



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/ACA/SBM/2595/P-II (A)/287

Date: 16.01.2026

### **NOTICE INVITING QUOTATION**

Sealed quotations are invited from registered / reputed suppliers for the **Supply of Cleaning Items** for LGBRIMH, Tezpur.

The sealed envelope superscribed "Quotation for Cleaning Items" must reach the office of the undersigned on or before 22.01.2026 up to 3:00 PM and date and time of the opening of the quotation: 22.01.2026 at 3:30 PM.

### **A. TECHNICAL SPECIFICATIONS / SCHEDULE OF REQUIREMENT**

| Sl. No. | Item             | Quantity   | Detailed Specifications  |
|---------|------------------|------------|--|
| 1       | Floor Cleaner    | 500 Litres | <ul style="list-style-type: none"><li>• Suitable for institutional / hospital use</li><li>• Non-toxic and biodegradable</li><li>• Conforming to BIS / ISO / applicable industry standards</li></ul>      |
| 2       | Hypochlorite 10% | 150 Litres | <ul style="list-style-type: none"><li>• Suitable for hospital / institutional healthcare use for disinfection and sanitation</li><li>• Conforming to BIS / ISO / applicable industry standards</li></ul> |

### **B. TERMS AND CONDITIONS**

|    |                            |   |
|----|----------------------------|---|
| 1. | <b>Rates:</b>              | Rates must be quoted inclusive and exclusive of GST, clearly mentioning the applicable GST rate (%) separately.   |
| 2. | <b>Eligibility:</b>        | Bidder must submit copies of <b>GST Registration Certificate, PAN Card and Trade License</b> (if applicable) along with postal address and contact details. |
| 3. | <b>Quotation Validity:</b> | Quotation shall remain valid for <b>90 (Ninety) days</b> from the date of opening.  |
| 4. | <b>Delivery:</b>           | Delivery shall be <b>FOR Destination - LGBRIMH, Tezpur.</b>   |

|     |                             |   |
|-----|-----------------------------|---|
| 5.  | <b>Payment:</b>             | Payment shall be made through <b>PFMS / e-payment</b> after satisfactory supply and inspection.   |
| 6.  | <b>Quality:</b>             | Items supplied shall be of <b>standard commercial quality</b> , new and unused, suitable for institutional / hospital use.              |
| 7.  | <b>Shelf Life:</b>          | Minimum <b>75% shelf life</b> must remain at the time of supply.  |
| 8.  | <b>Packaging:</b>           | Packaging shall be <b>sealed, tamper-proof, leak-proof</b> , and suitable for institutional storage.                                    |
| 9.  | <b>Brand Clause:</b>        | Any brand quoted shall be treated as " <b>Brand or Equivalent</b> ". No brand preference is implied.                                    |
| 10. | <b>Samples:</b>             | Samples, if demanded, shall be supplied <b>free of cost</b> for quality verification.   |
| 11. | <b>Replacement:</b>         | <b>Sub-standard, damaged, leaking, expired or near-expiry items shall be replaced at no extra cost.</b>                                 |
| 12. | <b>Replacement Period:</b>  | Replacement must be completed within <b>07 (Seven) days</b> from written intimation.  |
| 13. | <b>Penalty:</b>             | Penalty @ <b>0.5% per week</b> , subject to a maximum of <b>10% of total supply value</b> , may be imposed for delay or non-compliance. |
| 14. | <b>Rejection:</b>           | Quotations with incomplete information or without requisite documents shall not be considered.  |
| 15. | <b>Right of Acceptance:</b> | The Director, LGBRIMH reserves the right to accept or reject any or all quotations without assigning any reason.                        |
| 16. | <b>Final Authority:</b>     | Decision of the Competent Authority, LGBRIMH shall be final and binding.  |

### C. SPECIFIC TERMS & CONDITIONS:

#### 1. EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY

- a. The bidder shall submit EMD of Rs. 1500.00 in the form of Demand Draft / FDR / Bank Guarantee drawn in favour of Director, LGBRIMH, Tezpur, payable at Tezpur.
- b. Cash / Cheque or any other mode shall not be accepted.
- c. EMD must reach before the stipulated time of opening of quotation.
- d. The EMD of unsuccessful bidders shall be returned in due course.
- e. The successful bidder shall deposit Performance Security @ 5% of the total supply value through DD / FDR / BG.
- f. Performance Security shall remain valid for two (02) months beyond completion of all contractual obligations.
- g. Performance Security shall be released after satisfactory completion of supply and fulfillment of contractual obligations. No interest shall be payable.
- h. Tender Number, Due Date and complete address of the firm shall be clearly written on the back side of the DD / FDR / BG.

- i. Competent Authority reserves the right to increase or decrease the quantity as per requirement of the Institute with no changes in the price quoted by the bidder during the validity of the NIQ.

## 2. Penalty & Risk Purchase

- a) Failure to replace rejected items within stipulated time shall permit procurement from alternative sources at the risk and cost of the supplier.
- b) Repeated default may lead to cancellation of order and debarment from future procurements of LGBRIMH.

This is issued as per approval of the Competent Authority.

The Director  
LGBRIMH, Tezpur

Sub: Quotation for Supply of Cleaning Items

*Handwritten signature and date*  
16/1/22

(Dr. H. Dutta)  
OSD, Deputy Director  
LGBRIMH, Tezpur

| Sl | Item | Quantity | Unit | Rate (₹) | Rate (%) | Amount (₹) | Amount (₹) |
|----|------|----------|------|----------|----------|------------|------------|
| 1  |      |          |      |          |          |            |            |
| 2  |      |          |      |          |          |            |            |

Copy to:

- a) Institute Website  
b) Notice Board  
c) File Copy.

Date:

Signature & Seal of Bidder

**ANNEXURE - A**

**FINANCIAL BID FORMAT**

To  
The Director  
LGBRIMH, Tezpur

**Sub:** Quotation for Supply of Cleaning Items

| <b>Sl. No.</b> | <b>Item Description</b> | <b>Quantity</b> | <b>Unit Rate (₹)</b> | <b>GST Rate (%)</b> | <b>GST Amount (₹)</b> | <b>Total Amount (₹)</b> |
|----------------|-------------------------|-----------------|----------------------|---------------------|-----------------------|-------------------------|
| 1              |                         |                 |                      |                     |                       |                         |
| 2              |                         |                 |                      |                     |                       |                         |

Date: \_\_\_\_\_

**Signature & Seal of Bidder**

**ANNEXURE - B**

**UNDERTAKING**

*(to be submitted on the Letterhead of the Bidder)*

We have carefully read and understood the terms and conditions of the nIQ and agree to abide by them in letter and spirit.

I/we hereby declare that our firm ( Name: ..... ) has never been blacklisted either indefinitely or for a particular period of time by any State/Central Govt. Dept. or agency/PSU.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**(Signature, Seal & Stamp of the Authorized Signatory)**