



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-7/26/513

Dated: 03-02-2026

NOTICE INVITING QUOTATION (NIQ)

Lokopriya Gopinath Bordoloi Regional 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 agencies/firms for **Design, Fabrication, Printing and Installation of an Institutional Timeline Wall Display of small to medium length**, as per details given below.

1. Name of Work:

Design, Fabrication, Printing & Installation of Institutional Timeline Wall Display (Small-Medium Length) at LGBRIMH, Tezpur.

2. Nature of Work:

- Interior wall display
- Permanent installation
- Museum/gallery-style visual timeline
- One-time job (no AMC)

3. Objective:

To create a professionally designed, visually engaging and durable institutional timeline depicting the historical evolution, milestones, and achievements of LGBRIMH, suitable for public viewing by dignitaries, staff, students, visitors and for long-term institutional reference.

4. Location & Extent of Work:

- Location: Designated corridors / internal walls within LGBRIMH campus, Tezpur
- Approximate length: 10-15 running meters (Tentative)
- The quotationer should visit the site of work before submit of quotation.

5. Scope of Work:

The scope shall include end-to-end execution, comprising the following:

A. Content Development

- i. Compilation and organization of historical data, milestones and photographs provided by LGBRIMH.
- ii. Structuring the content into a clear chronological timeline (year-wise / decade-wise).
- iii. Drafting, editing and proofreading of captions and descriptive text in English.
- iv. Submission of final content for approval before printing.

B. Design & Creative Work

- i. Conceptualization of a continuous timeline layout suitable for corridor walls.
- ii. Professional graphic design including:
 - Timeline bands / year markers
 - Milestone panels
 - Integration of photographs and text
 - Use of institute-approved colours and branding giving it an elegant and nostalgic ambience.
- iii. Preparation of digital mock-ups and layout proofs for approval.
- iv. Design output suitable for large-format printing (minimum 300 DPI)

C. Printing & Fabrication:

- i. High-resolution large-format printing using UV/eco-solvent /equivalent technology.
- ii. Printing material: Premium vinyl / equivalent non-tear media.
- iii. Backing: Rigid sunboard / equivalent (minimum 5 mm thickness).
- iv. Finish: Matte / anti-glare lamination suitable for indoor display.
- v. Clean edges and professional finishing.

D. Installation:

- i. Transportation of all materials to site.
- ii. Proper alignment, leveling and fixing on walls using suitable fixtures.
- iii. Installation without damage to walls or surrounding infrastructure.
- iv. Cleaning of site after completion.

6. Technical Specifications (Indicative):

Parameter	Specification
Size	10–15 running meters X 1m (L X B approximate)
Orientation	Horizontal
Print Resolution	Minimum 300 DPI
Material	Premium vinyl / equivalent
Backing	Sunboard / equivalent (≥5 mm)
Finish	Matte / anti-glare

Language	English
Durability	Minimum 5 years (indoor conditions)

- Customization if required will be intimated prior finalization and will be done by the quotationer with any extra cost.
- Any other logistics which is not mentioned here specifically but necessary for successful execution of the work have to be arranged by the quotationer without any additional cost.

7. Time Schedule:

- Design & content approval: within 10 days of award.
- Printing & fabrication: within 7 days of approval.
- Installation & completion: within 3 days.
- Total completion period: Maximum 20 days.

8. Eligibility Criteria:

- a. Registered firm/agency with valid PAN, GST and Trade License.
- b. Experience in similar works such as exhibitions, wall graphics, museum displays, institutional branding or visual installations.
- c. Experience details / work samples may be submitted.

9. Documents to be submitted:

- a. Signed quotation.
- b. Copy of PAN, GST, Trade License.
- c. Experience details / work samples.
- d. Undertaking accepting all NIQ terms and conditions.

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

An EMD of ₹4000/- 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 thereon.

11. Payment Terms:

- Payment shall be released after completion, installation and acceptance of work.
- No advance payment shall be made.

12. Quality Control & Rectification:

Any material or workmanship found substandard shall be rectified or replaced by the bidder at no extra cost within the stipulated time.

14. Penalty Clause:

Delay beyond the stipulated period shall attract a penalty of 0.5% of the contract value per week, subject to a maximum of 10%.

15. Right of Acceptance:

The Director, LGBRIMH, Tezpur reserves the right to accept or reject any or all quotations without assigning any reason, in accordance with GFR-2017 and CVC guidelines.

16. Submission of Quotation:

Sealed quotations superscribed:

“Quotation for Institutional Timeline Wall Display (Small–Medium Length)” shall be submitted to:

The Director LGBRIMH, Tezpur

on or before **12-02-2026** at **4:00 PM**

Annexure-I

BOQ/ Price Schedule

(Lump sum – one job only)

Sl. No.	Description	Qty.	Unit	Rate per sq. mtr (Incl. all taxes)
1.	Design, content development, printing, fabrication and installation of institutional timeline wall display, complete in all respect	01	Job	

Note: Quoted rate shall be inclusive of all taxes, GST, transport, installation, manpower, tools, and incidental charges. No extra payment shall be made.

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: