



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन: ७८४००१  
LGB REGIONAL INSTITUTE OF MENTAL HEALTH  
Autonomous body under Ministry of Health and Family Welfare, Govt. of India  
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TEZPUR:: 784001 :: ASSAM

LGB/NAZ/1327/25-26/313

Date: 26/01/26

### **NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed printing presses or agencies having experience in high-quality institutional printing and **registered under Printing and Stationery Department/Govt. Bodies** for the "**Designing, Printing and Supply of Wall Calendars and Diaries for the Year 2026**" for LGBRIMH, Tezpur.

The sealed envelope super-scribed as "**Quotation for Calendars & Diaries 2026**" must reach the office of the undersigned on or before **[27/01/26]** up to **5:00 PM**.

#### **A. TECHNICAL SPECIFICATIONS**

Sl. No.	Item	Qty	Detailed Specifications
1	Wall Calendar 2026 (Single Page)	250 Nos.	<p><b>1. Size:</b> 20" x 30" inches (Double Crown Size).</p> <p><b>2. Paper:</b> 300 GSM High-Quality Art Card.</p> <p><b>3. Printing:</b> Multi-color offset printing (One Side).</p> <p><b>4. Content Requirements:</b></p> <p>(a) High-resolution photos of LGBRIMH Campus/Activities (Header).</p> <p>(b) <b>Date Grid must highlight important Mental Health Days</b> (List enclosed in Annexure-B) alongside regular Holidays.</p> <p>(c) Official Holiday List 2026 (Footer).</p> <p><b>5. Finishing:</b> Full Thermal/Gloss Lamination with Top &amp; Bottom Tin Mounting and Hanging Thread.</p>

2	<b>Executive Diary 2026</b>	<b>100 Nos.</b>	<p><b>1. Size:</b> A5 (Standard Executive Size).</p> <p><b>2. Cover:</b> Hardbound with Premium PU Leather (Foam Padded). Color: Tan/Blue/Black.</p> <p><b>3. Branding:</b> 'LGBRIMH' Name &amp; Logo Gold/Silver Foil Embossed on cover.</p> <p><b>4. Color Inserts:</b> First 8 pages (4 leaves) on 170 GSM Glossy Paper featuring Institute Photos, Director's Message, and a <b>List of Important Health Observance Days</b>.</p> <p><b>5. Inner Pages:</b> 70 GSM Natural Shade Paper. Format: One date per page.</p> <p><b>6. Binding:</b> Section sewn hard binding with bookmark ribbon.</p>
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## B. TERMS AND CONDITIONS

1. **Rates:** Rates must be quoted inclusive of **Designing**, Paper, Printing, Binding, GST, and Delivery to LGBRIMH, Tezpur.
2. **Eligibility:** The bidder must submit copies of valid **GST Registration Number**, **PAN Card**, and valid **Trade License**. The quotation must include the Postal Address and Contact Number of the registered vendor.
3. **Design Responsibility:** The bidder must design the calendar layout. The Institute will provide the text list of Mental Health Days and Photos. The bidder must creatively incorporate these days into the calendar grid (e.g., using icons or specific text colors).
4. **Samples:** Submission of a **Paper Quality Sample (300 GSM)** for calendar and a **Sample Diary (details mentioned at point no.2 in technical specification)** is mandatory along with the quotation.
5. **Selection Criteria:** The selection shall be done on the basis of the **Lowest Rate (L1)** quoted by the technically qualified bidder.
6. **Proofing:** Final printing shall proceed only after the approval of the design proof by the Competent Authority.
7. **Delivery Timeline:** Supply must be completed within **10 days** of final proof approval.
8. **Packing:** Delivery items must be packed in bundles (lot-wise) to ensure safety during transit.
9. **Penalty for Delay:** A penalty of **5%** will be levied for every week of delay in

delivery, subject to a maximum of **10%** of the total cost of the job. Further, LGBRIMH reserves the right to terminate the job if the performance of the agency is not satisfactory.

10. **Non-Blacklisting Declaration:** The bidder must submit a self-declaration stating that the firm has never been blacklisted either indefinitely or for a particular period of time by any Mob / Central Govt. Dept or agency/PSU (Format enclosed).<sup>1</sup>
11. **Rejection:** Quotations with inadequate information or those which do not meet the eligibility criteria shall not be considered. The Director, LGBRIMH reserves the right to accept or reject any or all quotations without assigning any reason thereof. No communication will be entertained in this regard.
12. **Inquiries:** In case of any query, bidders may visit the office during office hours on working days.

  
20/1/26  
I/c Administrative Officer  
LGBRIMH, Tezpur

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## **Specific Terms & Conditions:**

### **1. EMD / PERFORMANCE SECURITY**

- a) Bidder should submit EMD of **(Rs. 2500/-)** in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur Assam, payable at Tezpur, failing which the tender shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security.
  - b) **The DD/FDR/BG of EMD should reach LGBRIMH before the stipulated time of opening of technical bid.**
  - c) 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 favour of Director LGBRIMH, payable at Tezpur. Performance Security should remain valid for a period of **two months** beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
  - d) Tender Number, its due date and complete address of the firm should also be clearly written on the **BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE** safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
  - e) EMD of all bidders will be returned in due course of time.
2. The Bidder shall pay a sum of **Rs. 2500/-** towards **EMD** deposit to Director, LGBRIMH, Tezpur in the form of **DD/FDR/BG**.
  3. The Performance Security Deposit 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.
  4. The Director, LGBRIMH reserves the right to recover any statutory dues or other dues from the Performance Security Deposit.
  5. Penalty for delay will be imposed for 5% for every work delay, for left over job subject to a maximum of 10% of the total cost of job. Further LGBRIMH, reserves the right to terminate the job if performance of the agency is not satisfactory.
  6. Quotation / Bid norms should be "Designing, Printing & supply of Wall Calendar and Diaries.
  7. All items shall have to be delivered within 10 days from receiving of the work order.
  8. Packing of the bundle should be lot wise and with proper packing.
  9. Registration Certificate, GST Registration, Pan Number, Postal address with contact details of registered vendor needs to be submitted.
  10. Sample copy to be provided by the bidder in closed envelope with proper address and contact details along with tender documents.

**11.** The quotation with inadequate information and those which do not meet the eligibility criteria shall not be considered.

**12.** The Institute (LGBRIMH) reserves the right to reject any or all quotations without signing any reason thereof and no communication will be entertained in this regard.

**13.** The selection shall be done on the basis of lowest rates quoted by the technically qualified bidder and lowest quoted bidder will be declared as successful (L1) bidder.

**14.** In case of any query, bidder may visit office during office hours in open day.

## ANNEXURE-A: FINANCIAL BID FORMAT

To,  
The Director, LGBRIMH, Tezpur  
Sub: Quotation for Calendars & Diaries 2026

Sl.	Item	Qty	Unit Price (₹)	GST Amount (₹)	Total Amount (₹) (Incl. GST)
1	Wall Calendar 2026 (Single Page) with Mental Health Days highlighted	250			
2	Executive Diary 2026	100			
	<b>GRAND TOTAL</b>				

Date: \_\_\_\_\_  
(Signature & Seal of Bidder)

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## **ANNEXURE-B: LIST OF DAYS TO BE HIGHLIGHTED**

(For Bidder's Reference during Design)

The following days must be indicated / highlighted in the Calendar Grid and Diary:

1. **January 30:** World Leprosy Day
  2. **February 04:** World Cancer Day
  3. **March 08:** International Women's Day
  4. **April 07:** World Health Day
  5. **May 24:** World Schizophrenia Day (*Priority*)
  6. **May 31:** World No Tobacco Day
  7. **June 21:** International Day of Yoga
  8. **June 26:** Intl. Day Against Drug Abuse & Illicit Trafficking (*Priority*)
  9. **September 10:** World Suicide Prevention Day (*Priority*)
  10. **September 21:** World Alzheimer's Day (*Priority*)
  11. **October 10:** World Mental Health Day (*High Priority*)
  12. **December 03:** Intl. Day of Persons with Disabilities
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## **ANNEXURE-C: UNDERTAKING**

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

We have carefully read and understood the terms & 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)**