

# L. N. D. COLLEGE, MOTIHARI

Accredited by NAAC Grade(B)

(A Constituent Unit of B. R. Ambedkar Bihar University, Muzaffarpur)



OFFICE OF THE PRINCIPAL

[www.lndcollege.co.in](http://www.lndcollege.co.in)



: 06252 – 296401 (O)

[collegeInd@gmail.com](mailto:collegeInd@gmail.com)

Ref: LNDC/PM-USHA/136/2025-26

Date: 20/11/2025

## NOTICE INVITING TENDER

1. The LAXMI NARAIN DUBEY COLLEGE, MOTIHARI intends to select an agency via e-tendering for EVENT MANAGEMENT AGENCY in the state of Bihar. With the aim of ORGANISING WORKSHOPS, SEMINARS, SENSITISATION PROGRAMMES, AND OTHER PROGRAMMES under Gender Inclusion and Equity Initiatives.
2. To participate in the e-tendering process and to download the tender document (a complete set of document is available on website), the bidders/agencies are required to get themselves registered with Bihar Government Centralized eProcurement portal, i.e., <https://www.eproc2.bihar.gov.in>, and may contact the helpdesk at the following address, “eProc 2.0 Help Desk Address: mjunction services limited, RJ Complex, 2nd floor, Canara Bank Campus, Khajpura, Ashiana road, P.S. – Shastri Nagar, Patna – 800 014, Bihar, Toll Free Number: 1800 572 6571 (Working hours: 8AM to 7PM, all days in week except Sunday and few selected state holidays) or may visit the link at <https://www.eproc2.bihar.gov.in> and also the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI website [www.lndcollege.co.in](http://www.lndcollege.co.in)/ No tender will be accepted after closing date and time in any circumstances.
3. Schedule of Events:

Sl No.	Event Description	Timeline
2.1	Last date and time for downloading the RFP	Till <b>12/12/2025</b> up to <b>03:00 PM</b> , on the e-Procurement Portal ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.2	Last date and time for submission (upload) of online bidding document	Till <b>12/12/2025</b> up to <b>05:00 PM</b> , on the e-Procurement Portal ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.3	Time, Date of opening of Technical Bid	<b>15/12/2025</b> at <b>2:00 PM</b> on the e-Procurement Portal ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.4	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal/Website ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.5	Pre-bid meeting (Date & time)	<b>26/11/2025</b> at <b>11:00 AM</b>  Online Meeting link: <a href="https://meet.google.com/emh-tkct-rbc">https://meet.google.com/emh-tkct-rbc</a>
2.6	College Contact Person and Number	<b>Prof. Mrigendra Kumar</b> (Principal) & 9431204401 <b>Dr. Durbadal Bhattacharya</b> (Nodal Officer – PM USHA) & 8171805031

4. The tender must be accompanied by an Earnest Money Deposit (EMD) for the sum of **Rs.1,70,000** to be paid through online mode only.
5. Tender Processing Fee (TPF) of **Rs. 5000** needs to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card) only.

6. LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserve the right to accept or reject any or all bids or change the terms and conditions of NIT or cancel the NIT without assigning any reasons at any stage and time.
7. All further notifications/Corrigendum/Addendum, if any, shall be posted on e-Procurement Portal (<https://www.eproc2.bihar.gov.in>), and LAXMI NARAIN DUBEY COLLEGE, MOTIHARI website <https://www.lndcollege.co.in> shall be binding on all the bidders.



Principal

Laxmi Narain Dubey College, Motihari

PRINCIPAL  
L.N.D. COLLEGE  
MOTIHARI

**LAXMI NARAIN DUBEY COLLEGE**

**MOTIHARI**

**Request for Proposal (RFP)**

for

**Selecting an Event Management Agency**

**Tender No: LNDC/PM-USHA/136/2025-26**

**Dated: 20/11/2025**



**LAXMI NARAIN DUBEY COLLEGE**

**Prof. Mrigendra Kumar**

Principal

[drmrigendrakumar2020@gmail.com](mailto:drmrigendrakumar2020@gmail.com)

Laxmi Narain Dubey College,

Shri Krishna Nagar,

(Opposite Red Cross Society)

Motihari -845401

## Instructions to Bidder Notice Detail

Bidders are advised to visit the LND College website <https://www.lndcollege.co.in> and Eproc2 website on regular basis for any updates.

- 1 This RFP process will be administered through the e-procurement portal (URL: <https://eproc2.bihar.gov.in>). The Bidders are required to submit soft copies of their proposals electronically on the e-procurement portal, using valid digital signature certificates of officers duly authorized to submit the bid in e-files. More information for submitting the bids online on the e-procurement portal may be obtained at <https://eproc2.bihar.gov.in/>
- 2 All the pages of the bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid. Failure to submit the bid on time could cause a bid to be rejected. The College will not accept delivery of the Bid by fax/e-mail or any other electronic/non- electronic means other than uploading on the procurement portal.
- 3 The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and on college website <https://www.lndcollege.co.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- 4 If a format for a specific document is not provided for in this RFP, the document shall be submitted in a format that makes it legally valid / binding on the Bidder and that is acceptable to the College. In any event, the institution shall have the right to seek clarifications, modifications etc. on the document submitted by the Bidder and the Bidder shall be obliged to provide such clarifications and modifications within the timelines specified by the College.
- 5 Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to institution. Such suggestions, after review, may be incorporated into this 'Request for Proposal' as a corrigendum, which shall be uploaded onto the e-tendering website <https://www.eproc2.bihar.gov.in> and college website <https://lndcollege.co.in/>. All eligible tenders need to be registered on the following portals to generate login credentials and to download the bid documents for online bid preparation / decryption etc.
- 6 To participate in the e-tendering process, the bidders/agencies are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://www.eproc2.bihar.gov.in>, and may contact the helpdesk at the following address, "eProc 2.0 Help Desk Address: mjunction services limited, RJ Complex, 2nd floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. – Shastri Nagar, Patna – 800 014, Bihar, Toll Free Number: 1800 572 6571 (Working hours: 8AM to 7PM, all days in week except Sunday and few selected state holidays) or may visit the link at [https:// www.eproc2.bihar.gov.in](https://www.eproc2.bihar.gov.in).
- 7 Tenderer may also download the tender documents (a complete set of documents is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and also from the college website [[www.https://lndcollege.co.in/](https://lndcollege.co.in/)] and submit its tender.
- 8 Document fees of Rs 5,000 shall be payable in form of demand draft, in favour of "**Principal, Laxmi Narain Dubey College**", payable at **Motihari** and this should reach the college address on or before **13/12/2025** and Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).
- 9 The technical and financial bids must be submitted / uploaded through e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) on or before the date and time specified in the NIT. The institution doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to non-availability of Internet Connection, Network Traffic/ Holidays or any other reason.

## Background Information

### 1. Basic Information

Laxmi Narain Dubey (L.N.D.) College was established in 1966 in the district headquarters of East Champaran, Motihari, with a grand vision to contribute to the enhancement of the educational landscape in North Bihar. In 1980, it became a constituent unit of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, and was included in the list of colleges maintained under Section 2(f) and 12(B) of the UGC Act, 1956, under the category of Government College. Situated in the heart of the city, the college campus spans over 7 acres, featuring well-maintained roads, lush greenery, and well-structured buildings. It has earned a reputation as a premier center of higher education in Motihari, known for its excellence in teaching, disciplined academic environment, and fair examination system. The college offers a variety of courses, including four-year undergraduate degree programs (B.A., B.Sc.), six-semester vocational programs such as Bachelor in Computer Applications (BCA) and Bachelor in Business Administration (BBA), as well as a two-year Bachelor in Education (B.Ed.) program. With 16 departments covering humanities, social sciences, arts, sciences, computer applications, business administration, and education, the college serves as a multidisciplinary institution. Due to its growing popularity, more than nine thousand students are currently enrolled in various programs. The dedicated faculty members strive to provide an enriching classroom learning experience. In recent years, the college has embraced technological advancements, making it a leading institution in both offline and online teaching methodologies. Faculty members have been trained to adopt modern teaching technologies, ensuring alignment with global educational standards. While classroom teaching remains the primary focus, the institution also promotes academic excellence through regular national seminars and workshops organized by various departments and committees. As part of the Fit India Movement, a well-equipped gym with modern fitness equipment has been set up to encourage students and staff to adopt a healthy and active lifestyle. In terms of national security and social responsibility, the NCC and NSS units are actively contributing to their respective domains, demonstrating exemplary commitment to community service and discipline.

L.N.D. COLLEGE, MOTIHARI invites Agency for furnishing of library and equipment Supply, Installation and Services for its maintenance to L.N.D. COLLEGE, MOTIHARI. This infrastructural work will contribute towards creation of congenial academic ambience.

## 2. Schedules of Events:

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2.6	College Contact Person and Number	<b>Prof. Mrigendra Kumar</b> (Principal) & 9431204401 <b>Dr. Durbadal Bhattacharya</b> (Nodal Officer – PM USHA) & 8171805031

Prof. Mrigendra Kumar  
Principal  
LND COLLEGE, MOTIHARI

### 2.1 Right to terminate the Process

- i. LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may terminate the RFP process at any time and without assigning any reason. LAXMI NARAIN DUBEY COLLEGE, MOTIHARI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This RFP does not constitute an offer by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI. The bidder's participation in this process may result LAXMI NARAIN DUBEY COLLEGE, MOTIHARI selecting the bidder to engage towards execution of the contract.

### 2.2 Submission of Technical Proposal

The bidders should submit their responses as per the format given in this RFP in the following manner:

1. Pre-Qualification Criterion
2. Technical Evaluation Criteria
3. Financial Proposal

Prices should not be indicated in the Eligibility Criterion and Technical Evaluation Criteria but should only be indicated in the Commercial Proposal in the format given in e-procurement portal.

### 2.3 Acceptance

During bidding stage, the firm/supplier/dealer will arrange the demonstration of equipment /material for its quality/ specification check at LAXMI NARAIN DUBEY COLLEGE, MOTIHARI 's premises or place of event at its own cost if required by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI official.



## 2.4 Preparation and Submission of Proposal

### 2.4.A Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

LAXMI NARAIN DUBEY COLLEGE, MOTIHARI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 2.4.B Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English and Hindi, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### 2.4.C Pre-Bid Conference

- The LAXMI NARAIN DUBEY COLLEGE, MOTIHARI shall hold a pre-bid meeting with the prospective Bidders as per information given in the Fact Sheet above.
- The Bidders will have to ensure that their queries for pre-bid meetings should reach the point of contact (Nodal Officer) in written form either mail or in form of letter in company's letter head only as mentioned in the schedule of events within the timelines given. Email Id of the college [collegelnd@gmail.com](mailto:collegelnd@gmail.com) and online link <https://meet.google.com/emh-tkct-rbc>.
- The e-mail should necessarily have subject as per the following nomenclature: "*Pre-bid Query - RFP LAXMI NARAIN DUBEY COLLEGE, MOTIHARI \*\*{Company's Name}*"
- The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

Sr No	Name of mobile number of the authorized contact person and address of the bidder	RFP document reference(s). (Section & page number)	Content of RFP requiring clarification	Bidders Query

### 2.4.D Evaluation process

A Proposal evaluation committee shall be constituted by the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

The Proposal Evaluation Committee reserves the right to reject any or all proposals based on any deviations.

Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

### 2.4.E Tender Opening

The Proposals submitted by bidders will be opened online at Time, Date as mentioned in fact

sheet/schedules of events by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI officials or any other officer authorized by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI, in the presence of such of those Bidders or their representatives who may be present at the time of opening. In the event that no bidders are present, the tender will still be opened as scheduled

The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

#### 2.4.F Tender Validity

The offer submitted by the Bidders should be valid for period of 180 days from the date of submission of Tender. The rate shall be valid for 1 year and upon satisfactory services, it may be extended for one year

#### 2.4.G Document Fee and Tender Processing Fee:

Document fees of Rs 5,000 shall be payable in form of demand draft, in favour of “**Principal, Laxmi Narain Dubey College**”, payable at **Motihari** and this should reach the college address on or before **13/12/2025** and Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).

### 3 Technical Proposal

#### 3.2 Pre-Qualification Criteria

Only those Bidders fulfilling the eligibility criteria should respond to the RFP. Eligibility criterion for the Bidder to qualify this stage is clearly mentioned in below. Eligibility Criteria attached to this document. The bidder would need to provide supporting documents as part of the eligibility proof. The technical bids of only those bidders who qualify in the eligibility criteria will be evaluated. Document/s in support of eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the bidders who do not fulfill any of the eligibility criteria are liable to be rejected.

#### 3.3 Technical Evaluation Criteria

Sr. No.	Basic Requirement	Documents Required
1	The Bidder must have registration certificate, valid GSTIN registration certificate	GST Certificate
2	The Bidder must have registration certificate, valid PAN.	Copy of PAN card
3	The bidder should have experience of managing at least ten conference/ scientific seminar/symposium consisting of 200 or more delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector in last 36 months from the last date of tender submission.	Copy of Work Order & completion certificate/supporting document.
4	The bidder should be in catering business (excluding beverage and snacks services) for a continuous minimum period of <b>five (05) years</b>	Copy of incorporation and work order



5	The Bidder should have turnover of minimum Rs. <b>50.0</b> Lacs per annum in the last 3 financial years. FY 2021-22 FY 2022-23 FY 2023-24	Copy of audited financial statement
6	The bidder should have license/registration from Food/Health Department/FSSAI and other authorities	Copy to be attached
7	An EMD through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card/) on E-Proc2 Portal or in form of bank guarantee, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.	<b>Rs. 1,70,000/- (Rupees One lakh Seventy Thousand only)</b>

Note: -

- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of college and its decision shall be final and not challengeable.
- In case of a tie in the L1 price, the work will be awarded based on the highest turnover.
- Conditional bids shall be summarily rejected.

#### 4 Appointment of vendor

##### 4.2 Right to reject Proposal

LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for LAXMI NARAIN DUBEY COLLEGE, MOTIHARI action.

##### 4.3 Performance Guarantee

The LAXMI NARAIN DUBEY COLLEGE, MOTIHARI will require the selected bidder to provide an irrevocably, unconditionally Performance LAXMI NARAIN DUBEY COLLEGE, MOTIHARI Guarantee, within 15 days from the Notification of award, for a value equivalent to 5% of the total cost of ownership. The Performance Guarantee should be valid for a period of 12 months from the date of award of contract. The Performance Guarantee shall be kept valid till completion of the services. If the service is extended the selected bidder shall resubmit a fresh performance security by extending the validity till the contract is extended. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due. In case the selected bidder fails to submit performance guarantee within the stipulated time, the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI at its discretion may cancel the order placed on the selected bidder without giving any notice. LAXMI NARAIN DUBEY COLLEGE, MOTIHARI shall invoke EMD in case the selected Vendor fails to discharge their contractual obligations during the period or LAXMI NARAIN DUBEY COLLEGE, MOTIHARI incurs any loss due to Vendor's negligence in carrying out the supply order implementation as per the agreed terms & conditions.

Further, the college may offer the work to the L2 bidder at the L1 rate and so on. The L2 bidder also need to submit the required performance guarantee.

#### 4.4 Signing of Contract

Post submission of Performance Guarantee by the successful bidder, LAXMI NARAIN DUBEY COLLEGE, MOTIHARI shall enter a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between LAXMI NARAIN DUBEY COLLEGE, MOTIHARI and the successful bidder.

#### 4.5 Sub-Contracting, Consortium and Joint Ventures

Consortium, Joint venture, AOP (Association of Persons), subletting, Subcontracting and Outsourcing will not be allowed.

#### 4.6 Transition And Exit Plan:

- i. The Selected Vendor shall ensure that the transition is smooth in case the contract is terminated or foreclosed with mutual consent. In addition to the cancellation of contract, the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserves the right to charge appropriate penalties and liquidated damages from the selected agency.
- ii. All risks during transition stage shall be properly documented to ensure smooth transition without any service disruption.
- iii. The transition plan along with the period shall be mutually agreed between the firm and the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI when the situation occurs. Selected Vendor shall be released from the project once successful transition is done meeting the parameters defined for the successful transition.

#### 4.7 Contract Period

The successful bidder shall be required to enter a contract for 1 one year with LAXMI NARAIN DUBEY COLLEGE, MOTIHARI.

### 5 Terms and Conditions: Applicable Post Award of Contract

#### 5.2 Right to Terminate the Process

LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserves the right to cancel the contract entered with the selected bidder and recover expenditure incurred by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI under the following circumstances: -

- a) The selected bidder commits a breach of any of the terms and conditions of the bid.
- b) The bidder goes into liquidation, voluntarily or otherwise,
- c) If the selected bidder fails to complete the assignment.
- d) The LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserves its right to cancel the order in the event of delay and forfeit the performance security as liquidated damages for the delay.
- e) If deductions of account of liquidated damages exceeds more than 10% of the total contract price.
- f) In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, LAXMI NARAIN DUBEY COLLEGE, MOTIHARI reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder.

#### 5.3 Limitation of Liability

- a) Neither party shall be liable to the other for any special, indirect, incidental, consequential (including loss of profit or revenue), exemplary or punitive damages whether in contract, tort or

other theories of law, even if such party has been advised of the possibility of such damages.

- b) The total cumulative liability of either party arising from or relating to this contract shall not exceed the total amount paid to the Bidder by the client under that applicable statement of work that gives rise to such liability (as of the date the liability arose); provided however, that this limitation shall not apply to any liability for damages arising from (a) Willful misconduct or (b) Indemnification against third party claims for infringement.

#### 5.4 Penalty

- a) The Bidder shall perform its obligations under the agreement entered into with the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI, in a professional manner.
- b) The Bidder should perform all the activities as per timelines and parameters stipulated by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI in this RFP, failing which LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may at its discretion impose penalties on the Bidder.

#### 5.5 Dispute Resolution Mechanism

In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Bihar and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re- enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

The Provisions of this RFP shall be governed and construed in accordance with the Laws of India and would come under the exclusive jurisdiction of the Courts in **Motihari, East Champaran** (Bihar).

#### 5.6 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or LAXMI NARAIN DUBEY COLLEGE, MOTIHARI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or LAXMI NARAIN DUBEY COLLEGE, MOTIHARI shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

#### 5.7 Fraud or Corrupt Practices

- a) The Bidders shall observe the highest standard of ethics during the Bidding Process and after the issue of the Letter of Intent (LOI)/Work Order (WO) and during the subsistence of the Agreement.

Notwithstanding anything to the contrary contained in this RFP, or in LOI/WO or the Agreement, the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may reject a bid, withdraw the LOI/WO, debar the bidder for a period of one year from participating in the future projects of the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI or terminate the Agreement, as the case may be without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices. In such an event, the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security as mutually agreed genuine pre- estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.

- b) Without prejudice to the rights of the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI under Clause above and the rights and remedies which the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may have under the LOI /WO or the Agreement, if a Bidder, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI /WO or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI during a period of 1 (one) year from the date such Bidder is found by the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c) For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:
  - i. **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of tendering and execution of the project.
  - ii. **“Fraudulent practice”** means aim is representation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
  - iii. **“Coercive practice”** means impairing or harming or threatening to impairer harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process.
  - iv. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest.
  - v. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection process.

## 6 Technical Requirements and Evaluation

6.2 The Technical Bid for qualification stage should be complete in all respects and contain all information asked for in this document. Price information should not be submitted along with technical bids, if submitted along with technical bid, offer shall be rejected as nonresponsive.

6.2.A During the period of evaluation, bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests seeking explanation time frame indicated in the portal or vendor email (provided in portal), if the

bidder does not comply or respond by the date, their bid will be liable to be rejected. It is the responsibility of bidder to monitor the portal or vendor email (provided in portal) every now and then in order to ascertain any exceptions are raised or clarifications are sought by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI post last date of bid submission. No separate intimation will be made by LAXMI NARAIN DUBEY COLLEGE, MOTIHARI to the participated bidders for responding to the clarification sought.

6.2.B Setting of evaluation criteria for selection purposes shall be entirely at the discretion of the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI. The decision of the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI in this regard shall be final and no correspondence shall be entertained in this regard.

6.2.C The LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may, at its discretion, waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. Wherever necessary, observations on such 'minor' issues (as mentioned above) LAXMI NARAIN DUBEY COLLEGE, MOTIHARI may convey to the bidder, asking them to respond by a specified date also mentioning therein that, if the bidder does not respond by the specified date, their bid will be liable to be rejected.

6.3 Post technical evaluation, Indicative commercial bid of only those bidders will be opened who will comply with all the eligibility criteria, confirm compliance to all the terms & conditions.

6.3.A Financial Bid- The indicative commercial offer should not contradict the technical offer in any way and should include the cost of all the items offered. The suggested directive for Commercial offer is as follows:

6.3.B The Financial Bid should be submitted online by way of entering the values in the format provided at the site. This must contain all prices in Indian rupees (INR).

6.3.C The vendors should not offer any options or any conditional offers to the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI while giving the price information. The offer should strictly be in conformity with the items as specified by the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI. Any deviations may lead to disqualification of the bid.

## 7 Details on Scope of Work

### ANNEXURE-I (A)

**Name of the Activity:** National Conference on Opportunities and Challenges of National Education Policy

**Number of Conferences:** 1

**One Conference Duration:** 2 Days

**No. of Participants:** 200

#### **Expenditure Details (For Two Conferences):**

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		8 speakers × ₹ 2,000
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actuals)
3	Local Hospitality		<ul style="list-style-type: none"> <li>• Light refreshment, Plant sapling for the Guest/resource person/</li> <li>• One night stay of the guest/resource person</li> </ul>
4	Workshop Kit		Conference Kit with PM USHA logo and College Name, Pen, Notepad, Conference Brochure (210 heads)
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>• Medium format for banners and posters (30/40 inch) (2)</li> <li>• Standees (24/60 inch) (1)</li> <li>• Soft copy of Banner/Poster (1)</li> </ul>
6	High Tea	(Kaju Burfi, Sandwich, Paneer Pakora/veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	(200 participants × 2 Days)
7	Lunch	Fruit Juice/Soup, Shahi Paneer/Paneer Butter masala/Kadhai Paneer/any other dish with paneer as the primary ingredient, Malai Kofta, Seasonal Vegetable, Dal Makhani/daal fry/daal tadka/rajma, Pulao/Plain Rice, Nan, Roti/Parantha/puri, Sweets (one), Ice-Cream, Green Salad, Pickle, Papad, Tea/Coffee, Mineral water	(200 participants x 2days)
8	Publication of Proceedings		Videography Photography Printing of conference proceedings
9	Certificates		200 Students
10	Transportation		For commutation of resource person from place of stay to the venue, along with receiving and drop off at the station



### **ANNEXURE-I (B)**

**Name of the Activity:** National Conference on Gendered Dimensions of Public Health in Contemporary India

**Number of Conferences:** 1

**One Conference Duration:** 2 Days

**No. of Participants:** 200

#### **Expenditure Details:**

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		8 speakers × ₹ 2,000
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actuals)
3	Local Hospitality		<ul style="list-style-type: none"><li>• Light refreshment, Plant sapling for the Guest/resource person/</li><li>• One night stay of the guest/resource person</li></ul>
4	Workshop Kit		Conference Kit with PM USHA logo and College Name, Pen, Notepad, Conference Brochure (210 heads)
5	Flex & IEC Material		<ul style="list-style-type: none"><li>• Medium format for banners and posters (30/40 inch) (2)</li><li>• Standees (24/60 inch) (1)</li><li>• Soft copy of Banner/Poster (1)</li></ul>
6	High Tea	(Kaju Burfi, Sandwich, Paneer Pakora/veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	(200 participants × 2 Days)
7	Lunch	Fruit Juice/Soup, Shahi Paneer/Paneer Butter masala/Kadhai Paneer/any other dish with paneer as the primary ingredient, Malai Kofta, Seasonal Vegetable, Dal Makhani/daal fry/daal tadka/rajma, Pulao/Plain Rice, Nan, Roti/Parantha/puri, Sweets (one), Ice-Cream, Green Salad, Pickle, Papad, Tea/Coffee, Mineral water	(200 participants x 2days)
8	Publication of Proceedings		Videography Photography Printing of conference proceedings
9	Certificates		200 Students
10	Transportation		For commutation of resource person from place of stay to the venue, along with receiving and drop off at the station

## ANNEXURE-II

**Name of the Activity:** Martial Art training for self-defence

**Number of Workshops:** 5 (At different Colleges of East Champaran district)

**One Workshop Duration:** 6 Days

**No. of Participants Per Workshop:** 60

**Total: No. of Participants:** 300

### Expenditure Details (For One Workshop):

S.No.	Expenditure Head	Details
1	Honorarium to Resource Person	1 trainers/speakers × ₹2,000 x 6days ( ₹ 2,000 per trainer per day ) 1 Assistant Trainer / Physio × ₹1,500 x 6 days ( ₹ 1,500 per trainer per day )
2	TA to Resource Person	National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality	Light refreshment, plant sapling for the trainers/resource person/ night stay of the trainers/resource person
	<b>Martial Art Safety Kit</b> <b>Quantity: (60 kit/workshop)</b> <b>Total: 300 kits for 5 workshops</b>	Resistance belt: Unbreakable Resistance Band for Exercise, 100% Natural Latex Fitness Resistance Tube, Resistance Bands for Workout for Men & Women  Martial art safety Kit consists of: ➤ Hand gloves    Shin guard ➤ Head Guard    Chest Guard ➤ Knee Cap    Kick Sheild <b>Hand Gloves</b> <ul style="list-style-type: none"><li>• <b>Mass:</b> 300–450 grams per pair</li><li>• <b>Size:</b> Small, Medium, Large</li><li>• <b>Outer Material:</b> PU leather or equivalent synthetic material approved by relevant sports federations</li><li>• <b>Padding:</b> High-density multilayer EVA/PVC foam</li><li>• <b>Padding Thickness:</b> 2–3 centimeters</li><li>• <b>Closure Type:</b> Velcro wrist strap</li><li>• <b>Grip/Design:</b> Pre-curved ergonomic shape</li><li>• <b>Item Dimensions (L×W×H):</b> Approx. S/M/L (28 × 14 × 6) cm</li><li>• <b>Product Conforming to International/National Federation Requirements:</b> Preferably Yes</li></ul> <b>Shin Guard</b> <ul style="list-style-type: none"><li>• <b>Mass:</b> 250–350 grams per piece</li><li>• <b>Size:</b> Small, Medium, Large</li><li>• <b>Outer Material:</b> PU leather or equivalent approved material</li><li>• <b>Padding:</b> Multilayer EVA/PVC foam for impact absorption</li><li>• <b>Padding Thickness:</b> 1.5–2 centimeters</li><li>• <b>Closure Type:</b> Dual Velcro elastic straps</li></ul>

- **Coverage:** Full shin with optional instep protection
- **Item Dimensions (L×W×H):** Approx. S/M/L (38 × 16 × 5) cm
- **Product Conforming to Martial Arts Federation Requirements:** Preferably Yes

#### **Head Guard: -**

- **Mass:** 350-500 gram
- **Size:** Small, Medium and Large
- **The leather portion of the head guards:** Others of equivalent material subject to AIBA's approval
- **Padding:** Multilayered PVC Foam
- **Padding Thickness:** 2 centimeter
- **Head Guard Closure:** Velcro
- **Item Dimensions LxWxH:** S/M/L (20 x 15 x 15) Centimeters
- **Product confirming to International/ national federation requirements i.e. International Boxing Federation (AIBA)/ Boxing Federation of India:** Preferably Yes

#### **Chest Guard**

- **Mass:** 500–900 grams
- **Size:** Small, Medium, Large, XL
- **Outer Material:** PU/PVC leather or equivalent approved material
- **Padding:** Molded EVA/PVC foam
- **Padding Thickness:** 2–3 centimeters
- **Design:** Reversible (Red/Blue) optional
- **Closure Type:** Cross-back straps or Velcro fastening
- **Item Dimensions (L×W×H):** Approx. S/M/L (45 × 35 × 10) cm
- **Product Conforming to Taekwondo/Karate Federation Requirements:** Preferably Yes

#### **Knee Cap (Knee Guard)**

- **Mass:** 80–120 grams per piece
- **Size:** Small, Medium, Large
- **Material:** Neoprene/Elastic spandex fabric with EVA padding
- **Padding Thickness:** 1–1.5 centimeters
- **Design:** Slip-on, contoured fit with anti-slip grip
- **Item Dimensions (L×W):** Approx. S/M/L (25 × 15) cm
- **Product Conforming to Martial Arts/Fitness Standards:** Preferably Yes

#### **Kick Shield**

- **Mass:** 1.5–3 kg
- **Material (Outer):** Heavy-duty PU/PVC leather or equivalent
- **Padding:** High-density multilayer foam
- **Padding Thickness:** 8–12 centimeters
- **Handle Type:** Reinforced multi-grip handles
- **Item Dimensions (L×W×H):** 60–70 × 35–45 × 10–15 cm
- **Impact Resistance:** Suitable for repeated high-intensity kicks
- **Product Conforming to Martial Arts Training**

			<p><b>Equipment Standards:</b> Preferably Yes</p> <p><b>Punching bags, Matts and Pads</b></p> <p>Punching Bags: Filled Punching Bag, 33 x 107 cms, 30 kgs, Canvas Material for gym, boxing, martial arts, kickboxing, MMA. Crafted with high-quality canvas material. Filled with 30 kgs (approximately 66 lbs) of material, providing the perfect resistance for effective workouts. Measuring 33 cm x 107 cm (approximately 13 inches x 42 inches). Suitable for various martial arts disciplines, including boxing, kickboxing, and mixed martial arts. Designed for convenient hanging and setup, allowing you to train comfortably in your desired space</p> <p>Focus Matts and Pads: Invincible Punch Mitts Extra-long Punch Pads Made in Synthetic Leather Crafted of almost 2 Of Layered Impact Foams for Superb Shock Absorbency and Maximum Reliance.</p>
5	Workshop Kit		<p>To all participants, including essential material:</p> <ul style="list-style-type: none"> <li>• T-shirt and Trousers with PM USHA logo and College Name</li> <li>• Folder with Pen, notepad,</li> <li>• Martial Art Literature / Printed Material (60)</li> </ul>
6	Flex & IEC Material		<ul style="list-style-type: none"> <li>• Large/Medium format for banners and posters (30/40 inch) (10)</li> <li>• Standees (24/60 inch) (5)</li> <li>• Soft copy of Banner/Poster (5)</li> </ul>
7	Refreshment:	<p>Bread, Banana/Apple, Boiled egg, sweets, Tea/Coffee, Mineral Water Bottle Or Sambar Vada/idli (Standard Size) Or Puri Sabji, sweets, Tea/ Coffee, Mineral Water Bottle Or Litti Chokha</p>	60 students/workshop
8	Certificates		60 students/workshop
9	Publication of Proceedings		<p>Videography Photography Printing of conference proceedings</p>

### ANNEXURE-III

**Name of the Activity:** Training Programme on Yoga and Meditation

**Number of Workshops:** 5 (At different Colleges of East Champaran district)

**One Workshop Duration:** 2 Days

**No. Of Participants Per Workshop:** 60

**Total: No. of Participants:** 300

#### **Expenditure Details (For One Workshop):**

S.No.	Expenditure Head		Details
1	Yoga Mat  <b>Quantity: 65</b>		The yoga mat should be premium in quality. It should be crafted from high-quality Nitrile Butadiene Rubber (NBR) Measuring 183 cm × 61 cm × 1.3 cm and weighing just 0.81 kg, it offers exceptional comfort with its extra-thick (preferably 13 mm), cushioned design—gentle on joints yet firm for stability. The anti-slip texture should ensure steady grip through every pose, while its moisture-resistant surface stays fresh and easy to clean. The product should be accompanied by carry bag. It should suitable for yoga, Pilates, or HIIT, this durable, vibrant pink mat blends performance, comfort, and lasting style.
2	Honorarium to Resource Person		2 trainers/speakers × ₹2,000 x 2 Days (₹ 2,000 per trainer per day )
3	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
4	Local Hospitality		Light refreshment, plant sapling for the trainers/resource person/ one night stay of the trainers/resource person
5	Workshop Kit  <b>Quantity: (60)</b>		To all participants, including essential material: ➤ T-shirt with PM USHA logo and College Name, ➤ Folder, with Pen, notepad, ➤ Yoga Literature/printed material
6	Flex & IEC Material		<ul style="list-style-type: none"> <li>• Large/Medium format for banners and posters (30/40 inch) (No.: 10)</li> <li>• Standees (24/60 inch) (No.: 5)</li> <li>• Softcopy of Banner/Poster (No.: 5)</li> </ul>
7	Refreshment:	Bread, Banana/Apple, Boiled egg, sweets, Tea/Coffee, Mineral Water Bottle Or Sambar Vada/idli (Standard Size) Or Puri Sabji, sweets, Tea/ Coffee, Mineral Water Bottle Or Litti Chokha	<b>60 students/workshop</b>

8	Certificates	60 students/workshop
9	Publication of Proceedings	Videography Photography Printing of Workshop proceedings
10.	Local Transport	As per actual cost incurred



## ANNEXURE-IV

**Name of the Activity:** Badminton Training Programme

**Number of Workshops:** 2

**One Workshop Duration:** 30 Days

**No. Of Participants Per Workshop:** 30

**Total: No. of Participants:** 60

### **Expenditure Details:**

S.No.	Expenditure Head		Details
1	Badminton Kit	Racket: Graphite Alloy (Carbon Alloy) Badminton Racket of length 660 mm)  <b>(Quantity: 30/workshop)</b>  <b>Total: 60</b>	<u>Badminton Racket:</u> <ul style="list-style-type: none"> <li>• Frame: Graphite Alloy (Carbon Alloy)</li> <li>• Stem: Graphite Alloy (Carbon alloy)</li> <li>• Overall Length of Racket (Tolerance - <math>\pm 8</math> mm): 660</li> <li>• Length of the Handle (Tolerance - <math>\pm 6</math> mm): 146</li> <li>• Frame width (Tolerance - <math>\pm 3</math> mm): 190 Frame</li> <li>• Length (Tolerance - <math>\pm 6</math> mm): 241 Ideal For: Men</li> <li>• Player Type: Attacking Player Level: Professional</li> <li>• Weight: 79 grams or lighter Balance: Head Heavy</li> <li>• Shaft Flexibility: Flexible Shaft Thickness: 7mm</li> <li>• Maximum Racket Tension: 32 LBS Frame Shape:</li> <li>• Dynamic Optimum Frame</li> <li>• Reputed brand preferably Decatholon/ Yonex Astrox, Arcsaber/ Victor TK-7U-T-7U Thruster Series Strung/Li-Ning Ignite, Wind lite</li> </ul>
		Shuttlecock: Badminton Shuttle Cock  <b>(Quantity: 30 Shuttle cocks/workshop)</b>  <b>(Quantity: 30 Shuttle cocks/workshop)</b>	<u>Shuttle Cocks Nylon Specifications:</u> <ul style="list-style-type: none"> <li>• Shuttlecock classification: Grade 1</li> <li>• Material of Skirt: Synthetic Material</li> <li>• Material of Cork: Combination of EVA material and cork granules</li> <li>• Barrel Cylindrical Packaging material: Cardboard Shuttlecock per packet: 6/3</li> <li>• Mass of Shuttle Cock: 5.4 gram</li> <li>• Overall length of the Skirt: 70 Millimeter</li> <li>• Length of skirt outside the cork: 60 Millimeter</li> <li>• Reputed brand (preferably Yonex Mavis 10 or other)</li> </ul> <u>Shuttle Cocks Feather Specifications:</u> <ul style="list-style-type: none"> <li>• Shuttlecock classification: Grade 1</li> <li>• Material of Skirt: Natural Feathers</li> <li>• Material of Cork: Cork wood material</li> <li>• Cylindrical Packaging material: Cardboard</li> </ul>

			<ul style="list-style-type: none"> <li>• Shuttlecock per packet: 12</li> <li>• Mass of Shuttle Cock: 5.27 gram</li> <li>• Overall length of the Skirt: 56 Millimeter</li> <li>• Length of skirt outside the cork: 47 Millimeter</li> </ul>
2	Honorarium to Resource Person		1 trainers/speakers × ₹1,500 x 30 days (₹ 1,500 per trainer per day) 1 Assistant Trainer / Physio × ₹1,000 x 30 days (₹ 1,000 per trainer per day)
3	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
4	Inaugural Programme		Light refreshment, plant sapling for the trainers/resource person
5	Workshop Kit <b>Quantity: 30/workshop</b>		To all participants, including essential material: <ul style="list-style-type: none"> <li>➤ T-shirt with PM USHA logo and College Name,</li> <li>➤ Folder, with Pen, notepad,</li> </ul>
6	Flex & IEC Material		<ul style="list-style-type: none"> <li>• Large/Medium format for banners and posters (30/40 inch) (No.: 4)</li> <li>• Standees (24/60 inch) (No.: 2)</li> <li>• Softcopy of Banner/Poster (No.: 2)</li> </ul>
7	Refreshment	Bread, Banana/Apple, Boiled egg, sweets, Tea/Coffee, Mineral Water Bottle Or Sambar Vada/idli (Standard Size) Or Puri Sabji, sweets, Tea/ Coffee, Mineral Water Bottle Or Litti Chokha	30 students/workshop
8	Certificates		30 students/workshop
9	Badminton Court Fees		Booking of Badminton Court for Training for 30 days
10	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
11	Local Transport		As per actual cost incurred

## ANNEXURE-V

**Name of the Activity:** Gender Sensitisation and Equity Workshop

**Number of Workshops:** 5

**One Workshop Duration:** 1 Day

**Allocated to:** Women's Cell

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 500

**Expenditure Details (For One Workshop):**

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit  <b>Quantity: 100/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"><li>Large/Medium format for banners and posters (30/40 inch) (No.: 10)</li><li>Standeers (24/60 inch) (No.: 5)</li><li>Softcopy of Banner/Poster (No.: 5)</li></ul>
6	Refreshment	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	100 students/workshop
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Local Transport		As per actual cost incurred

## ANNEXURE-VI

**Name of the Activity:** Disability Sensitisation: Inclusion, Accessibility, Rights

**Number of Workshops:** 1

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 100

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day)
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit  <b>Quantity: 100</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 2)</li> <li>Standeeds (24/60 inch) (No.: 1)</li> <li>Softcopy of Banner/Poster (No.: 1)</li> </ul>
6	Refreshment	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	100 students/workshop
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Local Transport		As per the actual cost incurred

## ANNEXURE-VII

**Name of the Activity:** Transgender Sensitisation: Rights, Identity and Social Inclusion

**Number of Workshops:** 1

**One Workshop Duration:** 1 Day

**No. of Participants:** 100

No. Of Participants Per Workshop: 100

**No. of Participants:** 100

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit  <b>Quantity: 100</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 2)</li> <li>Standeers (24/60 inch) (No.: 1)</li> <li>Softcopy of Banner/Poster (No.: 1)</li> </ul>
6	Refreshment	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	100 students/workshop
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Local Transport		As per the actual cost incurred

## ANNEXURE-VIII

**Name of the Activity:** Communication and Social Skills for an Inclusive Classroom

**Number of Workshops:** 2

**One Workshop Duration:** 6 Day

**No. Of Participants Per Workshop:** 50

**No. of Participants:**100

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit  <b>Quantity: 50/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 6)</li> <li>Standeers (24/60 inch) (No.: 2)</li> <li>Softcopy of Banner/Poster (No.: 2)</li> </ul>
6	Snacks	Tea/Coffee with snacks	50 students/workshop
	Packed Refreshment	(Sweets, Sandwich and equivalent items, veg cutlet/veg roll/paneer cutlet, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	
7	Certificates		For 50 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
90	Local Transport		As per the actual cost incurred



## ANNEXURE-IX

**Name of the Activity:** Workshop on Dance, Drama and Music

**Number of Workshops:** 1

**One Workshop Duration:** 6 Day

**No. Of Participants Per Workshop:** 50

**No. of Participants:** 50

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Musical Instruments	Harmonium (Scale Changer) 9 3 9 Scale Changer  (1)	The instrument should come in seasoned teak-wood and a suitcase-style folding box, this harmonium features a 37-key sliding keyboard (approximately 3¾ octaves), three banks of reeds (bass, male, female) and a 9-scale changer for effortless key transposition. It should include a coupler, seven-fold bellows, four stops and seven drones, offering rich resonance and professional-quality sustain. The Weight should be approx. 18 kg and measure about 25.75" × 16" × 8.5" (closed) / 10.5" (open). A padded gig-bag is also included.
		Tabla + Dugga Set (Metal) (1. Pancham+ 2. Pahli Kali + 3. Dusari Kali Note) Shisham Tabla  (1 set)	The tabla set includes a <b>Dayan</b> made of seasoned Shisham wood (approx. 11 in high, 5–6 in mouth diameter) and a <b>Bayan</b> crafted from steel, brass, or copper (approx. 10.5–11 in high, 9–10 in diameter) with a polished finish. Both drums feature natural <b>goat or buffalo skin</b> heads stretched and secured with leather straps. The <b>Shyahi</b> , a black iron–rice paste, enhances tonal resonance. <b>Wooden dowels (Gattas)</b> allow precise tuning. Typical weights: Dayan up to 2.5 kg; Bayan 2–4 kg. Designed for balanced tone, durability, and traditional acoustic depth.
		Electronic Tanpura Sarang sparshini Dx  (1)	Input power flexible: 90 - 260 volts, 2 Line-Outs 1/8 inch Battery: 6 x 1,5 volts AA, 3 integrated speakers ASDM - Auto-save dual memory automatically saves selected settings, Indian power plug Shell made of sturdy plastic, Measure: height 61 cm, weight: 1.5 kg, Case measures: 63 x 30 x 17 cm, total weight: 2.1 kg
		Column Speakers 400w 45-18000Hz SMS-450  (4)	Must be a compact 2-way stage monitor loudspeaker features a 38.1 cm (15") low-frequency speaker and a 2.54 cm (1") throat high-frequency compression horn driver. It should be optimally angled, acoustically treated bass reflex enclosure, made of 18 mm board with a durable paint finish, thus ensuring powerful sound projection. It should be designed for both indoor and outdoor applications, and should include heavy-duty metal handles and a stand-mount adaptor. With a power rating of 400W RMS/800W program, it offers a frequency response of 45–18,000 Hz, 98 dB sensitivity, 124 dB max SPL, 8Ω impedance, and dual Speakon

			inputs. Preferable dimensions: 700×400×525 mm; Warranty 3 years
		Mixer Amplifier 1000W, SSA-10000, Microphone Cable (6)	This high-power PA amplifier should deliver 1000W RMS output (1350W max) with clean, distortion-free sound performance even under extreme conditions. It should support 8 microphone and 4 auxiliary inputs, with preamplifier and line outputs for recording or booster connection. It should operate on both AC (220–240V) and 48V DC to ensure uninterrupted performance with automatic power transfer. The unit should include bass and treble controls (±10dB), a resettable circuit breaker, a speaker/driver selector switch, and output options for 2Ω, 4Ω, 70V, and 100V. Frequency response should be 50–15,000Hz; S/N ratio should be 60dB. Dimensions: 540×185×510 mm; Weight: 42 kg; Color: Black. Warranty: 12 months.
		AUX Cable (High quality 24 AWG) (1)	The cable should consist of 24 AWG (25/0.10mm) × 2 core annealed tinned copper (ATC) conductors, insulated with polyethylene (PE). The insulated cores should be twisted in a circular form and wrapped with polyester mylar tape. It should have aluminium foil and a spiral shield (97% coverage) using ATC copper for superior noise protection. The outer sheath should be made of high-flexibility, special matt-finish PVC, providing durability and mechanical strength suitable for professional audio and signal transmission applications.
		Keyboard; With professional-grade 76-key portable arranger keyboard (1)	<ul style="list-style-type: none"> <li>• 76 full-size keys with organ-style action and touch-response (Soft, Medium, Hard, Fixed)</li> <li>• Weight: 8.3 kg (18 lb 5 oz) (excluding batteries)</li> <li>• 64-note maximum polyphony; 820 voices; 290 auto-accompaniment styles</li> <li>• Dual/Layers and Split functionality; pitch-bend wheel; two assignable control knobs; LCD display with back-light</li> </ul>
1	Honorarium to Resource Person		3 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 50/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>• Large/Medium format for banners and posters (30/40 inch) (No.: 2)</li> </ul>

			<ul style="list-style-type: none"> <li>• Standees (24/60 inch) (No.: 1)</li> <li>Softcopy of Banner/Poster (No.: 1)</li> </ul>
6	Refreshment	Tea with light snacks	<b>50 students for six days</b>
	Lunch	(Sweets, Sandwich and equivalent items, veg cutlet/veg roll/paneer cutlet, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	
7	Certificates		For 50 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings

## ANNEXURE-X

**Name of the Activity:** Career Counselling Workshop for Women

**Number of Workshops:** 5

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 500

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 (Rs. 2,000 per trainer per day)
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 50/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 10)</li> <li>Standeers (24/60 inch) (No.: 5)</li> <li>Softcopy of Banner/Poster (No.: 5)</li> </ul>
6	Snacks	Tea/Coffee with snacks	100 students/workshop
	Packed Refreshment	(Sweets, Sandwich and equivalent items, veg cutlet/veg roll/paneer cutlet, Biscuits/wafers, Tea/Coffee, Mineral Water Bottle)	
7	Certificates		For 100 students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
90	Local Transport		As per the actual cost incurred

## ANNEXURE-XI

**Name of the Activity:** Workshop on Entrepreneurship and Start-up Ideas

**Number of Workshops:** 2

**One Workshop Duration:** 3 Days

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 200

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 (Rs. 2,000 per trainer per day)
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 50/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material (50/workshop)
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 4)</li> <li>Standeers (24/60 inch) (No.: 4)</li> <li>Softcopy of Banner/Poster (No.: 2)</li> </ul>
6	Snacks	Tea/Coffee with snacks	100 students/workshop
	Packed Refreshment	(Sweets, Sandwich and equivalent items, veg cutlet/veg roll/paneer cutlet, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
90	Local Transport		As per the actual cost incurred

## ANNEXURE-XII

**Name of the Activity:** Industry Expert Talk

**Number of Workshops:** 3

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 300

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		1 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 100/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 8)</li> <li>Standeers (24/60 inch) (No.: 5)</li> <li>Softcopy of Banner/Poster (No.: 5)</li> </ul>
6	Snacks	Tea/Coffee with snacks	100 students/workshop
	Packed Refreshment	(Sweets, Sandwich and equivalent items, veg cutlet/veg roll/paneer cutlet, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Local Transport		As per the actual cost incurred



### ANNEXURE-XIII

**Name of the Activity:** Awareness Programme on Legal Literacy

**Number of Workshops:** 1

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 300

**No. of Participants:** 300

**Expenditure Details:**

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 300/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 4)</li> <li>Standeers (24/60 inch) (No.: 2)</li> <li>Softcopy of Banner/Poster (No.: 2)</li> </ul>
6	Refreshment	Tea with light snacks	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)
	Lunch	Rice, Roti/Puri, Dal, 1 Seasonal vegetable, 1 dish with paneer/mushroom/kof ta etc, sweet, salad, raita/curd, pappad. (preferably packed lunch)	
7	Certificates		For 300 Students
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Auditorium		Rented Auditorium having 300 seating capacity.
10	Local Transport		As per the actual cost incurred

## ANNEXURE-XIV

**Name of the Activity:** Awareness Programme on Financial Literacy

**Number of Workshops:** 1

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 300

**No. of Participants:** 300

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 300/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 4)</li> <li>Standeers (24/60 inch) (No.: 2)</li> <li>Softcopy of Banner/Poster (No.: 2)</li> </ul>
6	Refreshment	Tea with light snacks	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)
	Lunch	Rice, Roti/Puri, Dal, 1 Seasonal vegetable, 1 dish with paneer/mushroom/kofta etc, sweet, salad, raita/curd, pappad. (preferably packed lunch)	

7	Certificates	For 300 Students
8	Publication of Proceedings	Videography Photography Printing of Workshop proceedings
9	Auditorium	Rented Auditorium having 300 seating capacity.
10	Local Transport	As per the actual cost incurred

## ANNEXURE-XV

**Name of the Activity:** Workshop on Managing Stress and Anxiety

**Number of Workshops:** 1

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 300

**No. of Participants:** 300

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit Quantity: 300/workshop		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 4)</li> <li>Standeers (24/60 inch) (No.: 2)</li> <li>Softcopy of Banner/Poster (No.: 2)</li> </ul>
6	Refreshment	Tea with light snacks	For 300 students
	Lunch	Rice, Roti/Puri, Dal, 1 Seasonal vegetable, 1 dish with paneer/mushroom/kofta etc, sweet, salad, raita/curd, pappad. (preferably packed lunch)	
7	Certificates		For 300 Students
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Auditorium		Rented Auditorium having 300 seating capacity.
10	Local Transport		As per the actual cost incurred

## ANNEXURE-XVI

**Name of the Activity:** Workshop on Research Methodology

**Number of Workshops:** 3

**One Workshop Duration:** 1 Day

**No. Of Participants Per Workshop:** 100

**No. of Participants:** 300

### Expenditure Details:

S.No.	Expenditure Head		Details
1	Honorarium to Resource Person		2 trainers/speakers × Rs.2,000 ( Rs. 2,000 per trainer per day )
2	TA to Resource Person		National /Interstate/local travel for Resource Person (As per actual cost incurred)
3	Local Hospitality		Light refreshment, plant sapling for the guest/resource person
4	Workshop Kit <b>Quantity: 100/workshop</b>		To all participants, including essential material: Folder with Pen, notepad, Literature/printed material
5	Flex & IEC Material		<ul style="list-style-type: none"> <li>Large/Medium format for banners and posters (30/40 inch) (No.: 8)</li> <li>Standeers (24/60 inch) (No.: 5)</li> <li>Softcopy of Banner/Poster (No.: 5)</li> </ul>
6	Refreshment	(Sweets, Sandwich, veg pakora/veg cutlet/veg roll, Biscuits/wafers, Tea/ Coffee, Mineral Water Bottle)	100 students/workshop
7	Certificates		For 100 Students/workshop
8	Publication of Proceedings		Videography Photography Printing of Workshop proceedings
9	Local Transport		As per the actual cost incurred

7.2 A broad summary of the workshop/conferences/sensitization programme are given above:

7.2.A Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time.

- 7.2.B Manage the events including packaged water supply, cleanliness, garbage disposal, security arrangements, air conditioning, if required.
- 7.2.C Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the event and to ensure that the event proceeds in accordance with conditions of contract and time schedule.
- 7.2.D Bidder shall clear the site after the completion of events.
- 7.2.E **Bidder should also be able to supply equipment, accessories for events mentioned in Annexure no. II, III, IV, IXS**

### 7.3 Award of Contract

Technically qualified lowest bidder (L1) for total BOQ will be selected. In case of a tie at the L1 price, the work shall be awarded to the bidder with the highest average annual turnover over the last three financial years.

In case L1 fail to deliver the item in defined time period, Order may give to L2 provided L2 is willing to match L1 Price.

In case L2 bidder is not willing to match L1 price, LAXMI NARAIN DUBEY COLLEGE, MOTIHARI will call L3, L4 bidders etc. provided L2 is willing to match L1 Price and supply of item in defined time period under this RFP.

## 8 Payment Terms and Procedure

### 8.2 Payment Schedules

- i. The payment amount shall be paid through **SNA SPARSH (DIRECT CREDIT INTO BIDDER ACCOUNT)** after submission of the bill within 14 days (in normal circumstances) to **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**

## 1. Annexure A – Letter of Acceptance

**(Letter to the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI on the bidder's letterhead)**

To,

Prof. Mrigendra Kumar,  
Principal,  
LAXMI NARAIN DUBEY COLLEGE, MOTIHARI Name  
Address  
Dear Sir,

Sub: RFP for Hiring of Event Management Agency.

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for event management agency, detailed in your above referred in RFP and related annexures.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information are enclosed.

We understand that the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI is not bound to accept the offer either in part or in full and that the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI has right to reject the offer in full or in part without assigning any reasons whatsoever.

We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, these bids together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be responsible for the due performance of the work.
- Bidder means the bidder who is decided and declared so after examination of commercial bids.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Yours faithfully,  
Signature

Name

Authorized Signatories  
(Name & Designation, seal of the firm)  
Date:

## 2. Annexure B - Bidder's Profile Format

Name and full address of the organization	
Details of Registered Office Address Telephone No(s) Fax No(s) E-mail address( <i>Official</i> ): Organization website: Year of Incorporation:	
Turn Over of the Organization (in crore) <b>2021-22:</b> <b>2022-23:</b> <b>2023-24:</b>	
Income Tax Registration number (PAN)	
Goods and Services Tax(GSTN):	
Type of organization (Company/Society/Trust/LLP)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the LAXMI NARAIN DUBEY COLLEGE, MOTIHARI (Attach letter of authority)	
Has the organization blacklisted by any state or central government entity or any of its undertakings (Authorized Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____	

**N.B. Enclose copies of Audited Balance Sheet along with enclosures**

Dated this..... Day of ..... 2025

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)



### 3. Annexure C – Technical Qualification Criteria

Sr. No.	Basic Requirement	Compliance (Yes/No)	Documents Required
1	The Bidder must have registration certificate, valid GSTIN registration certificate		GST Certificate
2	The Bidder must have registration certificate, valid PAN.		Copy of PAN card
3	The bidder should have experience of managing at least 10 conference/scientific seminar/symposium consisting of 100 or more delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector in last 36 months from the last date of tender submission.		Copy of Work Order & completion certificate/supporting document.
4	The bidder should be in catering business (excluding beverage and snacks services) for a continuous minimum period of <b>five (05) years</b>		Copy of incorporation and work order
5	The Bidder should have turnover of minimum Rs. <b>50.0</b> Lacs per annum in the last 3 financial years. FY 2021-22 FY 2022-23 FY 2023-24		Copy of audited financial statement
6	The bidder should have license/registration from Food/Health Department/FSSAI and other authorities		Copy to be attached

Authorized Signatory:

**Place:**

**Date:**

**Name & Designation & mail id:**

**Business Address:**

## Annexure D – Financial Proposal

SL No	Particulars	Total Amount
1	Activity as mentioned in the Annexure - I(A)	
2	Activity as mentioned in the Annexure - I(B)	
3	Activity as mentioned in the Annexure - II	
4	Activity as mentioned in the Annexure - III	
5	Activity as mentioned in the Annexure - IV	
6	Activity as mentioned in the Annexure - V	
7	Activity as mentioned in the Annexure - VI	
8	Activity as mentioned in the Annexure - VII	
9	Activity as mentioned in the Annexure - VIII	
10	Activity as mentioned in the Annexure - IX	
11	Activity as mentioned in the Annexure - X	
12	Activity as mentioned in the Annexure - XI	
13	Activity as mentioned in the Annexure - XII	
14	Activity as mentioned in the Annexure - XIII	
15	Activity as mentioned in the Annexure - XIV	
16	Activity as mentioned in the Annexure - XV	
17	Activity as mentioned in the Annexure - XVI	
<b>TOTAL AMOUNT</b>		

1. Bidders are required to quote for all the items otherwise the bid would be treated as unresponsive and rejected.
2. Rates quoted are all inclusive i.e. exclusive of all taxes/duties and levies.
3. LAXMI NARAIN DUBEY COLLEGE, MOTIHARI will not pay any labor charges for transportation, of any items separately. All such costs, if any, should be absorbed in the above quoted price.
4. The numbers of units mentioned above are notional for arriving at L1 value

Authorized Signatory:

**Place:**

**Date:**

**Name & Designation & mail id:**

**Business Address:**

## **Annexure E - Undertaking by Bidder**

### **SELF-DECLARATION ABOUT NON-BLACK-LISTING** (On the Letterhead of the Bidder and to be submitted/ uploaded online)

Dear Sir,

Subject: Request for Proposal (RFP) for Supply, Installation and Commission of Desktop, UPS, Air Conditioner, Generator, laptop and ancillary Equipment.

I, M/s. ...., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by any LAXMI NARAIN DUBEY COLLEGE, MOTIHARI or any other entity of GoB or any entity of state government or central government, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission (upload) of online bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.

We further confirm that we are aware that, our application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2025

Name of the Bidder/agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

Yours faithfully,  
(Name & signature with stamp of the bidder)