



लोकप्रिय गोपीनाथ बरदलौ 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)

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

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

No. LGB/ NAZ/1486/22/ 474

Dated: 30/01/2026

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are hereby invited from **reputed, eligible, experienced and duly registered firms / dealers / suppliers** for the **supply of vehicle-related items for Institute vehicles**, including **ambulance and official vehicles**, at **Lokopriya Gopinath Bordoloi Regional Institute of Mental Health (LGBRIMH), Tezpur**, strictly as per the specifications, quantities and terms & conditions detailed below and in the annexures.

1. NAME OF WORK

Supply of Vehicle-Related Items for Institute Vehicles (Ambulance & Official Vehicles) of LGBRIMH, Tezpur

2. ELIGIBILITY CRITERIA

The bidder must fulfill the following minimum eligibility conditions:

1. The firm must be **legally constituted** (Proprietorship / Partnership / LLP / Company).
2. Must possess:
 - o Valid **PAN**
 - o Valid **GST Registration**
 - o Valid **Trade License**
3. Must be capable of supplying **all items mentioned in Annexure-I**.
4. The firm should have adequate experience in supply of **automobile / vehicle-related items**.
5. Conditional quotations or partial quotations **shall not be accepted**.

3. DOCUMENTS TO BE SUBMITTED

The following self-attested documents must be submitted along with the quotation:

1. Copy of **PAN Card**
2. Copy of **GST Registration Certificate**
3. Copy of **Trade License**
4. **Annexure-II** – Organization Contact Details (duly filled & signed)
5. **Annexure-III** – Financial Bid (duly filled & signed)

¶ Quotations without the above documents are liable to be **rejected summarily**.

4. SCOPE OF SUPPLY

1. Supply of items strictly as per **Annexure-I**.
2. Items shall be **new, unused, genuine and of standard make**.
3. Supply shall include:
 - Transportation to site
 - Loading / unloading
 - Fitting / installation (where applicable)
4. **No deviation** in specification, quantity or make shall be permitted.

5. PRICE STRUCTURE

1. Rates must be quoted **item-wise and total-wise**.
2. Quoted rates shall be **inclusive of GST, transportation, fitting and all incidental charges**.
3. No extra charges shall be payable under any circumstances.
4. Conditional pricing or ambiguous rates shall result in rejection.

6. EVALUATION OF QUOTATIONS

1. Evaluation shall be done on **L1 basis (lowest total value)**.
2. All items must be quoted; **partial quoting is not allowed**.
3. The Institute reserves the right to:
 - Accept or reject any or all quotations
 - Split the order, if required
 - Cancel the NIQ without assigning any reason

7. QUALITY & INSPECTION

1. Supplied items shall be subject to **inspection and verification** by the Institute.
2. Items found defective, sub-standard or not conforming to specifications shall be **rejected and replaced at the supplier's cost**.
3. Warranty / shelf-life norms (where applicable) must be adhered to.

8. PAYMENT TERMS

1. Payment shall be made **only after successful supply, fitting and acceptance** of items.
2. **No advance payment** shall be made.
3. Payment shall be released through **bank transfer** as per Institute norms.

9. SUBMISSION OF QUOTATION

1. Quotation must be submitted in a **sealed envelope**.
2. The envelope must be **clearly superscribed** as:

“Quotation for Supply of Vehicle-Related Items for Institute Vehicles”

3. Addressed to:

The Office of the Deputy Director

Lokopriya Gopinath Bordoloi Regional Institute of Mental Health
Tezpur, Assam – 784001

10. IMPORTANT DATES

- **Last Date & Time for Submission:**
05/02/2026 up to 2:00 PM

Late submissions shall **not be entertained under any circumstances.**

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

Sd/-

OSD, Deputy Director
LGBRIMH, Tezpur

ANNEXURE - I: ITEM DETAILS

Sl. No.	Item	Specification	Quantity
1.	Car Battery (Ambulance)	12V, 65Ah	01 No.
2.	Tyre (Bolero Ambulance)	185/85-R16	04 Nos.

ANNEXURE – II: ORGANIZATION CONTACT DETAILS

Name of Firm:

Address:

Contact Person:

Mobile No.:

Phone/Fax:

E-mail:

PAN:

GST:

Bank Details:

Signature & Stamp:

Date:

ANNEXURE – III: FINANCIAL BID

Sl. No.	Item	Specification	Qty	Basic Unit Price (₹)	Total Price (₹)
1.	Car Battery (Ambulance)	12V, 65Ah	01		
2.	Tyre (Bolero Ambulance)	185/85-R16	04		

Applicable GST (₹):

Grand Total (₹):

Signature & Stamp:

Date: