixed neatly with frame or below
- g. Hanging: Secure wall-mount system

## 6. Quantity & Size (Indicative)

Approximate requirement:

Size	Quantity
12" × 18"	60 Nos
16" × 24"	30 Nos
24" × 36"	10 Nos
<b>Total Frames</b>	<b>100 Nos (Approx.)</b>

**Total tender quantity for evaluation: 253 sq. ft. (including 10% extra provision)**

Actual quantity & size may vary; quoted rates shall remain applicable.

Work shall commence only after approval by the Institute.

## 7. Delivery & Completion Period

- a. Completion of supply & installation: Within **21 days** of AOC
- b. Final inspection & handover: Within **05 days** thereafter

## 8. Eligibility Criteria

Bidder must submit:

- a. Valid **PAN**
- b. Valid **GST Registration**
- c. Trade License / Firm Registration
- d. Experience proof of similar works
- e. Self-declaration of not being blacklisted
- f. Signed NIQ acceptance & BOQ
- g. Earnest Money Deposit (EMD), if applicable

## **9. Earnest Money Deposit (EMD)**

- a. **EMD Amount:** ₹6,000/- (Rupees Six Thousand only).
- b. EMD shall be submitted in the form of **DD/FDR/BG** in favour of **Director, LGBRIMH, Tezpur payable at Tezpur, Assam.**
- c. EMD of unsuccessful bidders shall be returned without interest.
- d. EMD may be forfeited in case of withdrawal, false information or non-execution after award.
- e. MSME units, if applicable and registered, shall be exempted from EMD as per GOI norms on submission of valid documentary proof.

## **10. Performance Security**

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.

## **11. Inspection & Acceptance**

- a. Inspection shall be carried out by Institute-constituted committee
- b. Sub-standard work shall be rejected and replaced without extra cost
- c. The Institute reserves the right to make suitable deductions as per GoI rule.

## **12. Price Structure**

- a. Rates shall be quoted in ₹ per square foot.
- b. Rates must be inclusive of all taxes, duties, transport, packing, installation and incidental charges.
- c. No extra payment shall be made for size variation or captioning.

## **13. Evaluation Criteria**

- a. Quotation shall be evaluated on L1 basis (lowest total value wise).
- b. Conditional or incomplete bids may be rejected.

## **14. Liquidated Damages**

In case of delay beyond stipulated completion period, Liquidated Damages @ 0.5% per week, subject to maximum 10% of contract value, may be imposed.

## **15. Force Majeure**

Neither party shall be liable for failure due to force majeure conditions such as natural calamities, government restrictions, or events beyond control.

## **16. Arbitration & Jurisdiction**

Any dispute arising out of the contract shall be subject to arbitration as per the Arbitration and Conciliation Act, 1996, and courts at Tezpur, Assam shall have jurisdiction.

## **17. Bid Validity**

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

## **18. Right of Acceptance**

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

All materials shall be property of the Institute and shall not be used for any other purpose.

## **19. Submission of Quotation**

Sealed quotation superscribed as:

**“Quotation for Memory Hall Photo Exhibition – Printing & Framing”**

Addressed to:

**The Director**

LGBRIMH, Tezpur – 784001, Assam

**Last Date & Time:** 13-02-2026 up to 2:00 PM

**Opening Date & Time:** 13-02-2026 at 4:00 PM

## ANNEXURE – I

### BILL OF QUANTITIES (BOQ)

Sl. No.	Item Description	Size (Indicative)	Qty	Area (Sq. Ft.)	Rate (₹/Sq. Ft.)	Amount (₹)
1	Printed photograph with mounting, framing, acrylic protection, caption/title strip, supply & installation	12"×18"	60	90.0		
2	Same as above	16"×24"	30	80.1		
3	Same as above	24"×36"	10	60.0		
4	Extra provision (wastage/replacement)	Mixed	—	22.9		
	<b>Total</b>		<b>100</b>	<b>253.0</b>		

Applicable GST charges:

Grand Total:

Signature of the firm/bidder .....

Date.....

Place.....

Seal
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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: