

LAXMI NARAIN DUBEY COLLEGE

MOTIHARI

Request for Proposal (RFP)

For

Supply and Installation of Equipment and Ancillary items in Incubation Cell

Tender No: LNDC/PM-USHA/24/2026

Dated: 10/02/2026



LAXMI NARAIN DUBEY COLLEGE

Prof. Mrigendra Kumar

Principal

drmrigendrakumar2020@gmail.com

Laxmi Narain Dubey College,

Shri Krishna Nagar,

(Opposite Red Cross Society)

Motihari -845401

Instruction to Bidders

This is short re-tender notice. Bidders are advised to visit the LND College website <https://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 and on college website <https://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 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.
- 7 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: M Junction 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>.
- 8 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 and submit its tender.
- 9 Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).

1. Background Information

1.1. Basic Information

Laxmi Narain Dubey (L.N.D.) College was established in 1966 in the district headquarters of East

Champan, 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 to establish an incubation centre in the L.N.D. COLLEGE, MOTIHARI to **accelerate the successful development of startups and early-stage companies** by providing them with a nurturing, resource-rich environment. They function as a "safe house" for young businesses, reducing the risks and high costs associated with starting a new company.

2. Instructions to Bidder Notice Detail /Schedules of Events

Sl No.	Event Description	Timeline
2.1	Last date and time for downloading the RFP	Till 19/02/2026 up to 03:00 PM , on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.2	Last date and time for submission (upload) of online bidding document	Till 19/02/2026 up to 05:00 PM , on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.3	Time, Date of opening of Technical Bid	20/02/2026 at 11:00 AM on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.4	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal/Website (https://www.eproc2.bihar.gov.in)
2.5	Pre-bid meeting (Date & time)	13/02/2026 at 1:00 PM Online Meeting link: https://meet.google.com/rgs-xyxt-qwg
2.6	College Contact Person and Number	Prof. Mrigendra Kumar (Principal) & 9431204401 Dr. Durbadal Bhattacharya (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. Site Inspection

Bidders are advised to inspect the site and its surroundings where this equipment are to be installed and satisfy them before submitting their tenders. A bidder shall be deemed to have full knowledge of the work whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

2.4. 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 online at its own cost if required by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** official before placing the supply order Acceptance Test may be conducted, before commissioning. The tests to be carried out, test procedures, test schedules, test equipment and tools, and expected test results are to be provided by the vendor to meet all the specified parameters/ service requirements. The date on which Final Acceptance Certificate is issued shall be deemed to be the date of successful commissioning of the Hardware/Equipment.

The Bidder shall provide such packing of the Equipment as is required to prevent damage or deterioration during shipment/equipment. The Bidder shall promptly repair or replace any Equipment that is damaged in transit. The packing, marking, and documentation within and outside the packages shall also comply strictly with the requirements. The Bidder shall insert in each case a packing list, fully itemized to show case number, contents, gross and net weight, and cubic measurement.

If the Equipment fails to meet the standards of performance for Acceptance Testing and during the warranty period due to a faulty part/component, the replacement of the faulty part/component must be carried out by the Bidder free of cost. Freight, insurance and other allied expenditure like customs duties etc. for such part/component shall be the liability of the Bidder. Bidder will reimburse to **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** the cost incurred by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**, if any, on replacement of such faulty part/component.

If it becomes necessary for the Bidder to replace or renew any defective portions of the Equipment under

this clause, the provisions of this clause shall apply to the portions of the Equipment so replaced or renewed until the expiration of six months from the date of such replacement or renewal or until the end of the warranty period whichever may be the later. If any defects be not remedied within 15 (Fifteen) days from the date of communication thereof or within such other specific period as may be allowed by the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** in his discretion on application made to that effect by the Bidder, the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** may proceed to carry out the work at Bidder's risk and expense, but without prejudice to any other rights which the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** may have against the Bidder in respect of such defects.

2.5. Training to LAXMI NARAIN DUBEY COLLEGE, MOTIHARI

Bidder shall provide training, if required or demanded to the authorized personnel nominated by the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** at respective locations to enable them to have sufficient knowledge and skill to effectively manage, maintain, use and operate Equipment and to change/modify program during installation, warranty and O&M period.

On-site training during the installation of the Equipment may be arranged by the Bidder. Arrangement of all training materials such as manuals, drawings, brochures etc. shall be the responsibility of the Bidder.

2.6. Préparation and Submission of Proposal

2.6.1. 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.

2.6.2. 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.

2.6.3. Pre-Bid Conference

- a) 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.
- b) 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 by 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 collegelnd@gmail.com and online link: <https://meet.google.com/rgs-xyxt-qwg>.
- c) The e-mail should necessarily have subject as per the following nomenclature: *"Pre-bid Query - RFP LAXMI NARAIN DUBEY COLLEGE, MOTIHARI **{Company's Name}"*
- d) 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

2.6.4. 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.

2.6.5. 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.

2.6.6. Tender Validity

The offer submitted by the Bidders should be valid for period of 180 days from the date of submission of Tender.

2.6.7. Tender Processing Fee:

All Applicants have to pay a non-refundable Tender Processing Fee as applicable through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on eProc2 Portal.

2.6.8. Earnest Money Deposit (EMD):

- An EMD of **Rs. 50,000/- (fifty thousand only)** through e-payment mode only (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
- MSME certificate state of BIHAR or start up agencies registered DPIIT along with Agency registration with Govt. of Bihar for doing similar work, are exempted from payment of EMD. EMD

exemption is subject to submission of valid registration certificate with the bid. MSMEs with certificates from outside the Govt. of Bihar shall have to deposit the EMD.

3. Technical Proposal

3.1. Pre-Qualification Criteria/ Eligibility 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.

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| 1. The bidder should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership (LLP) company under the Limited Liability Partnership Act 2008 in India or a Sole Proprietorship submitting trade license/MSME certificate (2025-26) and should be in existence for last 5 years from the date of issuance of RFP. |
| 2. The bidder should have minimum average annual turnover of Rs.50.00 lakhs in last 3 financial years i.e. 2022-23, 2023-23 and 2024-25 as per the audited balance sheet and profit and loss account available at the time of submission of tender. This must be the individual company turnover and not that of any group of companies. |
| 3. Bidder should have positive net worth in the last 3 financial years i.e. 2022-23, 2023-23 and 2024-25. |
| 4. The Bidder preferably should have ISO 9001: 2015 and ISO 13485:2016 certificate. Copy of valid certificate should be submitted. |
| 5. Bidder must have successfully undertaken the similar nature of work with experience of working with at least 5 colleges or university in India in any of the last 3 financial year. |
| 6. The Bidder must also have a single work/purchase order of Rs 10 lac of similar nature of work in any of the last 3 financial year. |
| 7. The Original Equipment Manufacturer (OEM) for equipment proposed by bidder should be in business at least for last 3 years. |
| 8. Bidder should be either an Original Equipment Manufacturer (OEM) of devices/software solutions or authorized partner of OEM. In case the bidder is an Authorized partner of the OEM, Bidder needs to provide Manufacturer Authorization Form (MAF) from OEM stating that bidder is authorized partner of OEM and authorized to participate in this tender and in case the bidder is not able to perform obligations as per contract during the contract period, contracted services will be provided by OEM directly or through its authorized partner without any additional cost. OEM can quote directly or through authorized partners. However, both i.e. OEM & their authorized partner cannot participate in the RFP. In case, both (OEM & his authorized partner) participate, only bid of the OEM will be considered. |
| 9. The bidder must have a local office in Bihar. A self-declaration or a proof must be submitted along with the technical bid. |

10. The bidder/proposed OEM of equipment should have service/support centres in Bihar.
11. The companies or firms, bidding for this tender, should have not been blacklisted by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been blacklisted by any of the Govt. Authority or PSUs. In case, in the past, the name of their Company was blacklisted by any of the Govt. Authority or PSUs, the same must have been removed from the blacklist as on date of submission of the tender, otherwise the bid will not be considered.
12. Bidder must provide information that any of its subsidiary or associate or holding company or companies having common director/s or companies in the same group of Promoters/ management or partnership firms/LLPs having common partners have not participated in the bid process.

3.2. Technical Evaluation assessment

- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of **LND COLLEGE, MOTIHARI** and its decision shall be final and not challengeable.
- All the bidders to note that the bidder who has fulfilled all the technical criteria as outlined in this RFP will be considered as technically qualified and financial bid of only those bidders shall be opened.
- In case of a tie in the L1 price, the work will be awarded based on the submitted higher average turnover of the bidder. In case of the further tie, the decision of the college would be final.
- Conditional bids will be summarily rejected.

4. Appointment of vendor

4.1. 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.

4.2. Performance Guarantee

The **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** will require the selected bidder to provide an irrevocably, unconditionally Performance **LND 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 24 months from the date of award of contract. The Performance Guarantee shall be kept valid till completion of the supply order and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the supply order and Warranty period. 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 the 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, failure to submit the performance guarantee within the stipulated time, the L.N.D. COLLEGE, MOTIHARI will initiate the process for confiscation of EMD from the L1 bidder and initiate the award of contract to the next L2 bidder but at the rate of L1 bidder

4.3. 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.

4.4. Sub-Contracting, Consortium and Joint Ventures

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

4.5. 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 **LND 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.

4.6.Engagement Period

Successful bidders should provide warranty and support for 2 years from the date of installation. **The Bidder is expected to provide AMC for all the hardware equipment supplied for at least 2 years after the expiry of warranty period.** The period will commence from the date of issuance of purchase order.

5. Terms and Conditions: Applicable Post Award of Contract

5.1. 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 as per the timelines prescribed in the RFP and the extension if any allowed, it will not be a breach of contract.
- d) The **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** reserves its right to cancel the order in the event of delay and forfeit the bid 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.

5.2. Liquidated Damages

- a) Notwithstanding **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** right to cancel the order, liquidated damages for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.
- b) Liquidated damages for late commissioning at 1% (One percent) of the order value per week will be charged for every week's delay in commissioning to a maximum of 10% of the value of the order value.
- c) Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.
- d) **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** to the bidder. Liquidated damages will be calculated on per week basis.

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 as defined in the RFP. The penalties on the delivery of the AIO Computer and Laptop will be deducted from the payment to the vendor @ 1% of the project cost per week subject to a maximum of 10% or termination of the contract.

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, (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

- 6.1.** 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.
- 6.1.1.** 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 **LND COLLEGE, MOTIHARI** post last date of bid submission. No separate intimation will be made by **LND COLLEGE, MOTIHARI** to the participated bidders for responding to the clarification sought.
- 6.1.2.** Setting of evaluation criteria for selection purposes shall be entirely at the discretion of the **LND COLLEGE, MOTIHARI**. The decision of the **LND COLLEGE, MOTIHARI** in this regard shall be final and no correspondence shall be entertained in this regard.
- 6.1.3.** The **LND 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) **LND 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.
- 6.2.** 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.
- 6.2.1.** 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:
- 6.2.2.** 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).

- 6.2.3.** 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.
- 6.2.4.** Prices payable for procurement of hardware to the successful bidders as stated in the Contract shall be firm and not subject to any changes at any circumstances till delivery. AMC charges discovered will be valid till the completion of 2 years contract period.

7. Service Level Agreement

The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service which shall be provided by the Bidder to **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** for the duration of this contract.

7.1. Implementation of Service Levels

Measurement	Target
Setting up of Incubation centre in the college	Within 5 weeks from receipt of purchase order

7.2. Manpower Related Service Levels

The support personnel should be available over phone. On critical situations or when directed by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**, the support personnel must be available on site within 4 Days of request from **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** at the locations. Non-availability of the support personnel as stated above will be treated equivalent to single occasion of non-conformity.

Measurement	Target	Penalty
No of Occasions of Non-Conformity	Up to 5 in year	No penalty
	More than 5 occasions of non-conformity in a Year	0.2% of the Performance Guarantee for every occasion of non-conformity exceeding 5
	More than 25 occasions of non-conformity in a year	0.5% of the Performance Guarantee for every occasion of non-conformity exceeding 25 (in addition to the penalty for exceeding 5 occasions of non-conformity as mentioned above)

8. Details on Scope of Work

The scope of work for this RFP will include the following activities:

- The Objective of this RFP is to setting up of an incubation centre listed in this RFP in point 9 below.

- 8.2.** The successful bidder should undertake to ensure availability of offered hardware items, as well as maintenance of sufficient inventory of genuine spare parts for a minimum period of 5 (five) years.

- 8.3.** The successful bidder should provide the latest available models of hardware items, or system software to meet the RFP requirement. In case the proposed hardware or system software item is not available at the time delivery or for any reason, bidder has to provide the hardware or system software with higher specification or higher version without any additional cost to the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**.
- 8.4.Warranty:** The successful bidder must provide 2 years comprehensive on-site warranty on equipment and IT products.
- 8.5. AMC:** The bidder must undertake to provide Post Warranty on-site Maintenance Support for supplied hardware items with operating system for a **minimum period of 2 years** after expiry of warranty period. Bidder should also ensure the availability of spare parts during the AMC period. The bidder shall provide service/support on 6 days in a week for Colleges as per resolution/response time specified in the RFP.
- 8.6. Installation:** Successful bidder must arrange for taking backup of existing AIO Desktops, UPS, air conditioner /Laptop for data migration from the existing machine to new machine (AIO Desktops, UPS, generator, air conditioner / Laptop) in case of replacement of AIO Desktops, UPS, air conditioner & Laptops.
- 8.6.1.** Installation of Windows 11 Operating System and its activation along with all drivers and configurations. Operating System should be loaded with all add on required for typing and translation of Hindi and other regional languages into English.
- 8.6.2.** Installation of MS Office in all desktop and laptops.
- 8.6.3.** Installation of Antivirus, patch management agent with all OS related patches / service packs
- 8.6.4.** Making necessary configuration to ensure working.
- 8.6.5.** Email configurations, if any.
- 8.6.6.** Installation of drivers and configurations for Printers and Scanners (Wherever required)
- 8.6.7.** Installation of software and tools including Hindi Software – Unicode, Indic language input tools as per the requirement of **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**.
- 8.6.8.** Installation/reinstallation of Operating System after formatting of any IT products due to any reason whatsoever during warranty/AMC period shall be done by the bidder without any extra cost to the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**. Before formatting, backup of data and restoration of data after OS installation is bidder's responsibility. After Installation/ or reinstallation bidder has to complete the activity and /or install the any specific software if given by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**.
- 8.7.** All the items (Hardware & Software) supplied by the bidder would be covered under AMC except consumables. If there is any gap between **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** requirement and OEM warranty/AMC, then it will be the responsibility of bidder to fill up the gap.
- 8.8.** Laptop - After 2 years of warranty period, batteries & adapter will come under consumable item.
- 8.9.** Call log procedure should be simple and able to be done through email. Bidder has to provide email address along with format for call logging. Call logging will be done either through **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** official or authorized person as nominated by **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**. In addition, Call logging facility should be available for initiating through telephone. An undertaking should be submitted by the successful bidders that call log can be done through email option/telephone mentioning telephone number and email address.

9. Specification of Hardware/ Equipment:

Sl No.	Item	Description	Quantity
1	All in one Desktop	Supply, Installation of of All-in-one desktop- CPU: Intel Core i5-13700 (12th Gen) - RAM: 8GB DDR5 (Expandable to 16GB) - Storage: 512GB NVMe SSD – 512 GB or higher, - OS: Windows 11 or above - Monitor: 24" FHD IPS (Dell/HP or equivalent) - Peripherals: Keyboard, Mouse (Wired, 6 port USB), 2W integrated speaker, Inbuilt 5 MP camera, AMC: 2 years (Onsite support, parts replacement)"	5
2	Macbook Air	13" Mackbook Air (10-Core CPU, 10-Core GPU,16GB Unified Memory, 512GB SSD Storage) 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone², 12MP Center Stage camera, MagSafe 3 charging port Two Thunderbolt 4 ports, Support for up to two external displays Magic Keyboard with Touch ID, Force Touch trackpad 35W Dual USB-C Port Power Adapter	5
3	High-Speed Internet Setup	Wi-Fi router, leased line router, basic firewall	1
4	Printer-Scanner-Copier (Multifunction)	<ul style="list-style-type: none"> • Printers (Monochromatic): Printer • Type- Laser, Functionality- All-in-One (Print, Scan, Copy); • Printer Output- Mono (Black) • Connectivity- USB 2.0; • Display panel- 6.9cm BW LCD • Compatibility: Windows 11/10 (32 / 64bit), Mac OS X (*4) 10.6.8~, • Pages per minute -Up to 27ppm(A4); • FPOT-6.0s; • Print Language- UFR II LT; • Device Memory- 128MB; • Duplex-Yes • Ideal usage - Office; • Monthly Duty Cycle- 15000 pages 	1

5	Single Seater Desk	Providing and fixing the desk size 600x600x750mm (WxDxH). The desk is designed with a durable 18mm thick HDHMR board for the tabletop, finished with 2mm thick PVC edge banding for a smooth and long-lasting finish. The under-structure is made from high-quality CRCA metal pipes (40x20mm oval pipe) and is powder-coated for durability. The front of the desk features a CPU and UPS cabinet along with a raceway, all made from 0.8mm thick CRCA sheet, also powder-coated. The keyboard & mouse tray, made of PVC, is installed below the tabletop. On both sides of the desk, bag hooks are included for added functionality. The chair joint with desk structure is built from 40x20x1.6mm and 33x13x1.6mm oval pipes, ensuring strength and stability. The seat and backrest are made from PVC, offering comfort and durability. All metal components are welded properly using CO2 welding technology, ensuring strong joints and structural integrity. Additionally, the metal pipes undergo a 10-tank treatment process and are powder-coated with a thickness of 60-70 microns for enhanced corrosion resistance and longevity.	5
6	Ergonomic Chairs	Ergonomic Chairs: Visitor Chair – Chair Size (W)520mm X (D)470mm X (H)930mm. Chair Make seat and back upholstery should be in premium Material Fabric. Arm Material should be MS With Powder Coating. Backrest Frame Material should be Hot Pressed Plywood. Seat Width 450 Seat Depth, 450 thickness of Polyurethane Foam, 40-50 density of Polyurethane Foam in Kg 32. The Manufacturer OEM should preferably have ISO-9001-2015, ISO-14001-2015, ISO-45001-2015, ISO-5001-2018 certificates & ISO-13485:2016 issued by NABCB Accelerated Agency, BIFMA Membership Certificate by CII, SEFA, BIFMA, Level 1/Level 2 Certificate with Screen Shot from BIFMA Website. The Manufacturer/OEM preferably should have indoor Advantage Gold issued by SCS Global Service USA Green Co Certificate issued by CII.	10
7	Mentor/Facilitator Cabin Setup	<p>1. Supply & Installation of Chair SEAT/BACK ASSEMBLY: The seat and back are made up of 1.2 chick hot-pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC clipping all around. The back foam is designed with contoured lumbar support for extra comfort SIZE: 41.0cm. (W) X 46.0 cm. (H). POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kgs. / M3 and Hardness = 20 +/-2 on Hampden machine at 25% compression. ARMRESTS- The armrest is made of black integral skin polyurethane with 50-70Shore A hardness and reinforced with MS insert. The P.U. armrest is fixed to black powder coated armrest bracket made of 0.5cm thick. H.R. Steel. PEDESTAL ASSEMBLY: The pedestal is fabricated from 0.2 cm. thick CR steel, powder coated and fitted with an Injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors (castor wheel dia. 5.0cm.) The pedestal is 55.0cm. pitch-centre dia. (65.0 cm with castors).</p> <p>2. Supply & Installation of Table Made of MS ERW round tube dia 25.4 x 1.2mm thick with 18 mm thick pre-laminated top size 1199 X 590 X 735mm with one side three drawer unit made of 5mm thick CRCA sheet, mild steel, and All steel components have powder coated paint fitted with lock.</p>	1

8	Whiteboard + Notice Board	4x6 ft; magnetic and pinup boards with white board marker (quantity 1 packet, blue and black)	2
9	Smart Board	Supply, Installation, Testing and Commissioning of 86" Interactive Display with 3840 x 2160 (4K) resolution, 1.07 billion colors, 350-500 cd/m' brightness, 178° viewing angle, 1200:1 contrast ratio, 30000:1 dynamic contrast, 5 ms response time, and 50,000-hour lifetime; 2 x 18W speakers; Advanced Infrared touch with 4mm toughened glass, anti-glare, 1mm touch accuracy, and 20 touch points; Ports: USB 3.0 (3), USB 2.0 (1), Touch (1), HDM IN (2), VGA (1), Audio IN (1), RS232 (1), RJ45 IN (1), Earphone (1), Coaxial (1); Smart System: 8-core A55 CPU, Quad-core Mali G52 GPU, Android 12.0 + (Play Store), built-in apps for file management, screen mirroring, YouTube, WPS Office, whiteboard features, and more; OPS slot with 15, 10th, and above generation, 8GB RAM and 256GB SSD, Dual WiFi (5G & 2.4G), Bluetooth 5.0, 4 GB RAM, 32GB ROM; BIS, CE, FCC, ROHS certified; 3-year warranty.	1
10	Rapid Prototyping Kit	Arduino, Raspberry Pi, Breadboard, sensors, cables, basic tools	2
11	Portable Tool Set	Screwdrivers, soldering kit, multi-meter, etc.	2
12	Incubation Centre Signage & Display Board	Indoor and outdoor vinyl boards, branding stickers <ul style="list-style-type: none"> • Large format for boards: 3ft/2ft (2) • Medium format for banners and posters (30/40 inch) (5) • Small and medium format for boards: custom sizes (2) (kindly quote the price per sq.ft) • 11 x 17 inches (approx. A3) (10) 	19
13	Air Conditioner	<ul style="list-style-type: none"> • Type: Split AC, Hot & Cold, Inverter, 2 Ton • Energy Rating: 5 Star; Annual Consumption: 1161.59 kWh • Cooling Capacity: 7000 W; Voltage: 230 V; Noise Level: 33 dB • Compressor: Rotary; Condenser: Copper • Features: Heating & cooling, dry mode, super cool, dust filter, antibacterial & air purification • Build: Plastic body; indoor unit approx. 13 kg; size 25.3 × 99.7 × 29.4 cm • Included: Indoor & outdoor units, copper pipe, remote, manual, warranty card • Warranty: 1 year on product, 1 year on condenser, 5–10 years on compressor 	1
14	RO Machine	RO Machine: Wall-mounted, 10–12 LPH capacity, multi-stage filtration (sediment, activated carbon, RO membrane, UV, UF, TDS controller), suitable for drinking water purification in office/college use, stainless steel tap.	1
15	Kettle	Kettle: 1.5–2.0 L capacity, stainless steel body, 1500–2000 W power, auto shut-off, cordless 360° swivel base	1

16	Inverter Battery/UPS	Inverter: Pure sine wave type, 900–1100 VA capacity, suitable for office load (fans, lights, computer), LCD for status, overload and short-circuit protection, automatic changeover. Battery: Tubular lead-acid type, 150–180 Ah capacity, low-maintenance, long backup time (6–8 hours on moderate load), durable for high-temperature conditions.	1
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9.1. 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 but at L1 rate.

9.2. Installation of IT products

The items should be installed and demonstrated by the supplier at the site of the consignee immediately after receipt of the item and the same will be put under operation to the satisfaction of **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** who will test the performance of the items. No separate charges for installation / demonstration will be paid to the party beyond the quoted prices.

9.3. Deliverables & Timelines

The Bidder should deliver the Equipment within Five weeks from the date of issuance of purchase Order.

10. Payment Terms and Procedure

10.1. Payment Schedules

The payment amount will be equal to the amount specified in financial bid of the bidder. Payments will be released only on satisfactory acceptance of the deliverables as per the following schedule:

- i. 50% of the Contract amount towards the respective equipment 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**
- ii. 40% of the contract Amount towards the respective equipment shall be paid through **SNA SPARSH** after submission of the bill within 14 days (in normal circumstances) to **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**
- iii. 10% of the Contract Amount shall be paid through **SNA SPARSH** after submission of the bill within 14 days (in normal circumstances) to **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI**.

11. Other Terms and Condition

11.1. Support

The bidder has to provide after-sales service/support i.e. timely attending of calls (within maximum resolution time, as specified in this RFP), received from the **LND COLLEGE, MOTIHARI** where the hardware and other items have been supplied & installed. The desired support time should be uniformly maintained at all the sites. To meet up time the bidder has to maintain sufficient inventory of spare parts at all the support centers/ to avoid unnecessary delay in obtaining the spare parts.

11.2. Annual Maintenance Contract

- The Bidder is expected to provide AMC for all the hardware equipment's supplied for at least two years after the expiry of warranty period. During AMC bidder has to do preventive maintenance.
- AMC terms & conditions shall cover the total hardware & software, air conditioner, UPS, including spare replacements along with OS, changes to be done in configuration as per **LND COLLEGE, MOTIHARI** requirement, system software etc. procured from the bidder. AMC terms shall also cover the task of configuring/re-configuring the hardware & software, other hardware/software resources, Operating System installation.
- At the same time, the bidder is also expected to make available the spare parts for the systems for at least two years after the expiry of warranty period. If any of the peripherals, components etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with equipment of equivalent capacity or higher capacity at no additional charges to the **LND COLLEGE, MOTIHARI**, during the currency of warranty period and AMC.

Annexure A- List and Technical Specification of Equipment and ancillary items

Annexure I: TECHNICAL BID TEMPLATES

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Technical Evaluation Criteria.

Form I: Particulars of the Bidders

Form II: Letter of Proposal

Form III: Undertaking of Authenticity of IT products

Form IV: Self-Declaration about non-Black-Listing

Form V: Declaration by the bidder in case of non-submission of EMD

Form VI - Format of Bank guarantee for EMD submission

Form VII: - Format of Bank guarantee for performance security deposit

Annexure II: FINANCIAL PROPOSAL TEMPLATE

Forms to be used in Financial Bid Proposal

Form 1: Financial Proposal

Annexure – 1: List of Equipment and ancillary items

Sl No.	Item	Description	Quantity
1	Desktop Computers	Supply, Installation of of All-in-one desktop- CPU: Intel Core i5-13700 (12th Gen) - RAM: 8GB DDR5 (Expandable to 16GB) - Storage: 512GB NVMe SSD – 512 GB or higher, - OS: Windows 11 or above - Monitor: 24" FHD IPS (Dell/HP or equivalent) - Peripherals: Keyboard, Mouse (Wired, 6 port USB), 2W integrated speaker, Inbuilt 5 MP camera, AMC: 2 years (Onsite support, parts replacement)"	5
2	Macbook Air	13" Mackbook Air (10-Core CPU, 10-Core GPU,16GB Unified Memory, 512GB SSD Storage), 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone ² , 12MP Center Stage camera, MagSafe 3 charging port Two Thunderbolt 4 ports, Support for up to two external displays Magic Keyboard with Touch ID, Force Touch trackpad, 35W Dual USB-C Port Power Adapter	5
3	High-Speed Internet Setup	Wi-Fi router, leased line router, basic firewall	1
4	Printer-Scanner-Copier (Multifunction)	<ul style="list-style-type: none"> • Printers (Monochromatic): Printer • Type- Laser, Functionality- All-in-One (Print, Scan, Copy); • Printer Output- Mono (Black) • Connectivity- USB 2.0; • Display panel- 6.9cm BW LCD • Compatibility: Windows 11/10 (32 / 64bit), Mac OS X (*4) 10.6.8~, • Pages per minute -Up to 27ppm(A4); • FPOT-6.0s; • Print Language- UFR II LT; • Device Memory- 128MB; • Duplex-Yes • Ideal usage - Office; • Monthly Duty Cycle- 15000 pages 	1
5	Single Seater Desk	Providing and fixing the desk size 600x600x750mm (WxDxH). The desk is designed with a durable 18mm thick HDHMR board for the tabletop, finished with 2mm thick PVC edge banding for a smooth and long-lasting finish. The under-structure is made from high-quality CRCA metal pipes (40x20mm oval pipe) and is powder-coated for durability. The front of the desk features a CPU and UPS cabinet along with a raceway, all made from 0.8mm thick CRCA sheet, also powder-coated. The keyboard & mouse tray, made of PVC, is installed below the tabletop. On both sides of the desk, bag hooks are included for added functionality. The chair joint with desk structure is built from 40x20x1.6mm and 33x13x1.6mm oval pipes, ensuring strength and stability. The seat and backrest are made from PVC, offering comfort and durability. All metal components are welded properly using CO2 welding technology, ensuring strong joints and structural integrity. Additionally, the metal pipes undergo a 10-tank treatment process and are powder-coated with a thickness of 60-70 microns for enhanced corrosion resistance and longevity.	5

6	Ergonomic Chairs	Ergonomic Chairs: Visitor Chair – Chair Size (W)520mm X (D)470mm X (H)930mm. Chair Make seat and back upholstery should be in premium Material Fabric. Arm Material should be MS With Powder Coating. Backrest Frame Material should be Hot Pressed Plywood. Seat Width 450 Seat Depth, 450 thickness of Polyurethane Foam, 40-50 density of Polyurethane Foam in Kg 32. The Manufacturer OEM preferably have ISO-9001-2015, ISO-14001-2015, ISO-45001-2015, ISO-5001-2018 certificates & ISO-13485:2016 issued by NABCB Accelerated Agency, BIFMA Membership Certificate by CII, SEFA, BIFMA, Level 1/Level 2 Certificate with Screen Shot from BIFMA Website. The Manufacturer/OEM preferably should have indoor Advantage Gold issued by SCS Global Service USA Green Co Certificate issued by CII.	10
7	Mentor/Facilitator Cabin Setup	<p>1. Supply & Installation of Chair SEAT/BACK ASSEMBLY: The seat and back are made up of 1.2 chick hot-pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC clipping all around. The back foam is designed with contoured lumbar support for extra comfort SIZE: 41.0cm. (W) X 46.0 cm. (H). POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kgs. / M3 and Hardness = 20 +/-2 on Hampden machine at 25% compression. ARMRESTS- The armrest is made of black integral skin polyurethane with 50-70Shore A hardness and reinforced with MS insert. The P.U. armrest is fixed to black powder coated armrest bracket made of 0.5cm thick. H.R. Steel. PEDESTAL ASSEMBLY: The pedestal is fabricated from 0.2 cm. thick CR steel, powder coated and fitted with an Injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors (castor wheel dia. 5.0cm.) The pedestal is 55.0cm. pitch-centre dia. (65.0 cm with castors).</p> <p>2. Supply & Installation of Table Made of MS ERW round tube dia 25.4 x 1.2mm thick with 18 mm thick pre-laminated top size 1199 X 590 X 735mm with one side three drawer unit made of 5mm thick CRCA sheet, mild steel, and All steel components have powder coated paint fitted with lock.</p>	1
8	Whiteboard + Notice Board	4x6 ft; magnetic and pinup boards with white board marker (quantity 1 packet, blue and black)	2
9	Smart Board	Supply, Installation, Testing and Commissioning of 86" Interactive Display with 3840 x 2160 (4K) resolution, 1.07 billion colors, 350-500 cd/m' brightness, 178° viewing angle, 1200:1 contrast ratio, 30000:1 dynamic contrast, 5 ms response time, and 50,000-hour lifetime; 2 x 18W speakers; Advanced Infrared touch with 4mm toughened glass, anti-glare, 1mm touch accuracy, and 20 touch points; Ports: USB 3.0 (3), USB 2.0 (1), Touch (1), HDM IN (2), VGA (1), Audio IN (1), RS232 (1), RJ45 IN (1), Earphone (1), Coaxial (1); Smart System: 8-core A55 CPU, Quad-core Mali G52 GPU, Android 12.0 + (Play Store), built-in apps for file management, screen mirroring, YouTube, WPS Office, whiteboard features, and more; OPS slot with 15, 10th, and above generation, 8GB RAM and 256GB SSD, Dual WiFi (5G & 2.4G), Bluetooth 5.0, 4 GB RAM, 32GB ROM; BIS, CE, FCC, ROHS certified; 3-year warranty.	1

10	Rapid Prototyping Kit	Arduino, Raspberry Pi, Breadboard, sensors, cables, basic tools	2
11	Portable Tool Set	Screwdrivers, soldering kit, multi-meter, etc.	2
12	Incubation Centre Signage & Display Board	Indoor and outdoor vinyl boards, branding stickers <ul style="list-style-type: none"> • Large format for boards: 3ft/2ft (2) • Medium format for banners and posters (30/40 inch) (5) • Small and medium format for boards: custom sizes (2) (kindly quote the price per sq.ft) • 11 x 17 inches (approx. A3) (10) 	19
13	Air Conditioner	<ul style="list-style-type: none"> • Type: Split AC, Hot & Cold, Inverter, 2 Ton • Energy Rating: 5 Star; Annual Consumption: 1161.59 kWh • Cooling Capacity: 7000 W; Voltage: 230 V; Noise Level: 33 dB • Compressor: Rotary; Condenser: Copper • Features: Heating & cooling, dry mode, super cool, dust filter, antibacterial & air purification • Build: Plastic body; indoor unit approx. 13 kg; size 25.3 × 99.7 × 29.4 cm • Included: Indoor & outdoor units, copper pipe, remote, manual, warranty card • Warranty: 1 year on product, 1 year on condenser, 5–10 years on compressor 	1
14	RO Machine	RO Machine: Wall-mounted, 10–12 LPH capacity, multi-stage filtration (sediment, activated carbon, RO membrane, UV, UF, TDS controller), suitable for drinking water purification in office/college use, stainless steel tap.	1
15	Kettle	Kettle: 1.5–2.0 L capacity, stainless steel body, 1500–2000 W power, auto shut-off, cordless 360° swivel base	1
16	Inverter Battery/UPS	Inverter: Pure sine wave type, 900–1100 VA capacity, suitable for home/office load (fans, lights, computer), LCD for status, overload and short-circuit protection, automatic changeover. Battery: Tubular lead-acid type, 150–180 Ah capacity, low-maintenance, long backup time (6–8 hours on moderate load), durable for high-temperature conditions.	1

(On the bidder's letterhead)

To,
Prof. Mrigendra Kumar,
Principal,
LAXMI NARAIN DUBEY COLLEGE,
MOTIHARI

Dear Sir,

Sub: Acceptance for Supply, Installation and Maintenance of establishment of incubation centre in your college.

With reference to the RFP issued by your college, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the establishment of incubation centre which involves supply, installation and maintenance of IT products and ancillary equipment, detailed in your above referred in RFP.

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 hereby undertake that the equipment to be delivered to the **LND COLLEGE, MOTIHARI** will be brand new including all components and that software is licensed and legally obtained.

We understand that the **LND COLLEGE, MOTIHARI** is not bound to accept the offer either in part or in full and that the **LND 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, this 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 contract.
- Bidder means the bidder who is decided and declared so after examination of commercial bids.

Dated at _____ this _____ day of _____ 2026

Yours faithfully,

Signature

Name

Authorized Signatories

(Name & Designation, seal of the firm)

Date:

Form II - Bidder's Profile Format

Name and full address of the organization	
Details of Registered Office Address Telephone No(s) No(s) E-mail address (<i>Official</i>): Year of Incorporation:	
Turn Over of the Organization (in lakhs) 2022-23: 2023-24: 2024-25:	
Income Tax Registration number (PAN)	
Goods and Services Tax (GSTN):	
Type of organization (Company/Sole Prop/LLP)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the L.N.D. COLLEGE, MOTIHARI (Attach letter of authority)	
Has the organization blacklisted by any state or central government entity or any of its undertakings	
Business Results (last 3 years) 2022-23 2023-24 2024-25	Annual Turnover (Rs. in lakhs)
(Authorized Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____	

Dated this..... Day of.....2026

(Signature)

(In the capacity of)

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

Form III - Undertaking of Authenticity for IT products

To

Date:

Name of the tender issuing authority.

Sub: Supply of authentic software and hardware of related IT product

Dear Sirs,

With reference to the various IT products being supplied / quoted to you vide our invoice no. / quotation no. / order no. cited above-----

We hereby undertake that all the components/parts/assembly/software used in the Computer Hardware under the above like hard disk, Monitor, Memory etc. shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / secondhand components / Parts / Assembly / Software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (e.g. Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System) and that it shall be sourced from the authorized source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM Supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation for IT Hardware / Software already billed, we agree to take back the Computer Hardware without demur, if already supplied and return the money if any paid to us by you in this regard.

We (system OEM name) also take full responsibility of both Parts & Service SLA as per the content even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Authorized Signatory Sign,

Name and Seal:

Designation:

Form IV - 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 establishment of incubation centre in your college.

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 **LND COLLEGE, MOTIHARI** or any other entity of Government of Bihar 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., 2026

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)

Form V - Undertaking by Bidder

(This form should be submitted by those bidders who are claiming waiving off of EMD)

To
The Principal,
LND College

Dear Sir,

Subject: Request for Proposal (RFP) for establishment of incubation centre in LAXMI NARAIN DUBEY COLLEGE, MOTIHARI.

We___(bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the **LAXMI NARAIN DUBEY COLLEGE, MOTIHARI** for 3 years from the date of submission of Bid in case of any of the following:

1. If the bid submitted by us is withdrawn/modified during the period of bid validity.
2. If any statement or any form enclosed by us as part of this Bid turns out to be false / incorrect at any time during the period of prior to signing of Contract.
3. In case of we are becoming successful bidder and if:
 - We fail to execute the Contract within the stipulated time.
 - We fail to furnish Performance Bank Guarantee within the timelines stipulated in this RFP document.

Yours faithfully,

Date:

Signature_____

Name_____

Authorized Signatories

(Name & Designation, seal of the firm)

Form VI - Bank Guarantee for EMD

Dear Sirs,

M/s_____ having their registered office at _____ (hereinafter called the 'Bidder') wish to respond to the Request for Proposal (RFP) for establishment of incubation centre and submit the proposal for the same as listed in the RFP document.

Whereas the 'Bidder' has submitted the proposal in response to RFP, we, the Bank having our head office _____ hereby irrevocably guarantee an amount of Rs. 50,000 as bid security as required to be submitted by the 'Bidder' as a condition for participation in the said process of RFP.

The Bid security for which this guarantee is given is liable to be enforced/ invoked:

1. Withdraws its bid during bid validity period
2. Refuses to honor indicative commercial bid. Bank reserves the right to place order onto Bidder based on indicative prices quoted by them.
3. Refuses to honor the reverse auction price quoted by them.
4. Declared L-1 Bidder based on Reverse Auction event and fails to submit the cost breakup within reasonable time (say 3 days).
5. Refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein

We undertake to pay immediately on demand, to Colleges/University, the said an amount of Rs. EMD **Amount to be filled by vendor** without any reservation, protest, demur, or recourse. The said guarantee is liable to be invoked/ enforced on the happening of the contingencies as mentioned above and also in the RFP document and we shall pay the amount on any Demand made by **LND COLLEGE, MOTIHARI** which shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

Notwithstanding anything contained herein:

- 1) Our liability under this Bank guarantee shall not exceed an amount of Rs.50,000.
- 2) This Bank guarantee will be valid up to _____; and a claim period of one month thereafter and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only upon service of a written claim or demand by you on or before _____.

In witness whereof the Bank, through the authorized officer has sets its hand and stamp on this _____ day of _____ at _____

Signature

Name

Designation

Official address:

(Bank's Common Seal)

Attorney as per power of Attorney No. Date:

Form VII - PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with the Stamp Act)

Ref: Bank Guarantee No.:

Date:

WHEREAS(Name of Bidder) hereinafter called "the Bidder", has been identified and selected to establish an incubation centre and has undertaken, in pursuance of LOI/work order number _____, dated _____ (hereinafter referred to as "the Contract") to supply, install of IT products and ancillary equipment in **LND COLLEGE, MOTIHARI**.

AND WHEREAS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the supply, install and commissioning of IT products and other ancillary equipment as per the contract. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the college the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of, to the LND college, Motihari, under the terms of their contract dated on account of full or partial non- performance / non- implementation and/ or delayed and/ or defective performance/implementation. Provided, however, that the maximum liability of the Bank towards LND college, Motihari, under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from LND college, Motihari stating full or partial non-implementation and/ or delayed and or defective implementation, which shall not be called in question, in that behalf and without delay/demuror set off, pay to LND college, Motihari any and all sums demanded by LND college, Motihari under the said demand notice, subject to the maximum limits specified in **Clause 1** above. A notice from LND college, Motihari, to the Bank shall be sent by Registered Post (Acknowledgement Due)/Email at the following address: Attention Mr..... (*Mention the official address of the bidder*) and email ID _____.
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of **24 months** from the date of its execution.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
 - a. any change or amendment to the terms and conditions of the Contract or the execution of any further contracts/Agreements.
 - b. any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between bidder and the Bank.
5. The Bank also agrees that LND college, Motihari at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and notwithstanding any security or other guarantee that LND college, Motihari may have in relation to the bidder's liabilities.

6. The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of LND college, Motihari or any other indulgence shown by LND college, Motihari or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Gopalganj, shall have exclusive jurisdiction in the adjudication of any dispute which may arise here under.

Dated this the Day of2026

Witness

(Signature) (Signature)

(Name) (Name)

Bank Rubber Stamp(Official Address)

Designation with Bank

Annexure II – Financial Proposal (Form – 1)

Table A – Capital Cost

Sl No	Name of Items	Total Quantity Required	Price Per Unit including taxes	Total Price
1	Desktop Computers	5		
2	Macbook Air	5		
3	High-Speed Internet Setup	1		
4	Printer-Scanner-Copier (Multifunction)	1		
5	Single Seater Desk	5		
6	Ergonomic Chairs	10		
7	Mentor/Facilitator Cabin Setup	1		
8	Whiteboard + Notice Board	2		
9	Smart Board	1		
10	Rapid Prototyping Kit	2		
11	Portable Tool Set	2		
12	Incubation Centre Signage & Display Board	19		
13	Air Conditioner	1		
14	RO Machine	1		
15	Kettle	1		
16	Inverter Battery/UPS	1		
	TOTAL			

Table B - AMC Cost (I)

Sl No	Name of Items	Total Quantity Required	AMC Price Per Unit including taxes	Total Price
1	Desktop Computers	5		
2	Macbook Air	5		
3	Printer-Scanner-Copier (Multifunction)	1		
4	Smart Board/panel	1		
TOTAL				
In Words				

Table C – Total Cost to Ownership

Sl. No.	Description	Total Cost inclusive of Taxes Total Cost (in Rs)	Amount in figures
01	Total Cost of Table A		
02	Total Cost of Table B		
03	Total Cost to Ownership (A + B)		

Note

1. The total cost should be inclusive of all charges, freight, duties, insurance, all taxes etc.
2. In case of any discrepancy, unit price quoted in words will be considered for computation of TCO.
3. Cost comparison will be on the basis of total cost of ownership calculated as explained above.
4. **LND COLLEGE, MOTIHARI** will not pay any labour charges for transportation, installation of hardware items separately. All such costs, if any, should be absorbed in the above TCO.
5. The numbers of units mentioned above are notional for arriving at L1 value.

Authorized Signatory:

Place:

Date:

Name & Designation & mail id:

Business Address: