



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](http://www.lgbrimh.gov.in), e – Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)

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

TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1396/2025-26/P-II/ 403

Date : 27/01/25

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from the interested firms for providing of office refreshments, as and when required at LGBRIMH, Tezpur for a period of one (01) year. For details log on to [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

sd /-  
Director  
LGBRIMH

sd  
27/1/25



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Date : 27/01/26

### NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the interested firms to submit quotation in single envelope for **providing of office refreshments, as and when required at LGBRIMH, Tezpur** for a period of one (01) year. Terms and conditions are given below:

#### Terms & Conditions

1. Rates of items should be reasonable and similar to market rate.
2. Eco-friendly disposable cups, glasses & plates will have to be used for serving of food items.
3. Addition & deletion of items if required will be considered by Institute's Authority.
4. The successful bidder shall have to sign the deed of agreement as per the prescribed format.
5. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the quotations without showing any reason thereof.
6. All legal matters will be within Tezpur jurisdiction.
7. For details please visit the institute website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)
8. The quotation should reach the undersigned on or before **3.00 pm of 10/02/.....2026**. The quotations will be opened on the next day.

#### General Terms and Conditions:

1. The envelope containing quotation should be super scribed with "**Providing of Office Refreshment, as and when required at LGBRIMH, Tezpur for a period of one year**"
2. Unsealed quotations will be rejected.
3. The contract for providing the office refreshment, as and when required will be for **12 months** from the date of award of contract. It may be extended for a further period as may be found necessary and in such an event the renewal agreement shall be executed by both the parties.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotations will be opened on **11/02/.....2026 on 4.00 PM** at MS Conference room, Administrative building, LGBRIMH, Tezpur. In case it is a holiday declared on the date of opening of the quotation, it will be opened in the next working day at the same time. Prospective bidders may attend the same at the above mentioned venue.
6. One firm/bidder should not submit more than one quotation, either in his own name or in the name of other. In case, quotation is submitted in the name of a Registered Firm, the PAN No. and Registration No. should invariably be in the name of the said Firm.
7. The firm/bidder shall submit the duly filled Annexure-I and Annexure-II.
8. The firm/bidder shall submit an undertaking in the prescribed format Annexure-III
9. The firm/bidder must submit self attested copy of PAN card, Aadhar Card, GST registration certificate & valid FSSAI License.

10. Valid Trade License Certificate or NOC from appropriate/competent authority should be enclosed.
11. The firm/bidder shall submit CA certified turnover certificate or ITR or GST return copy.
12. L1 firm/bidder shall be selected on the basis of total value wise evaluation of all the items.
13. The format of the certificate to be given along with the quotation document is “I ..... S/o ..... r/o .....hereby certify that none of my relative(s) as defined in the quotation document is/are employed in LGBRIMH, Tezpur as per details given in quotation document. In case at any stage, it is found that the information given by me is false/ incorrect, LGBRIMH shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.” (in letter head of firm/bidder)
14. Quotations may be sent by registered post or put by hand in the Tender box placed at Administrative building, LGBRIMH, Tezpur.
15. Taxes, if any, should be clearly mentioned in the quotation.
16. The firm/bidder/ Contractor should furnish along with quotation an affidavit on Non-judicial stamp paper of Rs. 100/- stating their in as under:-
  - a. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
  - b. That the firm is never being blacklisted/penalized/defaulted by any government institutions/hospitals within the last 5 years.
  - c. That the firm has deposited up to date Sales Tax and Income Tax (Attach copy of clearance/Return Certificate)

***NB: The affidavit must be as per the details mentioned above. Any changes in the text matter are not acceptable & LGBRIMH reserves the right to reject such offers.***

**17. EMD & Performance Security:**

- a. The firm/bidder should submit EMD of **Rs. 4,000.00** along with the quotation in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, failing which the quotation shall not be considered for acceptance and will be summarily be rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD of the approved firm/bidder will be released only after the concerned firm deposits the necessary performance security.
  - b. Performance security of **Rs. 10,000.00** shall have to be deposited by the successful quotationer through DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, payable at Tezpur, Assam. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the firm/bidder. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
  - c. EMD of all firm/bidder will be returned in due course of time.
18. Successful firm/bidder need to sign a deed of agreement with the Institute in a non-judicial stamp paper of Rs. 100/- duly notarized by notary public as per Annexure-IV.
  19. The successful firm/bidder has to provide the office refreshment as and when required by the Institute.
  20. The Director reserves the right to reject/ accept any or all of the quotation without assigning any reason thereof and also has the right to place order on one or more firms. No correspondence in this regard will be entertained.
  21. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.

22. No packing charges will be charged while delivering the items.
23. Near Relative: The firm/bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur.

**Specific Terms and Conditions :**

1. The firm/bidder shall be responsible for providing food items during the contract. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all of the week days.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospitals and other persons allowed by LGBRIMH. The firm/bidder shall be responsible for the quality of the foods supplied and for the service.  
(B) The firm/bidder cannot take any article out of the LGBRIMH premise without a Gate – Pass.
4. Unless other aim specified in the terms & conditions of the quotation documents, for premature termination of this agreement, one month notice will be required from either side in writing.
5. In case of any dispute pertaining to providing of the office refreshment, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
6. The firm/bidder has a mere permission only to provide office refreshment in the LGBRIMH premises during contract period and nothing contained in this document shall be construed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the bidder.
7. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the firm/bidder alone and no collective representation / bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.
8. The firm/bidder shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH management.
9. Addition and deletion of items if required may be consulted with the competent authority of LGBRIMH, Tezpur.
10. The firm if fails to provide the office refreshment as and when required, LD charges will be imposed on the firm. LD as per GFR keeping max cap (i.e. 0.5% per week for delay to max 10% of the contract value as per GFR manual 2024 for delayed service).

(Deputy Director)  
LGBRIMH, Tezpur

Copy to:-

1. Notice Board, LGBRIMH, Tezpur
2. Institute web site
3. Office file

(Deputy Director)  
LGBRIMH, Tezpur

**ANNEXURE-I**

Title: Quotations for providing of Office Refreshment at LGBRIMH, Tezpur

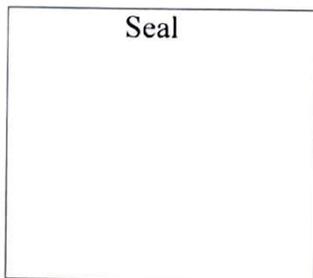
(Organization Details)

Sl. No.	Description	Particulars
1.	Name of the Vendor/Firm	
2.	Address	
3.	Aadhar Card No. (certificates to be attached)	
4.	Name of the proprietor	
5.	Contact No.	
6.	Email:	
7.	Trade License No./ NOC from appropriate/competent authority. (certificates to be attached)	
8.	GST Registration No./Firm registration certificate/Registration of sole proprietorship (certificates to be attached)	
9.	PAN No. (certificates to be attached)	
10.	FSSAI License No. (certificates to be attached)	
11.	An affidavit of non-judicial stamp paper of Rs. 100/- as per Clause no. 16 of General Terms & Conditions.	
12.	Experience in similar work (if any)	
13.	Bank Details (Bank name, A/c number, IFSC code) (Photocopy must be attached)	

Signature of the firm/bidder/contractor .....

Date.....

Place.....



Name.....

Designation.....

Address.....

**ANNEXURE – II**

**Rate List of Items for providing of office refreshment at LGBRIMH, Tezpur**  
(Rates to be quoted by the firm/bidder/contractor)

Sl. No.	Item	Quantity	Rate (in Rs.) (Excluding GST)	GST %
1.	Black Tea	One Cup 150 ml		
2.	Milk Tea	One Cup 150 ml		
3.	Green Tea	One Cup 150 ml		
4.	Coffee	One Cup 150 ml		
5.	Bakery Biscuit	250 gm		
6.	Kaju (fried/roasted)	200 gm		
7.	Juice	200 ml		
8.	Veg. Patties	Per pcs.		
9.	Paneer Pattice	Per pcs.		
10.	Chicken Patties	Per pcs.		
11.	<b>High Tea Packets:</b> (Tea, Pattice/Samosa, Kalakand/Kaju Barfi/Lalmohan, Cake)	Per packet		
12.	<b>Veg. Thali:</b> (Roti/Rice/Mixed veg/ Matar Paneer/ Dal/ Curd/ Salad/ Pickle/ Papad)	Per plate		
13.	Paneer Curry	Per plate		
14.	Egg Curry	Per plate		
15.	Fish Curry	Per plate		
16.	Chicken Curry	Per plate		
17.	Mutton Curry	Per plate		
18.	<b>Breakfast:</b> Bread (2pcs.) with Jam/butter, 1 Boiled egg/Omelette, Seasonal Fruits	Per plate		
19.	Puri/Paratha (3 pcs. Puri/1 Paratha) with Sabji, Pickle)	Per plate		

(Full signature of the firm/bidder with seal)

Date:

Signature of the firm/bidder with Seal

At no point of time the rates will be increased by the vendor during the contract period (except in case of MRP items on their revision).

Consequent upon accepting the above I/We M/s .....  
..... quote the charges for office refreshment as per Annexure II

**Grand Total of items mentioned at Annexure II Rs.....**

**In words Rupees.....**

If there is any variation between rates quoted in Numbers & Words, the lowest value among the two will be considered.

Signature of the firm/bidder

Date with Rubber Stamp

Undertaking

Quotation No.....

Date.....

Name and address of the Firm/bidder.....

To,

The Director  
LGB Regional Institute of Mental Health  
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,

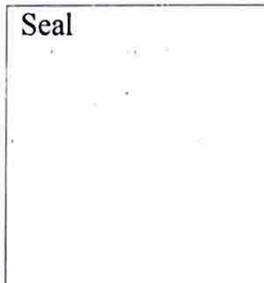
I/We certify that I/We have gone through the terms and conditions mentioned in the tender/NIQ document and hereby undertake to agree and comply with them in their entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for providing of office refreshments, as and when required at LGBRIMH, Tezpur will be liable to be terminated.

Signature of the firm/bidder .....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....

**AGREEMENT OF OFFICE REFRESHMENT FACILITIES ON AS AND WHEN  
REQUIRED BASIS**

An AGREEMENT made on ..... BETWEEN LGBRIMH, Tezpur, herein after called the Director, which expression shall include its successor and assignees of the FIRST part and M/s. .... Herein after called the "CONTRACTOR" which expression shall include his heirs, executors his heirs, executors, administrators and legal representative of the SECOND part.

TERMS AND CONDITIONS OF THE AGREEMENT FOR PROVIDING THE OFFICE REFRESHMENT FACILITIES AS AND WHEN REQUIRED AT LGBRIMH, TEZPUR, WILL BE AS UNDER.

1. The firm/bidder/contractor shall be responsible for providing food items during the contract period as and when required. In case of any complaint of food poisoning/contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning/ contamination.
2. The office refreshment shall be opened for catering on all of the week days as and when required.
3. (A) The office refreshment shall be for the use of the employees of LGBRIMH and their guests, visiting Hospital and other persons allowed by LGBRIMH. The firm/bidder/contractor shall be responsible for the quality of the foods supplied and for the service.  
(B) The firm/bidder/contractor cannot take any article out of the LGBRIMH premise without a Gate - Pass.
4. Unless other aim specified in the terms & conditions of the quotation documents, for premature termination of this agreement, one month notice will be required from either side in writing.
5. In case of any dispute pertaining to providing of the office refreshment facilities, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
6. The firm/bidder/contractor has a mere permission only to provide office refreshment in the LGBRIMH premises during contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or to the firm/bidder/contractor.
7. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the firm/bidder/contractor alone and no collective representation/ bargaining will be entertained. The decision of Director, LGBRIMH in this regard shall be final and binding.
8. Performance security of **Rs. 10,000.00** shall have to be deposited by the successful firm/bidder/contractor through DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, payable at Tezpur, Assam. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the firm/bidder/contractor. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

11. The firm if fails to provide the office refreshment as and when required, LD charges will be imposed on the firm. LD as per GFR keeping max cap (i.e. 0.5% per week for delay to max 10% of the contract value as per GFR manual 2024 for delayed service). And if the charged amount is inadequate then it will be adjusted from the performance security.
12. The firm/bidder/contractor shall comply with any other instructions which may be issued from time to time by the Institute Authority.
13. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.

In the presence of witness:

- 1.....
- 2.....

Signature of the Purchaser or his/her nominee  
(With seal)

In the presence of witness:

- 1.....
- 2 .....

Signature of the Firm/Contractor  
(With seal)