



PATNA WOMEN'S COLLEGE

AUTONOMOUS : Patna University

4th Cycle NAAC Accredited at 'A++' Grade

'College with Potential for Excellence' (CPE) status accorded by UGC

AISE CODE - C-22850

Ref. No. : PWC/PM-USHA/01/25

Date : 11.09.2025

NOTICE INVITING TENDER

1. The PATNA WOMEN'S COLLEGE (AUTONOMOUS) intends to select agency via e-tendering to hire EVENT MANAGEMENT AGENCY and to procure and supply of LABORATORY EQUIPMENTS, in the state of Bihar. The aim to hire event management agency is to ORGANISE WORKSHOP, SEMINARS, SENSITIZATION PROGRAMMES, STUDENTS EXCHANGE PROGRAMMES AND OTHER PROGRAMMES and regarding laboratory equipment this will contribute towards advancement of academic work, knowledge and research 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 PATNA WOMEN'S COLLEGE (AUTONOMOUS) website www.patnawomenscollege.in. No tender will be accepted after closing date and time in any circumstances.
3. Document fees of Rs. 10,000 (ten thousand) and Tender Processing Fee (TPF) as applicable needs to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card) only.
4. All further details/notifications/Corrigendum/Addendum, if any, shall be posted on e-Procurement Portal (<https://www.eproc2.bihar.gov.in>), and COLLEGE website www.patnawomenscollege.in shall be binding on all the bidders.

(Dr. Sister M. Rashmi A.C.)

Principal

Patna Women's College

Avila Convent, Bailey Road, Patna - 800 001, Bihar, India

Tel.: +91 612 2531186, **Fax:** +91 612 2531196, **E-mail:** info@patnawomenscollege.in, **website:** www.patnawomenscollege.in

Patna Women's College (Autonomous)
Patna University
Bailey Road, Patna – 800001,
Bihar, India.

Request for Proposal (RFP)
For
Selection event management agency

Tender No: PWCPMU-1-2025/E

Dated: 12th September 2025



Patna Women's College (Autonomous)
Dr. Sr. M. Rashmi A.C.
Principal, Patna Women's College (Autonomous)
Email: info@patnawomenscollege.in
Bailey Road, Patna, Bihar-800001

1. Background Information

1.1. Basic Information

Established in 1940, Patna Women's College (Autonomous) has been at the forefront of higher education, fostering academic excellence and research innovation. As one of the leading institutions in Bihar, Patna Women's College (Autonomous) is committed to shaping the future through quality education, cutting-edge research, and industry collaboration.

With a diverse range of disciplines and a strong network of academic programs, Patna Women's College (Autonomous) provides a dynamic learning environment that nurtures both students and faculty. Patna Women's College (Autonomous) has continuously evolved to meet educational standards while addressing the local and regional needs of society.

Patna Women's College (Autonomous) invites Event Management Companies for organizing Workshops, Seminars, Sensitization Programmes, Student Exchange Programmes and other Programmes under Gender Inclusion and Equity Initiatives of Pradhan Mantri Rashtriya Uchchatar Shiksha Abhiyan (PM-USHA) for fostering gender inclusivity in Patna District.

2. Instructions to Bidder Notice Detail /Schedules of Events

Document Control Sheet		
Sl No.	Event Description	Timelines
2.1	Last date and time for downloading the RFP	Till 04 /10/2025 up to 12:00 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 04 /10/2025 up to 12:00 PM, on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.3	Time, Date of opening of Technical Bid	04/10/2025 at 2:00 PM 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	Technical Presentation (Date & time)	To be announced later on the e-Procurement Portal Website (https://www.eproc2.bihar.gov.in) and www.patnawomenscollege.in
2.6	University Contact Person and Number	Adweetiya Sinha, Nodal Officer, PM-USHA Patna Women's College 9199715733
2.7	Full Address of Patna Women's College (Autonomous)	Patna Women's College (Autonomous), Bailey Road, Patna – 800001
Note: Bidders are advised to visit the Patna Women's College (Autonomous) www.patnawomencollege.in and Eproc2 website on regular basis for any updates. a) This RFP process will be administered through the state public procurement portal (SPP) (URL: https://eproc2.bihar.gov.in). The Bidders are required to submit soft copies of their		

proposals electronically on the SPP 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 SPP Portal may be obtained at <https://eproc2.bihar.gov.in/>

- b) 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 *Patna Women's College (Autonomous)* 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.
- c) The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the www.eproc2.bihar.gov.in and www.patnawomencollege. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) 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 *Patna Women's College (Autonomous)*. In any event, the *Patna Women's College (Autonomous)* 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 *Patna Women's College (Autonomous)*.
- e) 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).
- f) Bidder may also download the tender documents (a complete set of document is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and submit its tender by using the downloaded document.
- g) Document Fees of Rs. 10,000 and Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).
- h) The technical and financial bids must be submitted / uploaded through e-Procurement Portal ([https:// www.eproc2.bihar.gov.in](https://www.eproc2.bihar.gov.in)) on or before the date and time specified in the NIT. The 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.



Dr. Sr. M. Rashmi A.C.
Principal

Patna Women's College
(Autonomous)
Principal
Patna Women's College
Autonomous
Patna University
Bailey Road, Patna-1

2.1. Right to terminate the Process

- i. *Patna Women's College (Autonomous)* may terminate the RFP process at any time and without assigning any reason. *Patna Women's College (Autonomous)* 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 *Patna Women's College (Autonomous)*. The bidder's participation in this process may result *Patna Women's College (Autonomous)* 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 *Patna Women's College (Autonomous)*'s premises or place of event at its own cost if required by *Patna Women's College (Autonomous)* official.

2.4. Preparation and Submission of Proposal

2.4.1. 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 *Patna Women's College (Autonomous)* to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Patna Women's College (Autonomous) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.2. 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.

2.4.3. Pre-Bid Query

- a) The Bidders will have to ensure that their queries for the bid should reach the point of contact Nodal Officer, PM-USHA, *Patna Women's College (Autonomous)* in email to general_office@patnawomenscollege.in within 10 days from the week of publication of the bid.

- b) The e-mail should necessarily have subject as per the following nomenclature: "*Pre-bid Query - RFP Patna Women's College (Autonomous) **{Company's Name}*"
- c) 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

2.4.4. Evaluation process

A Proposal evaluation committee shall be constituted by the *Patna Women's College (Autonomous)*. 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.

2.4.5. Tender Opening

The Proposals submitted by bidders will be opened online at Time, Date as mentioned in fact sheet/schedules of events by *Patna Women's College (Autonomous)* officials or any other officer authorized by *Patna Women's College (Autonomous)*, 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 bonafides for attending the opening of the proposal.

2.4.6. 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

2.4.7. Document Fee and Tender Processing Fee:

All Applicants have to pay a non-refundable Document Fee of Rs. 10,000/- (Ten Thousand only) and Tender Processing Fee as applicable through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on eProc2 Portal.

- An EMD of Rs. 1,43,400/- (One Lakh Forty Three Thousand Four Hundred only) 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

- 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

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.

3.2. Technical Evaluation Criteria

S.no.	Criteria	Supporting documents
1	The bidder should be a registered company / partnership / LLP having a minimum experience of five (5) years providing similar services (i.e. Event management, accommodation hospitality, tented services.) Joint venture (JV)/ consortium is not allowed	Certificate of incorporation/ partnership deed/ equivalent document constitution documents (relevant extracts of articles of association and memorandum of association)
2	Minimum average annual financial turnover from similar services (Event Management) of INR 1.5 crore in past 3 years (2022-23,2023-24 and 2024-2025)	• turnover certificate issued by ca • audited financial statements: balance sheets and p&l statements duly approved by the ca.
3	The bidder should have undertaken a single project of at least INR 50 Lakhs of similar Nature in last 3 years from Central/State government/Premiere Government Educational Institutes/UGC recognized College/ Universities.	Certificate of completion / work order

4	The bidder should have a minimum experience of three (3) years providing similar services (i.e. Event management, tented services.)	Certificate of completion / work order
5	Should not be blacklisted by any department / agency / psu in any state/ government of India or its agencies/ psus	Undertaking in this regard needs to be submitted
6	The bidder shall provide self-attested copies of: (i) pan card of the firm/agency (ii) gst 3b of June, July, August 2025 (iii) gst registration certificate	Self-attested copies of: (i) pan card (ii) copy of income tax return (ITR) filled by Bidder in three assessment years (ay 2022-23, 2023-24 and 2024-25). (iii) copy of GST registration certificate
7	The Bidder/Agency must have fully functional office in Bihar	Valid government issued address proof of the Local office, (electricity bill, postpaid telephone bill, incorporation certificate, etc)

Note:

- **Digital/ virtual events will not be considered as experience.**
- The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid. Provided, however, that the Authority may, in its discretion, allow the Bidder to rectify any infirmities or omissions if the same do not constitute a material modification of the Bid.

	Criteria	Marks
1	Experience - The Bidder should have experience upto five (5) years or more in providing similar services (i.e. event management, tented services.)	1-2 Years: 5 Marks 3-4 Years: 7 Marks. 5 Years or more: 10 Marks (MAXIMUM MARKS 10 MARKS)
2	Minimum Average Annual Financial Turnover from similar services of not less than INR 1.5 in last 3 years (2021-22,2022-23 and 2023-2024)	1.5 Crores: 10 Marks (MAXIMUM MARK 10 MARKS)
3	The Bidder should have undertaken a Single project of at least INR 50 Lakhs of ANY Central/State Government/Premiere Government Educational Institutes/UGC recognized College/ Universities.	1 Project: 8 Marks More than one: 10 Marks (MAXIMUM MARKS 10)

4	The bidder should have a minimum experience of two years (2) in providing similar services in Educational Institutes (i.e. Event management, tented services.) in Central/State government/Premiere Government Educational Institutes/UGC recognized College/ Universities/Patna Women's College with not less than 5 work orders.	<ul style="list-style-type: none"> • 5 TO 10 WORK ORDERS – 10 MARKS • 10 TO 15 WORK ORDERS – 15 MARKS • 15 TO 20 WORK ORDERS – 20 MARKS <p>(MAXIMUM MARKS 20 MARKS) On going work order will not be consider.</p>
5.	Technical Presentation	<ul style="list-style-type: none"> • 50 Marks (Bidders need to obtain minimum 30 Marks out of 50 marks to qualify for technical presentation)

Below are the criteria for presentation:

S. No.	Parameter	Evaluation Criteria	Max Marks
1.	Idea & Concept Plan	Demonstration of unique idea and understanding of preliminary concept of management of the event.	15
2.	Experience	Previous experience in managing similar events/ related experience (Experience in College/Universities to get 100% weight)	15
3.	Creativity	Creativity and proposed technological interventions. Complete solution to the various aspects of the event (Designing, Layout and performance)	10
4.	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks of RFP.	10
5.	Quality and Quantity of Food	Food items that are offered by the company both in terms of quality and quantity	10

Note:

- Bidders need to obtain minimum 40 Marks out of 50 marks to qualify presentation round and will be considered for overall assessment by the technical committee as appointed by the college.
- Bidders who score overall minimum 70 marks out of 100 marks in the technical Evaluation shall be considered as qualified bidders and only their Financial Bids will be opened.
- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of *Patna Women's College (Autonomous)* 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. In case of further tie in turnover the bidder who obtains the highest marks in technical evaluation out of 100 will be awarded the bid. In case of further tie Project Management Unit of College will decide.
- Conditional bids shall be summarily rejected.

4. Appointment of vendor

4.1. Right to reject Proposal

Patna Women's College (Autonomous) 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 *Patna Women's College (Autonomous)* action.

4.2. Performance Guarantee

The *Patna Women's College (Autonomous)* will require the selected bidder to provide an irrevocable and unconditional Performance 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 8 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 *Patna Women's College (Autonomous)* at its discretion may cancel the order placed on the selected bidder without giving any notice. *Patna Women's College (Autonomous)* shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or *Patna Women's College (Autonomous)* incurs any loss due to Vendor's negligence in carrying out the supply order implementation as per the agreed terms & conditions.

4.3. Issue of Work Order

Post submission of Performance Guarantee by the successful bidder, *Patna Women's College (Autonomous)* shall issue the work order to 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:

- 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 *Patna Women's College (Autonomous)* reserves the right to charge appropriate penalties and liquidated damages from the selected agency.
- All risks during transition stage shall be properly documented to ensure smooth transition without any service disruption.
- The transition plan along with the period shall be mutually agreed between the firm and the

Patna Women's College (Autonomous) 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. Contract Period

The successful bidder shall be required to enter a contract for 8 months with *Patna Women's College (Autonomous)*

5. Terms and Conditions: Applicable Post Award of Contract

5.1. Right to Terminate the Process

Patna Women's College (Autonomous) reserves the right to cancel the contract entered with the selected bidder and recover expenditure incurred by *Patna Women's College (Autonomous)* 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 *Patna Women's College (Autonomous)* 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, *Patna Women's College (Autonomous)* 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. 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.

5.3. Penalty

- a) The Bidder shall perform its obligations under the agreement entered into with the *Patna Women's College (Autonomous)*, in a professional manner.
- b) The Bidder should perform all the activities as per timelines and parameters stipulated by *Patna Women's College (Autonomous)* in this RFP, failing which *Patna Women's College (Autonomous)* may at its discretion impose penalties on the Bidder.

5.4. 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 Patna, (Bihar).

5.5. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or **Patna Women's College (Autonomous)** 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 **Patna Women's College (Autonomous)** 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.

5.6. 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 **Patna Women's College (Autonomous)** 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 **Patna Women's College (Autonomous)** 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 **Patna Women's College (Autonomous)** 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 **Patna Women's College (Autonomous)** under Clause above and the rights and remedies which the Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) during a period of 1 (one) year from the date such Bidder is found by the Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) 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 to ascertain any exceptions are raised or clarifications are sought by Patna Women's College (Autonomous) post last date of bid submission. No separate intimation will be made by Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous). The decision of the Patna Women's College (Autonomous) in this regard shall be final and no correspondence shall be entertained in this regard.
- 6.1.3. The Patna Women's College (Autonomous) 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) Patna Women's College (Autonomous) 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.

- 6.1.4. 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.
- 6.1.5. 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).
- 6.1.6. The vendors should not offer any options or any conditional offers to the Patna Women's College (Autonomous) while giving the price information. The offer should strictly be in conformity with the items as specified by the PATNA WOMEN'S COLLEGE (AUTONOMOUS). Any deviations may lead to disqualification of the bid.

7. Details on Scope of Work

7.1 Details of Workshop Programmes to be held

S.No.	Theme	Number of Workshop /Sensitisation programmes to be conducted	Expected outcome	Remarks/ Annexure	Mapping with Component of PM-USHA Gender Inclusion & Equity Initiative
1.	Sensitisation program on Transgenders	1 (Allocated to Dept. of Sociology)	Raising consciousness and fostering inclusivity for the transgender community.	Annexure I	Awareness and sensitisation programmes 43. Provide guidance and counselling with respect to academic, financial, social, and other matters and to enhance the diversity
2.	Know your Rights and Laws.	2 (Allocated to Dept of Pol. Science)	Empowering students from different constituent colleges by sensitising with their basic rights and laws.	Annexure II A and B	Awareness and sensitisation programmes 38. Legal support cell/ Anti Harassment Cell/ Awareness Generation Program Cell/ Women Cell/ Anti Ragging Cell etc
3.	Placement Workshops	3 (Allocated)	Workshops on CV writing, CV designing, mock	Annexure III A B and C	Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans-genders, 34. Encouragement of increasing girls

		to Placement and Career Counselling Cell)	interview, soft skills and Personality Development.		<p>participation in STEM courses Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and encouragement of increasing girls participation in such courses Improve social skills, Online classes with Mentorship programs</p> <p>Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity Coaching in communication skills and personality development, and identifying best course s/training with new disciplines/courses/ Counselling on Psychological support/ Counselling for Career guidance</p>
4.	Gender Bender	4 (Allocated to Dept. of English, Psychology, History and Sociology)	Understanding of Patriarchy and Gender Discrimination will be inculcated.	Annexure IV A B C and D	<p>Awareness and sensitisation programmes Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity Coaching in communication skills and personality development, and identifying best course s/training with new disciplines/courses/ Counselling on Psychological support/ Counselling for Career guidance</p>
5.	Workshops on Fashion Designing and Makeup	4 (Allocated to the Dept. of Fashion Designing)	To enhance practical skills and creativity in fashion designing and makeup which will promote industrial exposure and inspire career interest in these fields.	Annexure V A B C and D	<p>Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans genders, Coaching in communication skills and personality development, and identifying best course s/training with new disciplines/courses/ Counselling on Psychological support/ Counselling for Career guidance Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and encouragement of increasing girls participation in such courses</p>
6.	Awareness program on Ragging and	2 (Allocated	To promote a ragging free campus and	Annexure VI A and B	Legal support cell/ Anti Harassment Cell/ Awareness Generation Program Cell/ Women Cell/ Anti Ragging Cell etc

	related laws organised by Anti Ragging Committee	to Anti Ragging Committee)	fostering a campus culture free from ragging and harassment.		Awareness and sensitisation programmes
7.	15 days workshop on Entrepreneurship and startup ideas	1 (Allocated to Director, MVEIC)	Development of Entrepreneurship vigour and Start-up culture in the district which will promote inclusivity and creativity.	Annexure VII	Setting up start-up incubation centers and technology development centers for skill-based courses with the help of Industries/Micro, Small & Medium Enterprises (MSME) at States/UTs level Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans-genders, Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and encouragement of increasing girls participation in such courses
8.	Sensitisation Program on Gender Parity organised by Gender Cell	4 (Allocated to the Dept. of Pol. Science, History, Geography and Performing arts)	To sensitise the students and staff of Higher Education Institutions on gender equality and parity.	Annexure VIII A B C and D	Awareness and sensitisation programmes Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity
9.	Student Exchange Program	6 (Allocated to the Gender Cell)	Skill training which will foster academic, cultural and personal growth among students by providing them with opportunities to study in a different educational and cultural environment.	Annexure IX A B C D E and F	Improve social skills, Online classes with Mentorship programs Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and encouragement of increasing girls participation in such courses Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans genders, Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity

10.	A month long workshop on self defence	1 (30 days) (Allocated to Sports Committee)	Self defence training for empowering all genders.	Annexure X	Training of girls in self-defence/ physical education classes
11.	Workshops on Acting, Drama, Dance and Music	4 (Allocated to the Dept. of Performing Art and Dhakal)	To provide skills and technsques of various performing arts through the promotion of classical and folk arts.	Annexure XI A B C and D	Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans genders, Coaching in communication skills and personality development, and identifying best course s/training with new disciplines/courses/ Counselling on Psychological support/ Counselling for Career guidance
12.	Program on Sexual Harassment organised by Anti Sexual Harassment Cell	2 (Allocated to Anti-sexual Harassment Cell)	To empower and create awareness among young individuals regarding sexual harassment and educate them regarding existing laws on sexual harassment at workplace.	Annexure XII A and B	Legal support cell/ Anti Harassment Cell/ Awareness Generation Program Cell/ Women Cell/ Anti-Ragging Cell etc Awareness and sensitisation programmes
13.	Workshop on Research Methodology	2 programs (3 days) (Allocated to Gender Cell)	To enhance research skills which will foster intellectual growth and capabilities amongst students in vocational, technical and professional courses	Annexure XIII A and B	Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and encouragement of increasing girls participation in such courses Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans genders, Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity
14.	Workshop on Recent trends in Applied Mathematics	1	Enhancing analytical thinking, problem-solving, and	Annexure XIV	Skill Development & Academic Research

			application-based understanding of modern mathematical techniques for academic and industrial research.		
15.	Hands On Training on Soilless culture	1	Providing practical skills in hydroponics and sustainable agriculture, fostering innovation and entrepreneurship in climate-resilient farming methods.	Annexure XV	Innovation, Research & Employability – Enhances applied agricultural research capacity, promotes green technology, and supports entrepreneurship and skill development in sustainable farming practices.
16.	Workshop for Advanced Laboratory Techniques and Instrumentation in Life Sciences	1	Developing practical expertise in modern instruments and lab protocols, supporting research readiness and employability in Biotechnology and Life Sciences.	Annexure XVI	Excellence in Research & Employability – Strengthens lab-based competencies, promotes research-oriented education, and enhances job readiness in scientific and biomedical sectors.
17.	Workshop on e-filing and taxation	1	Equipping students with essential financial literacy, taxation procedures, and digital compliance skills relevant for commerce and professional services.	Annexure XVII	Skill Development & Employability – Builds digital financial skills, strengthens commerce education, and enhances career readiness in accounting, taxation, and compliance sectors.
18.	Workshop on	1	Introducing AI	Annexure	Digital Transformation &

	Inclusive AI: Designing Technology for Everyone		concepts, tools, and real-world applications, preparing students for careers in AI, data science, and emerging digital technologies.	XVIII	Employability – Promotes AI literacy, supports inclusive technology design, strengthens future-ready digital skills, and aligns with innovation & emerging technology focus under PM-USHA.
19.	Workshop for Clinical Nutrition and Dietetics	1	Building applied knowledge in therapeutic diets, clinical assessment, and healthcare nutrition, fostering skill-based learning in health sciences.	Annexure XIX	Skill Development & Applied Health Sciences – Strengthens practical healthcare competencies, supports interdisciplinary learning, and enhances employability in nutrition, healthcare, and wellness industries.
20.	Workshop on embedded Technology in Computer Application	1	Training in microcontroller-based system design and embedded systems, preparing students for innovation, robotics, and IoT-based applications.	Annexure XX	Innovation, Digital Skills & Employability – Builds practical competencies in embedded systems, promotes IoT and robotics learning, strengthens industry readiness and innovation capacity in line with PM-USHA.
21.	Workshop for Advanced bioinformatics workshop on drug design & proteomic analysis	1	Enhancing bioinformatics skills in drug discovery, protein modelling, and genomic data analysis, promoting computational biology research.	Annexure XXI	Excellence in Research & Innovation – Strengthens computational biology capacity, builds interdisciplinary research skills, and enhances employability in biotechnology, pharma, and healthcare sectors.
22.	3-day Workshop on Derivatives and Technical	1	Developing financial market analysis skills,	Annexure XXII	Skill Development, Employability & Financial Literacy – Enhances practical finance and trading competencies, builds industry

	Analysis		understanding derivative instruments, and promoting investment literacy and career readiness in finance.		readiness, and supports entrepreneurship and investment awareness in line with PM-USIIA.
23.	3 Workshop on Basic of SPSS Statistical Analysis Software	1	Building foundational skills in statistical analysis using SPSS, enabling data-driven research and interpretation in social sciences and life sciences.	Annexure XXIII	Research Capacity Building & Digital Skills – Strengthens quantitative research abilities, fosters data literacy, supports evidence-based learning, and enhances interdisciplinary employability.
24.	Workshop on Low Cost-No Cost Experiments and Robotics Applications.	1	Encouraging innovation through affordable experimental setups, enhancing STEM creativity, problem-solving, and practical robotics exposure.	Annexure XXIV	Innovation, STEM Skill Development & Employability – Promotes frugal innovation in science, strengthens hands-on robotics learning, fosters creative problem-solving, and supports digital & technical skills in line with PM-USHA.
25.	Workshop on Interviews, Group Discussions and Employability	1	Preparing students for job selection processes through soft skills, interview techniques, group dynamics, and personality development to enhance career readiness.	Annexure XXV	Employability Enhancement & Soft Skills Development – Builds communication, confidence, and professional skills, supports career readiness, and aligns with industry-linked employability goals of PM-USHA.

ANNEXURE I

Name of the Activity: Sensitization Program on Transgender

No. of Workshop: 01

Allocated to: Department of Sociology

No. of Participants: 430 Students

S. No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Persons	2 Guest Speakers (Trans Rights Activists / Legal Experts) × Rs.10,000	Rs.20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshments	430 students	
4	Workshop Kit	To all the participants including essential material like Pen, notepad, printed material	
5	Printing of IEC Material	Handouts, pamphlets, FAQs on transgender rights (430 sets)	
6	Workshop Certificates	For registered participants 430	
7	Backdrop, Banner & Publicity	Standees, flex banners, digital and print posters	
8	Publication of Proceeding	Printing of reports, photographs essential for institution record-keeping	

ANNEXURE II A

Name of the Activity: Know Your Right

No. of Workshop: 01

Allocated to: Department of Political Science

No. of Participants: 200 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium for Resource Persons	2 Resource Persons @ Rs. 5,000	Rs.10,000
2.	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Refreshment	200 Students	
4.	Printing and Publicity	Poster, Flex, Certificate and Banner	
5.	Publication of Proceeding	Printing of reports, photographs essential for institution record-keeping	
6.	Workshop Kit	Pen + leaflet/handout (minimal) for attendees or 200 students)	

ANNEXURE II B

Name of the Activity: Know Your Right (2nd Program)

No. of Workshop: 01

Allocated to: Department of Political Science

No. of Participants: 200 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	1 legal professionals + 1 women rights activist × Rs.5,000	Rs.10,000
2	Refreshments	200 students	
3	Workshop Kits & Case Booklets	Printing of Legal rights booklet, case templates, complaint forms (5 pages-200 copies)	
4	Flex & IEC Material	Standard size Posters, signage, pamphlets, standees maximum 10.	
5	Logistics & Stalls Setup	4 Tables, banners, props for skits/mock FIR desk	
6	Publication of Proceeding	Printing of reports, photographs essential for institution record-keeping	

Notes: Patna Women's College Conduct Invigorate to bridge the gap between academia and industry by empowering students with career-focused skills and real-world readiness through a series of curated training sessions, workshops, and recruitment drives.

Workshop 1: Resume to Recruitment: CV Building & Interview Prep

Workshop 2: Speak to Succeed: Communication & Group Discussion Skills

Workshop 3: Skill Up for Success: Aptitude, Coding, and Soft Skills

ANNEXURE III A

Name of the Activity: Placement Workshop – Invigorate (Resume to Recruitment: CV Building & Interview Prep)

No. of Workshop: 01

Allocated to: Placement and Career Counselling Cell

No. of Participants: 600 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium to Resource Person	3 trainers/speakers × Rs.10,000	Rs.30,000
2.	TA to Resource Person	Interstate/local travel for Resource Person	
3.	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
4.	Workshop Kit	To all the participants including essential	

		material like Pen, notepad, printed material 600	
5.	Flex & IEC Material	Posters, banners, standees, digital media	
6.	Refreshments	600 students	
7.	Publication of Proceeding	Professional team, short promo video Printing of reports, photographs essential for institution record-keeping	
8.	Certificates	600 Students	
9.	Booklets for Workshop	Used for the design, printing and distribution of workshop booklets containing schedules and practical resource for the event	

ANNEXURE III B

Name of the Activity: Placement Workshop – Invigorate (Speak to Succeed: Communication & Group Discussion Skills)

No. of Workshop: 01

Allocated to: Placement and Career Counselling Cell

No. of Participants: 600 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium to Resource Person	3 Professional Trainers (Soft Skills/HR/Language Experts) @ Rs.8,000 each	Rs. 24,000
2.	Local Hospitality	Refreshment, plant sapling for the invited guest/ resource person	
3.	TA to Resource Person	Interstate/local travel for Resource Person	
4.	Refreshment	600 Students	
5.	Workshop Kit	To all the participants including essential material like Pen, notepad, printed material 600 Students	
6.	Workshop Materials	Handouts for communication tasks, mock GD rubrics, vocabulary sheets	
7.	Booklets for Workshop	Used for the design, printing and distribution of workshop booklets containing schedules and practical resource for the event including GD formats, self-assessment forms	
6.	Certificates	600 students	
7.	Publication of Proceeding	Printing of reports, photographs and other essential for institution record-keeping	

ANNEXURE III C

Name of the Activity: Placement Workshop – Invigorate (Skill Up for Success: Aptitude, Coding, and Soft Skills)

No. of Workshop: 01

Allocated to: Placement and Career Counselling Cell

No. of Participants: 1,000 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium to Resource Person	Two experts on aptitude, coding and soft skills @ Rs.10,000 each	Rs. 20,000
	Local Hospitality	Refreshment, plant sapling for the invited guest/ resource person	
2.	Workshop kit	To all the participants including essential material like Pen, notepad, printed material for 1,000 Students	
3.	Refreshment	1,000 Students	
4.	Material for Workshop	Mainly include material like aptitude test sheets, feedback forms, scorecards	
6.	Publicity and Advertising	College website banner, social media campaign, posters	

ANNEXURE IV A (Department of Psychology)

Name of the Activity: Gender Bender

No. of Workshop: 01

Allocated to: Department of Psychology

No. of Participants: 400 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium to Resource Person	Clinical Psychologist or Gender Therapist 2 Person @ Rs. 5,000 each	Rs. 10,000
2.	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Psychological Toolkit	Gender bias quizzes, scenario analysis handouts for 400 Students	
4.	Refreshment	Refreshment for students for 400 students	
5.	Publicity & Banner	Event posters, flex board, social media creatives, Memento	
6.	Publication of Proceeding	Printing of reports, photographs and other essential for institution record-keeping	

ANNEXURE IV B (Department of History)

Name of the Activity: Gender Bender

No. of Workshop: 01

Allocated to: Department of History

No. of Participants: 350 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1.	Honorarium to Resource Person	Two experts for this session @ Rs.5,000 each per person	Rs. 10,000
2.	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Workshop Kit	for 350 students	
4.	Refreshments for Participants	Refreshment to all the registered participants 350 students	
5.	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IV C (Department of English)

Name of the Activity: Gender Bender

No. of Workshop: 01

Allocated to: Department of English

No. of Participants: 400 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource Person @ Rs.5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material (400 students)	
4	Refreshments for Participants	400 students	

5	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	
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ANNEXURE IV D (Department of Economics)

Name of the Activity: Gender Bender

No. of Workshop: 01

Allocated to: Department of Economics

No. of Participants: 400 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource person @ Rs.5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material for 400 students	
4	Refreshments for Participants	400 students	
5	Publication of Proceeding and Xerox	Printing of reports, photographs, Banners and other essential documents for institution record-keeping	

ANNEXURE V A

Name of the Activity: Workshop on Fashion Designing and Makeup

No. of Workshop: 01

Allocated to: Department of Fashion Designing

No. of Participants: 200 Students in each session

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource person @ Rs.10,000 each.	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Materials & Kits	Fabric, makeup, accessories	
4	Refreshment	200 Students	
5	Certificates	200 students	

ANNEXURE V B

Name of the Activity: Workshop on Fashion Designing and Makeup

No. of Workshop: 01

Allocated to: Department of Fashion Designing

No. of Participants: 200 Students in each session

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource person @ Rs.10,000 each.	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Materials & Kits	Fabric, makeup, accessories	
4	Refreshment	200 Students	
5	Certificates	For 200 students	

ANNEXURE V C

Name of the Activity: Workshop on Fashion Designing and Makeup

No. of Workshop: 01

Allocated to: Department of Fashion Designing

No. of Participants: 200 Students in each session

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource person @ Rs.10,000 each.	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Materials & Kits	Fabric, makeup, accessories (200 students)	
4	Refreshment	for 200 Students	
5	Certificates	Students	

ANNEXURE V D

Name of the Activity: Workshop on Fashion Designing and Makeup

No. of Workshop: 01

Allocated to: Department of Fashion Designing

No. of Participants: 200 Students in each session

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource person @ Rs.10,000 each.	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Materials & Kits	Fabric, makeup, accessories (200 students)	
4	Refreshment	200 Students	
5	Certificates	200 students	

ANNEXURE VI A

Name of the Activity: Awareness Program on Ragging and Related Laws

No. of Workshop: 01

Allocated to: Anti-Ragging Committee

No. of Participants: 1,800 Students in each session

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Legal Experts / Police / Psychologist × Rs.10,000	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	To all the registered participants 1,800 Students	
4	Printing and Xerox	Printing awareness materials on anti-ragging policies to sensitize students and promote a safe, inclusive, and respectful campus environment.	

ANNEXURE VI B

Name of the Activity: Awareness Program on Ragging and Related Laws

No. of Workshop: 01

Allocated to: Anti-Ragging Committee

No. of Participants: 1,800 Students in each session (Total 3,600 students)

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Legal Experts / Police / Psychologist × Rs.10,000	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	To all the registered participants 1,800 Students	
4	Printing and Xerox	Printing awareness materials on anti-ragging policies to sensitize students and promote a safe, inclusive, and respectful campus environment.	

ANNEXURE VII

Name of the Activity: 15 Days Workshop on Entrepreneurship and Startups

No. of Workshop: 01

Allocated to: Director, MVEIC

No. of Participants: 600 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	10 resource persons @ Rs. 8,000 each	Rs. 70,000
2	TA to Resource Person	Interstate/local travel for Resource Person	
3	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
4	Refreshment	600 Students for 15 days	
5	Publication of Proceeding and Xerox	Printing of reports, photographs, Banners and other essential documents for institution record-keeping	

ANNEXURE VIII A

Name of the Activity: Sensitisation Programme on Gender Parity

No. of Workshop: 01

Allocated to: Dept. of Political Science.

No. of Participants: 600 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	Two resource persons @ Rs. 5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	600 Students	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material 600 students	
5	Publicity & Banner	Event posters, flex board, social media creatives, Memento	
	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE VIII B

Name of the Activity: Sensitisation Programme on Gender Parity

No. of Workshop: 01

Allocated to: Dept. of History

No. of Participants: 600 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	Two resource persons @ Rs. 5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	600 Students	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material 600 students	
5	Publicity & Banner	Event posters, flex board, social media creatives, Memento	
6	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE VIII C

Name of the Activity: Sensitisation Programme on Gender Parity

No. of Workshop: 01

Allocated to: Dept. of Geography.

No. of Participants: 600 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two resource persons @ Rs. 5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	600 Students	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material 600 students	
5	Publicity & Banner	Event posters, flex board, social media creatives, Memento	
6	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE VIII D

Name of the Activity: Sensitisation Programme on Gender Parity

No. of Workshop: 01

Allocated to: Dept. of Performing Arts

No. of Participants: 600 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	Two resource persons @ Rs. 5,000 each	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Refreshment	600 Students	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material for 600 students	
5	Publicity & Banner	Event posters, flex board, social media creatives, Memento	
6	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IX A

Name of the Activity: Student Exchange Program

No. of Workshop: 01

Allocated to:

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting institution)	Courtesy gift presented to the host institution	
5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IX B

Name of the Activity: Student Exchange Program

No. of Workshop: 01

Allocated to:

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting institution)	Courtesy gift presented to the host institution	

5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	
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ANNEXURE IX C

Name of the Activity: Student Exchange Program

No. of Workshop: 01

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting institution)	Courtesy gift presented to the host institution	
5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IX D

Name of the Activity: Student Exchange Program

No. of Workshop: 01

Allocated to:

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting	Courtesy gift presented to the host	

	institution)	institution	
5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IX E

Name of the Activity: Student Exchange Program

No. of Workshop: 01

Allocated to:

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting institution)	Courtesy gift presented to the host institution	
5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE IX F

Name of the Activity: Student Exchange Program

No. of Workshop: 01

No. of Participants: 25 Participants for each

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Travelling Cost	To facilitate student exchange program at the host institution based on round trip travel. (Rs. 6,000 for 25 Participants)	Rs.1, 50,000
2	Accommodation	For decent lodging arrangement in the host institution (25 participants for 3 Days)	
3	Refreshments during travel	To ensure light refreshment and drinking water during their journey to	

		and from the host institutions (25 participants in round journey)	
4	Hospitality (for visiting institution)	Courtesy gift presented to the host institution	
5	Publications	Printing of reports, photographs and other essential documents for institution record-keeping	

ANNEXURE X

Name of the Activity: One-month Self Defence Workshop

No. of Workshop: 01

Allocated to: Sports Committee

No. of Participants: 500

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Trainers'	To Conduct a high quality one month self-defense workshop for 500 participants (3 trainer @ 30,000 each)	Rs.90,000
2	Training equipment and practice gear	To purchase mats, punching pads, protective gear etc.	
3	Workshop Kit	For T-shirt and I-Card to the participants	
4	Refreshments (On selected day/Final day)	Light snacks/drink on any four days during the session of one month (500 students for four days)	
5	Certificates	Certificates to the participants at the competition of the session (500 Participants)	
6	Publicity and Documentation	For poster, social media, photos and documentation of event for academic record	
7	Venue arrangement & Maintenance	This includes the cost of arrangement of venue and safety measures taken for participants	

ANNEXURE XI A

Name of the Activity: Workshop on Acting.

No. of Workshop: 01

Allocated to: Department of Performing Art and Dhakhla

No. of Participants: 300 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Trainers'	For 2 Theatre Facilitators @ Rs.5,000 each to Conduct the session	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	

3	Basic Costumes including Props	Basic themed costumes for group performances and props used including face paints	
4	Refreshments	Juice/snacks (morning) for 300 participants × Snacks + Lunch for Theatre Facilitators	
5	Publicity and Documentation	For poster, social media, photos and documentation of event for academic record	
6	Certificates	Certificates to the registered participants for the workshop (300 Participants)	

ANNEXURE XI B

Name of the Activity: Workshop on Drama

No. of Workshop: 01

Allocated to: Department of Performing Art and Dhakhal

No. of Participants: 300 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Trainers'	For 2 Theatre Facilitators @ Rs.5,000 each to Conduct the session	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Basic Costumes including Props	Basic themed costumes for group performances and props used including face paints	
4	Refreshments	Juice/snacks (morning) for 300 participants × Snacks + Lunch for Theatre Facilitators	
5	Publicity and Documentation	For poster, social media, photos and documentation of event for academic record	
6	Certificates	Certificates to the registered participants for the workshop (300 Participants)	

ANNEXURE XI C

Name of the Activity: Workshop on Dance

No. of Workshop: 01

Allocated to: Department of Performing Art and Dhakhal

No. of Participants: 300 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Trainers'	For 2 Trained dancers @ Rs.5,000 each to Conduct the session	Rs. 10,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Basic Costumes including Props	Basic themed costumes for group performances and props used including face paints	

4	Refreshments	Juice/snacks (morning) for 300 participants × Snacks + Lunch for Theatre Facilitators	
5	Publicity and Documentation	For poster, social media, photos and documentation of event for academic record	
6	Certificates	Certificates to the registered participants for the workshop [300 Participants]	
		Total Estimated Expenditure	

ANNEXURE XI D

Name of the Activity: Workshop on Music

No. of Workshop: 01

Allocated to: Department of Performing Art and Dhakhal

No. of Participants: 300 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Trainers'	For 2 trained musicians including vocal and instrumental experts @ Rs.7,000 each to Conduct the session	Rs. 14,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person.	
3	Props and Instruments	Basic props and instrument for conducting the session	
4	Refreshments	Light refreshment of 300 participants	
5	Publicity and Documentation	For poster, social media, photos and documentation of event for academic record	
6	Certificates	Certificates to the registered participants for the workshop (300 Participants)	

ANNEXURE XII A

Name of the Activity: Program on Sexual Harassment

No. of Workshop: 01

Allocated to: Anti-Sexual Harassment Cell

No. of Participants: 1,000 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	For two Guest @ 10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person.	
3	Refreshment	For registered participants 1000 Students	
4	Venue arrangement	Cost incurred on the seating arrangement of the participants incurred cost of diesel, lighting,	

		sounds etc.	
5	Publicity and Documentation	For posters, social media, photos and documentation of events for academic record	

ANNEXURE XII B

Name of the Activity: Program on Sexual Harassment

No. of Workshop: 01

Allocated to: Anti-Sexual Harassment Cell

No. of Participants: 1,000 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	For two Guest @ 10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person.	
3	Refreshment	1000 Students	
4	Venue arrangement	Cost incurred on the seating arrangement of the participants incurred cost of diesel, lighting, sounds etc.	
5	Publicity and Documentation	For posters, social media, photos and documentation of events for academic record	

ANNEXURE XIII A

Name of the Activity: Workshop on Research Methodology

No. of Workshop: 01

Allocated to: Research Cell

No. of Participants: 500 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	6 Guest	Rs. 60,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person.	
3	Travel and Accommodation	For the guest coming from inter-state including their travel and lodging	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material for 500 students	
5	Refreshment	3 days per head for 500 Students	
6	Certificates	For 500 students	
7	Publicity and Documentation	For posters, social media, photos and documentation of events for academic record	

ANNEXURE XIII B

Name of the Activity: Workshop on Research Methodology

No. of Workshop: 01

Allocated to: Research Cell

No. of Participants: 500 Students per program

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Resource Person Honorarium	6 Guest @ 10,000 each	Rs. 60,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person.	
3	Travel and Accommodation	For the guest coming from inter-state including their travel and lodging	
4	Workshop Materials & Kit	To all the registered participants include notepad, pen, and printed material for 500 students	
5	Refreshment	3 days per head for 500 Students	
6	Certificates	For 500 participants	
7	Publicity and Documentation	For posters, social media, photos and documentation of events for academic record	

ANNEXURE - XIV

Name of the Activity: Workshop on Recent trends in Applied Mathematics

No. of Workshop: 01

Allocated to: Dept of Mathematics

No. of Participants: 100 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource Person @ Rs.10,000 each	Rs. 20,000
2.	Travelling Allowance	Travelling cost allotted to the resource person for travelling to Patna	
3	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
4	Workshop Materials & Kit	100 students	
5	Refreshments for Participants	100 students	

6	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	
7.	Certificate	100 students	

ANNEXURE - XV

Name of the Activity: Hands on Training on Soilless Culture

No. of Workshop: 01

Allocated to: Dept of Botany

No. of Participants: 100 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource Person @ Rs.10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Training Material and Kits	Hydroponics kit, nutrients, pots, growing media, seeds (100 students)	
4	Laboratory and Technical Setup	Temporary hydroponic structure, lighting, water circulation setup	
5	Workshop Materials & Kit	100 students	
6	Refreshments for Participants	100 students	
7	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	
8	Certificate	100 students	

ANNEXURE - XVI

Name of the Activity: Workshop for Advanced Laboratory Techniques and Instrumentation in Life Science

No. of Workshop: 01

Allocated to: Dept of Zoology
No. of Participants: 250 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Resource Person @ Rs.10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Consumable and lab materials	Chemicals, reagents, glassware, disposables etc (250 students)	
4	Refreshments for Participants	250 students	
5	Publication of Proceeding and Xerox	Printing of reports, photographs and other essential documents for institution record-keeping	
6.	Certificate	250 students	

ANNEXURE - XVII

Name of the Activity: Workshop on E-Filing and taxation

No. of Workshop: 01

Allocated to: Dept of Commerce

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Three Resource Person (CA & Tax Consultant) @ Rs.8,000 each	Rs. 24,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Refreshments for Participants	500 students	
4	Certificate	500 students	

5	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	
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ANNEXURE - XVIII

Name of the Activity: Workshop on Inclusive AI: Designing Technology for Everyone

No. of Workshop: 01

Allocated to: Dept of AIML

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Four AI Expert Resource Person (CA & Tax Consultant) @ Rs.5,000 each	
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Refreshments for Participants	500 students	
4	Software and tools	AI Model demo, renting of AI Software	
5	Certificate	500 students	
6	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XIX

Name of the Activity: Workshop on Clinical Nutrition and Dietetics

No. of Workshop: 04

Allocated to: Dept of Clinical Nutrition and Dietetics

No. of Participants: 150 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Four Clinical Nutrition Expert as Resource Person @ Rs.5,000 each	20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	

3.	Refreshments for Participants	150 students	
4	Certificate	150 students	
5	Lab practice and material	150 students	
6	Logistic and supplements	Apron kits and workshop material required for workshop (50 students)	
7	Students support kit	diet analysis charts, measuring spoons, or pocket handbooks for participants as takeaway learning kits.	
8	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XX

Name of the Activity: Workshop on embedded technology in computer application

No. of Workshop: 01 (3 days)

Allocated to: Dept of Computer Sciences

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Six resource persons @ Rs.5,000 each or Two Trainers	Rs. 30,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Refreshments for Participants	Refreshment for the 500 students for 3 days	
4	Technical setup and Support	For microcontrollers, sensors, accessories and software installation	
5	Practice kits	100 Embedded System Kits (Arduino/ESP32, sensors, motor, breadboard, jumper wires,)	

6	Certificate	500 students	
7	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XXI

Name of the Activity: Workshop on advanced bioinformatics workshop on drug design and proteomic analysis

No. of Workshop: 01

Allocated to: Dept of Biotechnology

No. of Participants: 100 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two Bioinformatics/ Pharma experts as resource persons @ Rs.10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3.	Refreshments for Participants	Refreshment for 100 students	
4	Software and Database access	Docking tools, proteomics databases, molecular modelling software	
5	Consumable and Practice Materials	Lab manuals, case studies, protein structure dataset and biomolecular charts	
6	Certificate	100 students	
7	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	
8	Printing and stationary	Handouts, workshop manuals and kits	

ANNEXURE - XXII

Name of the Activity: 3 – Days workshop on Derivatives and Technical Analysis

No. of Workshop: 01

Allocated to: Dept of Commerce

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Six Experts from traders/ finance/ academicians/ Industrial analyst @ Rs. 10,000 each	Rs. 60,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person, travel from hotel to venue	
3	Travel and accommodation	Travelling cost and accommodation of guest to hotel	
4.	Refreshments for Participants	Refreshment for the 500 students for 3 days	
5	Software and Simulation access	Trading simulation platforms, Bloomberg/Thomson Reuters terminal demo, charting software, Crypto software	
6	Workshop kits and stationery	Manuals on Derivatives & Technical Analysis, case study handouts, notepads, and pens (500 students)	
7	Certificate	Certificate to the registered 500 students	
8	Venue arrangement	Cost of Diesel and other arrangement	
9	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XXIII

Name of the Activity: 3 – Days workshop on SPSS Statistical Analysis Software

No. of Workshop: 01

Allocated to: Dept of Commerce

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
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1	Honorarium to Resource Person	Two Experts in SPSS @ Rs. 10,000 each	Rs. 20,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person	
3	Software Access & Licenses	Temporary/educational SPSS licenses, demo datasets, lab configuration	
4.	Refreshments for Participants	Refreshment for 500 students for 3 Days	
5	Stationery & Workshop Kits	Training manuals, SPSS step-by-step guides, notepads, pens, identity card	
6	Certificate	500 students	
7	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XXIV

Name of the Activity: Workshop on Low cost – No cost experiments and Robotics Applications

No. of Workshop: 01

Allocated to: Dept of AIML

No. of Participants: 100 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Two experts in robotics @ Rs. 7,500 each	Rs. 15,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person,	
3	Refreshments for Participants	100 students.	
4.	Materials for Low/No-Cost Experiments	DIY kits, recyclables, open-source hardware components Each kit will contain following items: 1. Arduino UNO-1 2. USB cable -1	

		3. Jumper cables 25-25 each 4. LED bulb RGB colour -5 each 5. Small Buzzer- 2 6. Ultrasonic sensor -1 7. IR sensor-1 8. Breadboard -1 small 9. Servo motor -1 10. Temperature sensor-1	
5	Robotics Kits & Sensors	Microcontrollers, basic robotics kits, sensors, motor drivers, Arduino/Raspberry Pi accessories	
6	Stationery and Printing	Workshop manuals, activity worksheets, Identity cards	
7	Certificate	Certificate to the registered 100 students	
8	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

ANNEXURE - XXV

Name of the Activity: Workshop on Interviews, group Discussion and Employability

No. of Workshop: 01

Allocated to: Placement and Career Counselling Cell.

No. of Participants: 500 Students

S.No	EXPENDITURE HEAD	DETAILS	AMOUNT
1	Honorarium to Resource Person	Three HR experts @ Rs. 5,000 each	Rs. 15,000
2	Local Hospitality	Light refreshment, plant sapling for the invited guest/ resource person,	
3	Refreshments for Participants	Refreshment for the 500 students.	
4	Training Materials & Kits	Employability handbook, case study sheets, mock interview templates	
5	Stationery and Printing	Workshop manuals, activity worksheets, Identity cards, GD evaluation sheet	

6	Certificate	500 students	
7	Publication of Proceeding and Xerox	Printing of reports, photographs, banners and other essential documents for institution record-keeping	

The average requirement of items are as follows:

- Tea/Coffee – Approx 500-600 units on the days of event.
 - Dry snacks - Approx 500 to 600 units on the day of event.
 - Wet snacks - Approx. 500 to 600 units on the day of event.
 - Limited lunch - Approx. 500 to 600 on the day of event.
 - Limited dinner - Approx. 500 to 600 on the day of event.
- 7.1.2. Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time.
- 7.1.3. Manage the events including packaged water supply, electricity supply, cleanliness, garbage disposal, security arrangements, air conditioning, if required.
- 7.1.4. 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.
- 7.1.5. Bidder shall clear the site after the completion of events.

7.2. 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, Patna Women's College (Autonomous) 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

8.1. Payment Schedules

The payment amount will be paid through SNA-SPARSH within 14 days of the completion of events or services. The agency can submit the bills after the completion of one successful event and there on.

1. Annexure A – Letter of Acceptance

(Letter to the Patna Women's College (Autonomous) on the bidder's letterhead)

To,

Dr. Sr. M. Rashmi A.C,
Principal,
Patna Women's College (Autonomous)

Respected Sister,

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 Patna Women's College (Autonomous) is not bound to accept the offer either in part or in full and that the Patna Women's College (Autonomous) 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) 2021-22: 2022-23: 2023-24:	
Income Tax Registration number (PAN)	
Goods and Services Tax(GSTN):	
Type of organization (Company/Society/Trust/LLP, etc)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the Patna Women's College (Autonomous) (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

	Criteria	Marks	Marks Claimed as self-evaluation and Remarks if Any
1	Experience - The Bidder should have a minimum experience of five (5) years providing similar services (i.e. event management, tented services.)	<ul style="list-style-type: none"> • 1-3 Years: 5 Marks • More than 3 Years up to 5 Years: 10 Mark (MAXIMUM MARKS 10 MARKS)	
2	Minimum Average Annual Financial Turnover from similar services of not less than INR 1 crore in last 3 years (2021-22,2022-23 and 2023-2024)	<ul style="list-style-type: none"> • 50 Lakhs: 5 Marks • More than 1 Crores: 10 Marks (MAXIMUM MARK 10 MARKS)	
3	The Bidder should have undertaken a Single project of at least INR 50 Lakhs of ANY Central/State Government/Premiere Government Educational Institutes/UGC recognized College/ Universities.	<ul style="list-style-type: none"> • 1 Project: 8 Marks • More than 1: 10 Marks (MAXIMUM 10 MARKS)	
4	The bidder should have a minimum experience of three (3) years providing similar services in Educational Institutes (i.e. Event management, tented services.) in Central/State government/Premiere Government Educational Institutes/UGC recognized College/ Universities.	<ul style="list-style-type: none"> • 5 TO 10 WORK ORDERS – 10 MARKS • 10 TO 15 WORK ORDERS – 15 MARKS • 15 TO 20 WORK ORDERS – 20 MARKS MAXIMUM MARKS 20 MARKS)	

Authorized Signatory:

Place:

Date:

Name & Designation & mail id:

Business Address:

Annexure D – Financial Proposal

Sl No	Activity	Brief	Unit	Tentative Quantity	Amount	Extra Amount per unit, if exceeding by 1 quantity
1	To manage the seating arrangements	<ul style="list-style-type: none"> 2-seater executive comfortable sofas. Comfortable chair with arm rest & clothing. 	Per Event	5		
2	Stage Arrangement	<ul style="list-style-type: none"> Head mount revolving executive chairs. Executive laminated table. Flower decoration. Appropriate lighting. Name Plates for the Dias Decorative gate. Circular Table. 	Per Event	5		
3	Dining arrangement	Table counter setup with clothing for serving.	Per Event	5		
4	Videography, Audio recording, Photography.		Per Event	1		
5	Signboards		Per Event	4		
6	Flex/Banner		Per Event	3		
7	Workshop kit	Folder, Pad (with PWC water mark) and pen or as per the detail in the annexure.	Per event	Rates to be filled as per the specific number of students and		

				guests in the event mentioned in Annexures I to XIII (per annexure)		
7	Fooding	High Tea (Kaju, Kaju Burfi, Paneer Pakora, Biscuits, wafers, Tea/ Coffee, Mineral Water Bottle, Cold Drink)	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Buffet Executive High Tea (Juice, Kaju, Roasted Badam, Kaju Burfi/Burfi, Paneer Pakora/Mixed Pakoras, Cookies Biscuits, wafers, Tea/ Coffee, Mineral Water Bottle, Cold Drink)	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Buffet Lunch-(Veg.) Fruit Juice/Soup, Shahi Panner, Malai Kofta, Seasonal Veg., Dal Makhani, Dahi Bhalla, Pulao/Plain Rice, Nan, Roti, Parantha, Sweet, Ice Cream, Green Salad, Pickle, Papad, Tea/Coffee/Cold drink, Mineral	Per Person	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Buffet Lunch- (Non-Veg)-	Per Person	Rates to be filled as per		

		Fruit Juice/Soup, Shahi Panner, Malai Kofta, Seasonal Veg., Chicken/ Mutton/Fish Fry Dal Makhani, Dahi Bhalla, Pulao/Plain Rice, Nan/Roti/Parantha, Sweet, Ice Cream, Green Salad, Pickle, Papad, Tea/Coffee/Cold Drink, Mineral Water		the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Chhole Bhature (Two piece each weighting minimum 40 gm)with Chana masala	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Aloo Subji with four Puris	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Sambar Vada/idli (Standard Size)	Per Plate	Rates to be filled as per the specific number of students and guests in the event		

				mentioned in Annexures I to XIII (per annexure)		
		2 Litti and Chokha	Per plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Noodles and Manchurian/Paneer Chilli	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Coldrinks/Frooti/Fruit Juice	Per Student	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Food Packet : Mayo Sandwiches, Samosa, Chips, One Sweet and Frooti	Per Plate	Rates to be filled as per the specific number of		

				students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Chaat (Mix, Tikki, Samosa) and Coldrink	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Dosa with Chutney and Sambhar	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Paav Bhaji	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		Veg Wrap/Roll	Per Plate	Rates to be		

				filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
		2 Patties/Samosa and Coldrink	Per Plate	Rates to be filled as per the specific number of students and guests in the event mentioned in Annexures I to XIII (per annexure)		
8	Plant Sapling	Plant Sapling decorated with peoples for Guest Speakers	Per Sapling	As per total no. of Guests in Annexure		
9	Stationery	Pens, Papers, Pencils, Sketch pen, Markers	Per Event	For guests and organizers		
10	Shawls	Shawls for Facilitating Guests	Per Shawl	Based on number of Guests in Annexure		
11	Flight Tickets for outstation Guests	Flight Tickets for outstation Guests where provision is given in the concerned annexure	Per Person	Based on number of Guests in Annexure		
12	Train Tickets for Guests	Tickets for outstation Guests where provision is given in the concerned annexure	Per Person	Based on number of Guests in Annexure		

13	Flight tickets for Students and Faculty for Student Exchange Programme	For 10-12 Students and 1 Faculty as per Student Exchange Programme	Per Person	10-12 students and Faculty for 6 Programmes		
14	Train for Students and Faculty for Student Exchange Programme	For 10-12 Students and 1 Faculty as per Student Exchange Programme	Per Student Exchange Programmes	10-12 students and Faculty for 6 Programmes		
15	Diesel for Generator	For Running 2 250 KVA Diesel Generator	Per Event	100 liters		
14	Tent	For Outdoor events having capacity of 1000 students	Per Event	10		
15	Seat Covers	100 Seat Covers	All Events	100		
16	Printing of Handouts, Programme Sheets and Certificate and Resources	Printing and Paper Charge	Per Event	For all Events as per annexure		
17	Fabric, makeup, accessories	For Fashion Designing Workshop	4 Events only	For Annexure V only		
18	Costumes for group performances and props including face paints, music instruments, Bluetooth speakers, makeup kit (pancake, loose powder, foundation, eye shadow, eyeliner, kajal) etc	For workshops by performing Arts	4 Events	For Annexure XI A,BC		
19	Chemicals	For Science Related Events	2-3 Events	In Annexure		
20	Microcontrollers, basic robotics kits, sensors, motor drivers, Arduino/Raspberry Pi accessories	For Robotics Workshop	1 Event	Annexure XXIV		
21	Arduino UNO-1 USB cable -1 Jumper cables 25-25 each LED bulb RGB colour -5 each Small Buzzer- 2 Ultrasonic sensor -1 IR sensor-1	For Low Cost-No Cost Robotics Workshop	1 Event	Annexure XXIV		

	Breadboard -1 small Servo motor -1 Temperature sensor-1					
22	100 Embedded System Kits (Arduino/ESP32, sensors, motor, breadboard, jumper wires)	For Computer Application Workshop	1 Event	Annexure XX		
TOTAL						

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 of all charges like loading, unloading, labour charges, installation, etc but excluding of GST.
3. Patna Women's College (Autonomous) 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 hiring of event management agency.

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 Patna Women's College (Autonomous) 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)

Patna Women's College (Autonomous)

Bailey Road, Patna – 800001, Bihar, India.

Request for Proposal (RFP)

For

Supply, Installation and Commissioning of Lab
and ancillary equipment

Tender No: PWCPMU-2-2025/L



Dated: 12th September 2025

Patna Women's College (Autonomous)

Dr. Sr. M. Rashmi A.C.

Principal, Patna Women's College (Autonomous)

Email: info@patnawomenscollege.in

Disclaimer

- 1 PATNA WOMEN'S COLLEGE (AUTONOMOUS) has issued this Request for Proposal (hereinafter referred to as "RFP") for Agency for Laboratory Equipment Supply, Installation and Services, on such terms and conditions as set out in this RFP document, including but not limited to the technical specifications set out in different parts of this RFP document.
- 2 This RFP has been prepared with an intention to invite prospective applicants/bidders and to assist them in understanding the requirements of the client and expectations from the system. It is hereby clarified that this RFP is not an agreement, and the purpose of this RFP is to provide the prospective bidder(s) with information to assist them in the formulation of their proposals. This RFP document does not purport to contain all the information bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for **Patna Women's College (Autonomous)** to consider the investment objectives, financial situation and particular needs of each bidder.
- 3 **Patna Women's College (Autonomous)** has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not solely rely on the information contained in this RFP in submitting their proposal. This RFP includes statements, which reflect various assumptions and assessments arrived at by **Patna Women's College (Autonomous)** in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.
- 4 This RFP is not an agreement by or / and between Patna Women's College (Autonomous) and the prospective bidders or any other person. The information contained in this RFP is provided on the basis that it is non-binding on Patna Women's College (Autonomous), any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. Patna Women's College (Autonomous) makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the RFP document. Each bidder is advised to consider the RFP document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP document before bidding. The bidders are encouraged to take professional help from experts on financial, legal, technical, taxation, and any other matters / sectors appearing in the document or specified work. The bidders are also requested to go through the RFP document in detail and bring to notice of **Patna Women's College (Autonomous)**, any kind of error, misprint, inaccuracies, or omission in the document. **Patna Women's College (Autonomous)** reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. Patna Women's College (Autonomous) also reserves the right to decline to discuss the project further with any party submitting a proposal.

- 5 No reimbursement of cost of any type will be paid to persons or entities submitting a proposal. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Patna Women's College (Autonomous) or any other costs incurred in connection with or relating to its bid.
- 6 The issue of this RFP does not imply that Patna Women's College (Autonomous) is bound to select and pre-qualify bids for bid stage or to appoint the selected bidder, as the case may be, for the project and Patna Women's College (Autonomous) reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 7 Patna Women's College (Autonomous) may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
- 8 Patna Women's College (Autonomous) , its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this RFP or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to be part of this RFP or arising in any way with eligibility of bidder for participation in the Bidding Process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort, principles of restitution for unjust enrichment or otherwise.
- 9 Patna Women's College (Autonomous) also accepts no liability of any nature whether resulting from negligence or otherwise whatsoever arising from reliance of any bidder upon the statements contained in this RFP.
- 10 Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to Patna Women's College (Autonomous). 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. 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.
- 11 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).

- 12 Tenderer may also download the tender documents (a complete set of document is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and college website www.patnawomencollege.in submit its tender by using the downloaded document.
- 13 Document fees of Rs. 10,000 (Ten Thousand) shall be payable and Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).
- 14 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 college 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.



Dr. Sr. M Rashmi A.C.
Principal
Patna Women's College
(Autonomous)

Principal
Patna Women's College
Autonomous
Patna University
Bailey Road, Patna-1

1. Background Information

1.1. Basic Information

Established in 1940, Patna Women's College (Autonomous) has been at the forefront of higher education, fostering academic excellence and research innovation. As one of the leading institutions in Bihar, the Patna Women's College (Autonomous) is committed to shaping the future through quality education, cutting-edge research, and industry collaboration.

With a diverse range of disciplines **Patna Women's College (Autonomous)** provides a dynamic learning environment that nurtures both students and faculty. The **Patna Women's College (Autonomous)** has continuously evolved to meet educational standards while addressing the local and regional needs of society.

Patna Women's College invites Agency for Laboratory Equipment Supply, Installation and Services for its maintenance to **Patna Women's College (Autonomous)**. This Equipment will contribute towards advancement of knowledge and research.

2. Schedules of Events

Sl No.	Event Description	Timeline
2.1	Last date and time for downloading the RFP	Till 04/10/2025 up to 12:00 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 04/10/2025 up to 12:00 PM, on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.3	Time, Date of opening of Technical Bid	04/10/2025 at 02:00 PM 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	College Contact Person and Number	Adweetiya Sinha, Nodal Officer, PM-USHA Patna Women's College 9199715733

Instruction to Bidder

Note: Bidders are advised to visit the **Patna Women's College (Autonomous) website** www.patnawomencollege.in and Eproc2 website on a regular basis for any updates.

- a) This RFP process will be administered through the state public procurement portal (SPP) (URL: <https://eproc2.bihar.gov.in>).

The Bidders are required to submit soft copies of their proposals electronically on the SPP 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 SPP Portal may be obtained at <https://eproc2.bihar.gov.in/EPSV2Web/>

- b) 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 **Patna Women's College (Autonomous)** 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.

- c) The addendum, corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the www.eproc2.bihar.gov.in and college website. Any such shall be deemed to be incorporated into this RFP.

- d) 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 **Patna Women's College (Autonomous)**. In any event, the **Patna Women's College (Autonomous)** 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 **Patna Women's College (Autonomous)**.

Dr. Sr. M. Rashmi A.C.
Principal
Patna Women's College
(Autonomous)

2.1. Right to Terminate the Process

- i. Patna Women's College (Autonomous) may terminate the RFP process at any time and without assigning any reason. Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous). The bidder's participation in this process may result in Patna Women's College (Autonomous) selecting the bidder to engage towards execution of the contract.

2.2. Submission of Response/Proposal

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

- i. Response to Pre-Qualification Criterion
- ii. Technical Qualification Criterion
- iii. Financial Proposal

Prices should not be indicated in the Pre-Qualification Proposal or Technical Qualification Criteria Proposal 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 is 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

After the issue of Purchase order to the successful bidder by Patna Women's College (Autonomous) the bidder is required to perform Acceptance Test, 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 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 warranty period due to faulty part/component, the replacement of faulty part/component has to 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 Patna Women's College (Autonomous) the cost incurred by **Patna Women's College (Autonomous)**, 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 **Patna Women's College (Autonomous)** in his discretion on application made to that effect by the Bidder, the Patna Women's College (Autonomous) may proceed to carry out the work at Bidder's risk and expense, but without prejudice to any other rights which the **Patna Women's College (Autonomous)** may have against the Bidder in respect of such defects.

2.5. Training to Patna Women's College (Autonomous)

Bidder shall provide training to the personnel nominated by the Patna Women's College (Autonomous) at respective locations to enable them to have sufficient knowledge and skill to effectively manage, maintain, use and operate Equipment and to change/modify programs during installation, warranty and O&M period.

On-site training during the installation of the Equipment shall 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. Preparation 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 **Patna Women's College (Autonomous)** to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Patna Women's College (Autonomous) 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 Query

- a) The Bidders will have to ensure that their queries for the bid should reach the point of contact Nodal Officer, PM-USHA, Patna Women's College (Autonomous) in email to general_office@patnawomenscollege.in within 7 days as specified in the schedule of events.
- b) The e-mail should necessarily have subject as per the following nomenclature: "Pre-bid Query - RFP Patna Women's College (Autonomous) **{Company's Name}"
- c) 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

The Technical evaluation committee shall be constituted by the **Patna Women's College (Autonomous)**. The Technical Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

The Technical Evaluation Committee reserves the right to reject any or all proposals on the basis of 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 schedules of events by **Patna Women's College (Autonomous)** officials or any other officer authorized by **Patna Women's College (Autonomous)**, 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 bonafides for attending the opening of the proposal.

2.6.6. Tender Validity

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

2.6.7. Document Fee and Tender Processing Fee:

All Applicants have to pay a non-refundable Document Fee of Rs. 10,000/- (Ten Thousand only) and 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. 9,50,000/- (Rupees Nine lakh Fifty Thousand only) 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
- 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. Criteria for Evaluation

3.1. Pre-Qualification (PQ) / Eligibility Criteria

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration Certificate	Bidder should be a Company/ firm registered under the Indian Companies Act (or) a firm registered under the Limited Liability Partnership Act, 2008 (or) a firm registered under the Partnership Act, 1932 for the last 3 years.	Certificate of Incorporation required and Articles of Association of the Participant in case of Company / Limited Liability Partnership Agreement in case of LLP

2	Sales Turnover in Lab Equipment Sales & Maintenance services	Average Annual turnover of the applicant firms/ registered/ authorized dealers during each of the last three financial years (FY 2021-22, 2022-23, 2023-24), should be a minimum of Rs. 4 Crore.	Extracts from Audited/Certified financial statements and Balance sheet for last three financial years as per financial year of participating company/firm OR. Certificate from Chartered Accountant and Authorized Signatory.
3	Certificates	<p>Apart from company / firm registration, Participant must have registered under the following:</p> <ul style="list-style-type: none"> Valid GST Registration Certificate. Income Tax Return with for last three (FY 2021-22, 2022-23, 2023-24) 	Copy of all the mentioned certificates/ITR certified by authorized signatory
4	Letter of authorization from OM	The bidder should be an OEM or their authorized dealer/representative. In case of authorized/ dealer representative, a letter of authorization/dealership clearly stating the component/equipment for which the authorized representative is representing on behalf of the original manufacturer (OM) must be furnished.	Letter of authorization from OEM

5	Technical Capability	<p>Bidder must have successfully undertaken the work with</p> <ul style="list-style-type: none"> • Experience of working 3 years with at least 3 supply orders from Government agency/ Educational Department/Universities and Colleges • At least 1 supply orders to the Education Institution recognized by NAAC with Grade B++ and higher, funded by State Government/ Central Government of India above Rs. 10 Lakhs <p>Ongoing projects will be considered.</p>	Work Order/ Completion Certificates from the client. It is essential to include experience certificates from each client. If the agency's work is ongoing, please include the relevant supporting.
6	ISO Certificate	<p>The Bidder in case of OEM preferably should have</p> <ol style="list-style-type: none"> 1. ISO 9001:2000/2008/2015 2. ISO 13485 3. IEC 60601-1-2 4. CE (2) 5. FDA Approval 6. NSIC Certificate 7. Udyam Aadhar 8. Insolvency certificate from bank on bank's letterhead 9. Net worth certificate 	Copy of Valid ISO 9001:2000/2008/2015 certificate to be submitted certified by authorized signatory
7	Local Service Centers	The bidder should have technical manpower to provide service in the state of Bihar for support for supply of the Equipment this contract.	Self-Certified letter by authorized signatory to provide services

8	Participant should not be an entity which has been black-listed by Government	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on bid submission date, must be submitted on original letter head of the bidder with signature and stamp	Self-Certified letter by authorized signatory
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3.2. Technical Qualification Criteria

Sr. No.	Basic Requirement	Specific Requirement	Documents Required	Maximum Marks
1	Age of firm/company	<ul style="list-style-type: none"> 3 Year to 5 Years: 10 marks 5 years to 10 years: 15 marks More than 10 years: 20 Marks 	Certificate of Incorporation and Articles of Association of the Participant in case of Company / Limited Liability Partnership Agreement in case of LLP	20 marks
2	Average Annual Turnover of the firm/company in the last three financial years as of 31st Mar 2024.	<ul style="list-style-type: none"> From 4 crore and up to 5 crores: 10 marks More than Rs. 5 crores and up to 10 crores: 15 marks More than 10 crores: 20 marks 	Audited financial statement and a certificate from Statutory Auditor confirming the same	20 marks

3	Experience of working with at least Government agency/ Educational Department/ University/ College. Ongoing projects will be considered.	<p>Bidders must have successfully undertaken the work/Ongoing projects will be considered.</p> <ul style="list-style-type: none"> • 5 but up to 8 such assignments :15 marks • 8 but up to 10 such assignments :20 marks • More than 10: 25 marks 	Work Order/ Completion Certificates from the client	25 marks
4	Supply orders to the Education Institution recognized by NAAC with Grade B++ and higher, funded by State Government/ Central Government of India above Rs. 10 Lakhs	<p>Bidders must have successfully undertaken the work/Ongoing projects will be considered.</p> <ul style="list-style-type: none"> • 2 but up to 3 such assignments :5 marks • More than 3 such assignments: 10 marks 	Work Order/ Completion Certificates from the client	10 marks
5	Service Centre	<ul style="list-style-type: none"> • Service Centre in Bihar: 5 Marks 	Rent document/ Centre establishment/ Deed/establishment/ Deed/another relevant document	5 Marks
6	An undertaking (self-certificate) that the agency has Manpower having domain knowledge of Lab Equipment.	<ul style="list-style-type: none"> • 10 Employee to 15 Employee: 10 Marks • 16 to 25 Employee: 15 Marks • More than 25: 20 Marks 	Manpower Certificate issued by the Chartered Accountant with PF/ESIC Certificate/TDS form/26AS of employee	20 Marks

Note: -

- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of Patna Women's College and its decision shall be final and not challengeable.

- All the bidders to note that the bidder getting / securing minimum 70 marks out of the 100 marks as shown in evaluation table, will be considered as technically qualified and Commercial/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 highest turnover. In case of further tie in turnover the bidder who obtains the highest marks in technical evaluation out of 100 will be awarded the bid. In case of further tie Project Management Unit of College will decide.
- Conditional bids will be summarily rejected.

3.3. Financial Bid Evaluation

The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives. In the event that no bidders are present, the tender will still be opened as scheduled. Any conditional bid would be summarily rejected.

4. Appointment of vendor

4.1. Right to reject Proposal

Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) action.

4.2. Performance Guarantee

The Patna Women's College (Autonomous) will require the selected bidder to provide an irrevocably, unconditionally Performance Bank Guarantee, within 14 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 102 months from the issue date. The Performance Guarantee shall be kept valid till completion of the supply order, Warranty period and AMC. 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 Patna Women's College (Autonomous) at its discretion may cancel the order placed on the selected bidder without giving any notice.

Patna Women's College (Autonomous) shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) will initiate the process for confiscation of EMD of 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, Patna Women's College (Autonomous) shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between Patna Women's College (Autonomous) 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:

- 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 Patna Women's College (Autonomous) reserves the right to charge appropriate penalties and liquidated damages from the selected agency.
- All risks during the transition stage shall be properly documented to ensure smooth transition without any service disruption.
- The transition plan along with the period shall be mutually agreed between the firm and the Patna Women's College (Autonomous) 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.

5. Terms and Conditions: Applicable Post Award of Contract

5.1. Right to Terminate the Process

Patna Women's College (Autonomous) reserves the right to cancel the contract entered with the selected bidder and recover expenditure incurred by Patna Women's College (Autonomous) 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,
 - 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.
 - The **Patna Women's College (Autonomous)** reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
 - If deductions of account of liquidated damages exceed more than 10% of the total contract price.
 - In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous)'s 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) Patna Women's College (Autonomous) reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by Patna Women's College (Autonomous) to the bidder. Liquidated damages will be calculated on a 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 Patna Women's College (Autonomous), in a professional manner.
- b) The Bidder should perform all the activities as per timelines and parameters stipulated by Patna Women's College (Autonomous) in this RFP, failing which Patna Women's College (Autonomous) may at its discretion impose penalties on the Bidder as defined in the RFP. The penalties on the delivery of the Lab Equipment 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 Patna, (Bihar).

5.6. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) under Clause above and the rights and remedies which the Patna Women's College (Autonomous) 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 Patna Women's College (Autonomous) during a period of 1 (one) year from the date such Bidder is found by the Patna Women's College (Autonomous) 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 impaired harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
 - IV. **"Undesirable practice"** means (I) establishing contact with any person connected with or employed or engaged by Patna Women's College (Autonomous) 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

- i. The successful Bidder shall procure the Lab Equipment as required from a reputed OEM. The Bidder shall note that the specification provided is the minimum requirement and can supply better specification if required. The Bidder shall supply all components as per requirements of the RFP. The Bidder shall be responsible for supply of the Lab Equipment and installation at site.
- ii. All Lab Equipment proposed by the bidder shall be licensed to **Patna Women's College (Autonomous)** and will be the property of **Patna Women's College (Autonomous)**. The Bidder has to prepare and submit a delivery report including details of all components supplied. The delivery report will be validated by **Patna Women's**

College (Autonomous).

- iii. The Lab Equipment provided by the Successful Bidder shall meet all the Service Level requirements as mentioned in the RFP. While the basic Bill of Material will not change, any change in the BOM specification will be done only to provide a higher specification.
- iv. Successful bidders will be expected to bring all the installation equipment and tools required for the installation of the Equipment. All the work shall be done in a conscientious manner as per the OEM guidelines and best industry practices. The Equipment shall be subjected to inspection at various stages. Local regulation/codes shall be followed at all times. The Successful Bidder shall follow all Safety Regulations and Practices at the time of installation and implementation.
- v. The Successful Bidder shall not cause any damage to buildings/installation site and property and will perform restoration to the original condition to the satisfaction of Board authorities, if any damage occurs.
- vi. Patna Women's College (Autonomous) shall perform the acceptance test (AT) ensuring that all the Lab Equipment supplied are performing as per the specification. Patna Women's College (Autonomous) would issue certification of completion after verifying availability of all the Lab Equipment.
- vii. The bidder should provide all relevant documentation including:
 - Original Manuals, Data Sheets, Installation Documents and any other documents relevant to the hardware and peripherals supplied by the Bidder.
 - Documentation should be provided by the selected Bidder on a regular basis as and when desired by Patna Women's College (Autonomous) during the entire period of Contract.

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 Patna Women's College (Autonomous) for the duration of this contract.

7.1. Implementation Service Levels

Measurement	Target
Installation and commissioning of Lab Equipment	Within 8 weeks from receipt of purchase order

7.2. Manpower Related Service Levels

The support personnel should be available over the phone. In critical situations or when directed by Patna Women's College (Autonomous), the support personnel must be available on site within 4 Days of request from Patna Women's College (Autonomous) at the locations. Non-availability of the support personnel as stated above will be treated equivalent to a 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 Bank Guarantee for every occasion of non-conformity exceeding 5
	More than 25 occasions of non-conformity in a year	0.5% of the Performance Bank 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:

- i. The scope of the work for this Request for proposal (RFP) for Selection of Agency for Laboratory Equipment Supply, Installation and Services for its maintenance to Patna Women's College (Autonomous). It will enrich academic potential and vibrancy along with supporting and consolidating research. The purpose of this RFP is to on board potential agencies which have experience of supplying highly sophisticated scientific equipment manufactured in India or abroad for research purposes [Write In case of multiple colleges by university as provided in the list of Colleges].
- ii. Maintenance of the supplied laboratory equipment for a period of 3 year, followed by Annual Maintenance Services (AMS) for an additional 5 years, as per the rates quoted in the financial bid and stipulated in the final signed contract.
- iii. The bidder will be responsible for providing Standard Laboratory Equipment for providing requisite equipment for the Patna Women's College (Autonomous) as per their requirement and specification.
- iv. Equipment to be supplied shall be latest branded models manufactured with 100% new OEM parts. All products to be supplied should be part of current production as on the date of award of the tender. For the purpose of this contract "current production" shall mean that the equipment model has been manufactured and introduced in the Indian market as new equipment. Refurbished equipment is not acceptable in any case.

9. Equipment:

List of Equipment to be procured is attached below in the annexure as per BOQ Document.

NOTE:

- i. **Technically qualified lowest bidder (L1) for total BOQ will be selected.**

9.1. Installation of Lab Equipment

The items should be installed and demonstrated by the supplier at the site of the college

immediately after receipt of the item and the same will be put under operation to the satisfaction of Patna Women's College (Autonomous) who will test the performance of the items. No separate charges for installation / demonstration will be paid to the party beyond the quoted prices.

9.2. Warranty period, maintenance & technical support

The warranty period of all capital items shall commence after receipt of the items in good working condition and from the date of its satisfactory installation and acceptance test by the consignee.

The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.

All the Capital items / Lab Equipment shall be covered under three year onsite comprehensive warranty with Maintenance & Technical support services.

9.3. Deliverables & Timelines

The Bidder should deliver the Lab Equipment, commissioning and Installation within eight 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 the financial bid of the bidder. Payments will be released only on satisfactory acceptance of the deliverables for each Lab at each location (as mentioned in this RFP) as per the following schedule:

- i. 50% of the Contract amount towards the respective lab shall become payable by the Patna Women's College (Autonomous) after the complete delivery of all items as per the RFP.
- ii. 40% of the contract Amount towards respective lab shall become payable by the Patna Women's College (Autonomous) upon completion of setup configuration and test acceptance.
- iii. 10% of the Contract Amount shall become payable by Patna Women's College (Autonomous) after the submission of Successful completion Certificate from the user.

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: Compliance Sheet for Pre-Qualification Criteria

Form III: Self Scoring by the Firm with document

Form IV: Letter of Proposal

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

Form VI: Format of Bank guarantee for EMD submission

Form VII - Undertaking of Authenticity for Lab Equipment

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

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

Annexure III: FINANCIAL PROPOSAL TEMPLATE

Forms to be used in Financial Bid Proposal

Form 1: Financial Proposal

Annexure A - Technical Specification of Equipment

Sl No	Item name/Name of the Equipment with technical specification	Quantity Required	Company Name	Model No.	Specifications
1	Digital Fully Automatic Colorimeter with Wavelength Range 400-700 nm, LT-116	01	Labtronics	LT-116	<ul style="list-style-type: none"> Wavelength range: 400–700 nm, with selectable filters or continuously variable monochromator. Measurement modes: Absorbance, Transmittance, Concentration (with factor), %T. Photometric accuracy: ± 0.002 Abs (0–1.000 Abs) or better. Resolution: 0.001 Abs. Light source: Tungsten halogen or LED lamp, user-replaceable. Detector: Silicon photodiode. <p>Display/interface: Backlit LCD/touchscreen; USB & RS232 connectivity. Power: 220–240 V AC, 50/60 Hz. Accessories: Standard cuvettes (10 mm) set, spare lamp, power cable, user manual, calibration standards. Warranty & service: 3–5 years on instrument (parts & labour) with minimum 2 annual preventive visits; Indian service agent mandatory. Training: On-site installation & operation training (1 day) + user manual. Additional: Calibration certificate from manufacturer at installation.</p>
2	Digital Double Beam Spectrophotometer 190-1000nm	01	Labtronics	LT-2201	<ul style="list-style-type: none"> Wavelength range: 190–1000 nm. Optical system: Double-beam monochromator (grating), automatic wavelength selection. Wavelength accuracy: ± 1 nm; reproducibility ± 0.3 nm. Bandwidth: selectable 0.5–5 nm. Photometric range: – 4.000 to +4.000 Abs; accuracy ± 0.002 Abs. Stray light: $< 0.05\%$T (at relevant filters).

					<ul style="list-style-type: none"> • Detector: Dual detectors (reference & sample) e.g., photomultiplier + photodiode. • Data output: USB, Ethernet, optional LIMS-compatible software. <p>Power: 220–240 V AC, 50 Hz. Accessories: Quartz cuvettes set (10 & 1 mm), standards, PC with software, printer. Warranty: 3–5 years, two preventive visits per year. Training: On-site operation & software training (1–2 days). Additional: NIST traceable wavelength calibration report.</p>
3	High Speed Refrigerated Centrifuge	01	Lalco	Lalco-511	<ul style="list-style-type: none"> • Max speed: $\geq 15,000$ rpm (or specify RCF $\geq 20,000 \times g$) depending on rotor. • Temperature control: -20°C to $+40^{\circ}\text{C}$ with $\pm 0.5^{\circ}\text{C}$ stability. • Rotor types: Fixed-angle and swing-bucket compatibility. • Acceleration/Deceleration: Soft start / programmable profiles; brake settings. • Display: Digital speed/time/temp; programmable memory for ≥ 20 methods. • Safety: Imbalance detection, lid lock, over-temperature protection. <p>Power: 220–240 V AC, 50 Hz. Accessories: Common rotors (e.g., $24 \times 1.5/2$ mL, 6×50 mL), adapters, maintenance kit. Warranty: 2–5 years (incl. refrigeration circuit) with annual service. Training: On-site operational & maintenance training (half day).</p>
4	ELISA Reader	01	Labtronics	LT-1260	<ul style="list-style-type: none"> • Wavelength range: 400–700 nm (multiple filter positions) or monochromator-based. • Detection modes: Absorbance (single & dual), endpoint, kinetic, spectral scanning. • Photometric range: 0–4.0 Abs; accuracy ± 0.005 Abs. • Plate formats: 6-, 12-, 24-, 48-, 96-well compatible.

					<ul style="list-style-type: none"> Shaking & incubation: Programmable shaking and temperature control (optional). Software: Plate reading, curve fitting (4-parameter/5-parameter), export to XLS/CSV. Power: 220–240 V AC, 50 Hz. Accessories: PC + software, plate carrier, calibration plates, spare bulbs/LEDs. Warranty: 3–5 years with preventive maintenance visits. Training: On-site operating & data analysis training (1 day).
5	Dry bath with shaker	01	Lalco	Lalco-283,1035	<ul style="list-style-type: none"> Temperature range: Ambient +5°C up to 100–150°C (specify model), stability $\pm 0.5^\circ\text{C}$. Shaking: Orbital linear shaking with adjustable speed (e.g., 50–1200 rpm). Blocks: Interchangeable blocks for tubes (0.2 mL, 0.5 mL, 1.5 mL, 2 mL, PCR strips). Display: Digital temp & timer controls. Power: 220–240 V AC. Accessories: Standard block set, spare heater module. Warranty: 2 years.
6	Fume Hood	02	Lalco	Lalco-707	<ul style="list-style-type: none"> Type: Ducted chemical fume hood, airflow face velocity 0.4–0.6 m/s (adjustable). Construction: Epoxy/PVC-lined workspace, chemical-resistant worktop. Airflow features: Bypass, sash with safety interlocks, LED display for airflow. Exhaust: Connection to building ductwork; blower specification (sized per site). Power: 220–240 V for controls & sash. Accessories: Sash alarm, service fixtures (gas, water, vacuum) as required. Warranty: 2 years; commissioning & airflow certification at installation. Additional: Provide site requirements and installation drawing.
7	Nano Drop	03	Labtronics	LT-3100	<ul style="list-style-type: none"> Measurement type: Micro-

					<p>volume (0.5–2 µL) UV-Vis nucleic acid & protein quantitation.</p> <ul style="list-style-type: none"> Wavelength range: typically 190–840 nm. Accuracy & precision: A260/A280 accuracy ± 0.01; pathlength auto-switching. Software: Single-click quant, ratio calculations, data export. <p>Power: 220–240 V (or USB powered per model).</p> <p>Accessories: Calibration standards, dust cover, PC & software.</p> <p>Warranty: 2–3 years with preventive visits.</p> <p>Training: On-site demonstration (half day).</p>
8	Biochemical Analyzer	01	Globe scientific		<ul style="list-style-type: none"> Clinical chemistry automated analyzer: discrete or semi-automated operation. <ul style="list-style-type: none"> Throughput: specify e.g., 100–400 tests/hour (vendor to state). Test menu: common biochemical assays (glucose, bilirubin, enzymes, lipids, electrolytes). Sample handling: serum/plasma, hemolysis index, auto-dilution. Detection: photometric (fixed wavelength/multi-wavelength). <p>Power: 220–240 V AC.</p> <p>Accessories: Reagent trays, cuvettes, calibration standards, printer, PC.</p> <p>Warranty: 3–5 years with consumable spares & support.</p> <p>Training: On-site operation & QC training.</p>
9	-80-degree Deep freezer	01	New Red Lab	REDFR - 1	<ul style="list-style-type: none"> Temperature range: –50°C to –86°C with digital controller; stability $\pm 2^\circ\text{C}$ at setpoint. Capacity: specify litres (vendor to state). Alarm & safety: high/low temp, power failure, door open, remote alarm output. Cooling: Cascade refrigeration system; vacuum insulated panels. <p>Power: 220–240 V, dedicated circuit</p>

					<p>with surge protection.</p> <p>Accessories: Shelves/racks, key lock, data logger (optional).</p> <p>Warranty: 2–5 years on compressor & critical components; annual maintenance visits.</p> <p>Installation: Site prep requirements (floor load, ventilation) to be provided.</p>
10	Microwave Synthesizer	01			<p>(Use the Microwave Reactor specifications you provided; vendor should comply exactly.)</p> <p>Key highlights to include: 600 W or higher, IR & Pt sensors, 0–300°C control, inert gas purging, reflux & vacuum, magnetic stirring, auto-sampling, safety interlocks, glass & quartz vessel sets, software GUI, warranty 3–5 years, onsite training and demo.</p>
11	Trinocular Inverted Microscope	01	Globe scientific		<ul style="list-style-type: none"> • Trinocular head for camera attachment; 100:0/80:20 beam split options. • Optics: Achromatic/plan objectives 4×, 10×, 20×, 40× (S, Ph), 100× oil immersion. • Condenser: Abbe condenser N.A. 1.25 with iris diaphragm. • Illumination: LED Kohler illumination, intensity control. • Stage: Mechanical stage with X–Y travel. <p>Power: 220–240 V (LED).</p> <p>Accessories: 12MP camera (if integrated), camera software, dust cover, spare bulb.</p> <p>Warranty: 2–3 years.</p>
12	Bio Safety Cabinet	01	Lalco	Lalco-706	<ul style="list-style-type: none"> • Class II Type A2 biosafety cabinet meeting EN/ISO & local standards. • Airflow: HEPA H14 filters for supply and exhaust; face velocity 0.45 m/s ±0.05 m/s. • Construction: Stainless steel interior, UV light (optional), front sash with safety interlock. • Noise & vibration minimal; digital display for airflow and alarm. <p>Power: 220–240 V AC.</p> <p>Accessories: Installation, HEPA</p>

					<p>certification, pre-filters. Warranty: 3–5 years; filter replacement & certification annually. Training: On-site biosafety use & maintenance training.</p>
13	Co2 Incubator	01			<ul style="list-style-type: none"> • Temperature range: Ambient +5 °C to 50 °C; stability ± 0.1–0.5°C. • CO₂ control: 0–20% with ± 0.1% stability; humidity control (optional) and HEPA filtered air. • Shock & contamination prevention: HEPA filtered inlet & door gasket. • Capacity: specify shelves/volume as vendor. <p>Power: 220–240 V. Accessories: Shelves, CO₂ sensors, HEPA filters. Warranty: 2–3 years; annual maintenance visits.</p>
14	Micropipette Set	01	Lalco	Lalco-1021	<ul style="list-style-type: none"> • Set includes adjustable volume micropipettes covering ranges (0.1–2 μL, 2–20 μL, 20–200 μL, 100–1000 μL) + multichannel 8/12-channel (optional). • Accuracy & precision: as per ISO 8655 (specify % accuracy/precision per pipette). • Features: Autoclavable detachable tips, ergonomic design, calibration certificate. <p>Accessories: Stand, calibration certificate, spare seals/o-rings. Warranty: 1–2 years with calibration support.</p>
15	DC Resistivity with respect to Field and with respect to Temperature.	01			<ul style="list-style-type: none"> • Range: Low to mega-ohm resistivity ranges; resolution as per application. • Mode: Four-probe / two-probe selectable; temperature compensation & logging. • Measurement: Automated ramping over field & controlled temperature. • Data: PC interface, data logging & plotting. <p>Power: 220–240 V. Accessories: Probes, sample holders, temperature control stage. Warranty: 2 years; support for calibration.</p>

16	Leica DM750 microscope with 12 MP camera facility	01	Leica	DM-750	<ul style="list-style-type: none"> • Upright microscope with brightfield, phase contrast options; plan objectives. <ul style="list-style-type: none"> • Camera: 12 MP color camera with live imaging, USB3.0, compatible Leica software. • Eyepieces: Widefield 10×; objective set 4×–100× (oil). • Illumination: LED Kohler. <p>Power: 220–240 V. Accessories: Camera cable, software license, calibration slide. Warranty: 2–3 years; software updates as provided.</p>
17	METALAB fully automatic Autoclave	02	Lalco	Lalco-296	<ul style="list-style-type: none"> • Capacity: specify litres (vendor to state); vertical/horizontal type. <ul style="list-style-type: none"> • Sterilization: Temperature/time programmable; drying cycle optional. • Chamber: Stainless steel (SS 316) with safety valves & door interlock. • Control: Microprocessor with B&D test program. <p>Power: 220–240 V, may need higher current for larger units. Accessories: Sterilization trays, pressure gauge, water feed & drain kits. Warranty: 2–5 years; annual maintenance.</p>
18	Laminar Air Flow Horizontal with Magnetic Gauge, LCD Control	01	Lalco	Lalco-70	<ul style="list-style-type: none"> • Horizontal laminar flow cabinet: HEPA H14 filter, ISO Class 5 laminar flow. <ul style="list-style-type: none"> • Magnetic gauge & LCD for airflow & filter status. • Work area constructed of SS304. <p>Power: 220–240 V. Accessories: Pre-filters, power stabilizer. Warranty: 2 years; HEPA certification at installation.</p>
19	Rotavapor automatic	01	Lalco	Lalco-71	<ul style="list-style-type: none"> • Rotation speed: 20–280 rpm (or similar); digital control. <ul style="list-style-type: none"> • Flask size: 1–5 L options; motorized lift; vacuum controller. • Heating bath:

					<p>Temperature up to 180°C with digital control.</p> <ul style="list-style-type: none"> Condenser: Vertical/diagonal glass condenser, solvent recovery flask. <p>Power: 220–240 V.</p> <p>Accessories: Rotary flasks, receiving flasks, vacuum pump (or manifold), chiller (if required).</p> <p>Warranty: 2 years.</p>
20	Ultrasonic bath (Sonicator)	01	Labtronics	LT-350A	<ul style="list-style-type: none"> Frequency: 35 kHz or similar; power: vendor specified (e.g., 200–400 W). Timer & temperature control (if heated bath). Tank: Stainless steel interior, multiple capacity options. <p>Power: 220–240 V.</p> <p>Accessories: Basket, degassing function, spare transducers.</p> <p>Warranty: 1–2 years.</p>
21	Agarose Gel Electrophoresis unit	01			<ul style="list-style-type: none"> Horizontal electrophoresis tank for 1–2 gels (or specify), gel tray size for mini and large gels. Voltage range: up to 300 V; combs and casting tray included. Power supply: Digital variable DC power supply (0–300 V, 0–500 mA). <p>Accessories: Gel trays, combs, UV-transilluminator compatibility, DNA ladders (optional).</p> <p>Warranty: 1–2 years.</p>
22	Digital pH Meter (2 quantity)	02	Labtronics	LT-10	<ul style="list-style-type: none"> pH range: 0–14.00; resolution 0.01 pH; accuracy ± 0.01–0.02 pH. Temperature compensation: Automatic (ATC) with probe. Electrode: Replaceable glass electrode; calibration 1–3 points. <p>Power: 220–240 V / battery options.</p> <p>Accessories: pH electrode (spare), buffers pH 4.0/7.0/10.0, maintenance kit.</p> <p>Warranty: 1–2 years.</p>
23	Water purification unit	02	Labtronics	LT-1420	<ul style="list-style-type: none"> Type: RO + deionization with UV and polishing cartridge to produce Type II water (or Milli-Q spec per lab need).

					<ul style="list-style-type: none"> Resistivity/conductivity: $\geq 1 \text{ M}\Omega\text{-cm}$ (or specified purity); TOC $< 30 \text{ ppb}$ (specify). Flow rate: e.g., 3–10 L/hr (vendor to state). <p>Accessories: Storage tank, dispensing tap, spare cartridges.</p> <p>Warranty: 1–3 years; installation & commissioning included.</p>
24	Microcentrifuge	01	Lalco	Lalco-1032	<ul style="list-style-type: none"> Max speed: $\geq 14,000\text{--}16,000 \text{ rpm}$; RCF up to $\sim 20,000 \times g$. Capacity: $24 \times 1.5/2 \text{ mL}$ rotor typical. Cooling: optional for refrigerated variant. Safety: imbalance detection, lid lock. <p>Power: 220–240 V.</p> <p>Accessories: Rotors, adapters, spare fuses.</p> <p>Warranty: 2 years.</p>
25	Micro Chemicals Analytical Balance (0.01g)	01	Lalco		<ul style="list-style-type: none"> Readability: 0.01 g (10 mg); capacity e.g., 120 g–220 g (vendor to state). Linearity & repeatability as per manufacturer; draft shield, calibration weights. Internal calibration: auto-calibration preferred. <p>Accessories: Calibration weights, draft shield, user manual.</p> <p>Warranty: 1–2 years.</p>
26	Binocular compound microscope	05	Lalco	Lalco-653	<ul style="list-style-type: none"> Binocular head (30°) with interpupillary adjustment. Objectives: $4\times$, $10\times$, $40\times$ (S) and $100\times$ oil immersion. Eyepieces: $10\times$ widefield. Illumination: LED with brightness control; condenser N.A. 1.25. <p>Accessories: Dust cover, immersion oil, spare bulbs.</p> <p>Warranty: 2 years.</p>
27	Compound microscope	03	Lalco	Lalco-650	<ul style="list-style-type: none"> Similar to binocular but may be monocular or basic binocular. <p>Objectives set $4\times\text{--}100\times$, LED illumination.</p> <p>Warranty: 2 years.</p>
28	Milli Q Ultrapure	01	Merck	Elix	<ul style="list-style-type: none"> System: Elix (pre-purification)

	Water Purification System			Essential 3 + SQ200	<p>+ Q200 polishing module to produce Type I ultrapure water.</p> <ul style="list-style-type: none"> Resistivity: 18.2 MΩ·cm at 25°C; TOC < 5 ppb (depending on configuration). Flow rate: specify (e.g., 2 L/min recirculating). <p>Accessories: Point-of-use dispense, cartridges, installation kit.</p> <p>Warranty: 3–5 years; consumable kits included for initial period.</p> <p>Training: On-site operating & maintenance training.</p>
29	High-Performance Liquid Chromatography (HPLC)	01	Labtronics	LT-3201	<ul style="list-style-type: none"> Pump: Quaternary/Isocratic high-pressure pump, flow range 0.001–10 mL/min, pulsation < 0.01% at 1 mL/min. Detector: UV-Vis PDA or single-wavelength (vendor to state), wavelength range 190–700 nm. Autosampler: 50+ vial capacity, 1–100 µL injection volume range, cooled sample tray optional. Column oven: Ambient–80°C with ±0.1°C stability. Pressure limit: > 400 bar (specify). Software: Chromatography data system (CDS) compliant with 21 CFR Part 11 (if required). <p>Power: 230 ±10% V, 50 Hz.</p> <p>Accessories: Columns, solvents kit, spare seals, degasser, printer, PC with software.</p> <p>Warranty: 3–5 years; preventive maintenance visits.</p> <p>Consumables: Initial columns, filters, solvents guidance.</p>
30	CHN Analyser	01	Anton-Paar	400R	<ul style="list-style-type: none"> Modes: CHN & optional S/O modes; frontal chromatography separation; autosampler (≥50 positions). Detector: TCD (thermal conductivity detector) or as specified. Range & precision: C,H,N,S,O ranges as per your CHNSO spec (0.01–100% with ±0.3% accuracy). Furnace: Combustion >1000°C; reduction furnace >900°C.

					<ul style="list-style-type: none"> • Software: EAS data management for elemental ratios & empirical formula. <p>Accessories: Standards for calibration, gas panel lines, microbalance (0.001 mg) inclusive.</p> <p>Warranty: 2–5 years; consumable kit for 1000 runs included.</p> <p>Training: On-site operation & maintenance.</p>
31	Minor Steriscope with 4X Binocular Prallax Bar	04	National instrument	Minor Steriscope	<ul style="list-style-type: none"> • Stereo microscope (stereoscopic observation) with 4× binocular parallax bar; zoom range (e.g., 0.7×–4.5×) or fixed magnification per model. • Illumination: LED ring or transmitted light. • Stage: Focal adjustments and parallax bar for stereo depth perception. <p>Accessories: Dust cover, spare bulb/LED.</p> <p>Warranty: 2 years.</p>
32	Digital Vernier Chronoscope	01			<ul style="list-style-type: none"> • Digital timing device for events with high accuracy; resolution and timing range to be specified by vendor (e.g., ± 0.01 s). • Display: Digital LED/LCD; start/stop triggers. <p>Power: battery and/or 220–240 V adapter.</p> <p>Accessories: Leads, clamps, carrying case.</p> <p>Warranty: 1–2 years.</p>

Standard clauses to append (apply to all instruments)

1. Power compatibility: Instruments and subunits operate on 230 $\pm 10\%$ V, 50 Hz (unless specified otherwise). Vendor to supply stabilizer/UPS if instrument requires clean power.

2. Indian representation: Supplier must have Indian agent/office and provide after-sales service via India-based trained engineers. Details of local office, spare parts availability, and contact to be provided.

3. Warranty: Minimum 3-5 years standard warranty for major instruments (FTIR/GC-MS/CHN/HPLC/Freezer/etc.) and 1–3 years for small instruments; specify years per item in financial bid. Warranty must include replacement of critical parts, labour, and minimum two preventive maintenance visits per year (for major instruments). UPS should be covered under warranty as specified.

4. **Installation & commissioning:** Included in supplier scope. Vendor must perform site inspection and provide pre-installation requirements (floor load, vibration isolation table, ventilation, gas lines, exhaust, power points) prior to delivery.

5. **Performance demonstration:** On installation, instrument must demonstrate sensitivity/accuracy using standard samples (vendor to provide standards where required) and hand over calibration certificates. For GC-MS, HPLC, CHN, RT-PCR — application team must demonstrate measurement in one or more sample matrices as listed.

6. **Training:** On-site training at time of installation + 1-2 follow-up sessions within 3-6 months (vendor bears training expenses). Provide training materials and operation/maintenance manuals in English.

7. **Spare parts & consumables:** Vendor to quote spares & consumables list with lead times. Initial consumable pack (starter kit) included for critical systems (GC-MS columns, filaments, solvents, CHN standards, HPLC columns, RT-PCR consumables etc.).

8. **Documentation & certifications:** Manufacturer's technical manual, calibration certificates, CE/ISO/other certifications, Trade Mark registration proof under Trade Mark Act 1999 (India), and at least 10 PO copies from reputed govt. institutes for major systems where requested (RT-PCR/GC-MS/HPLC etc.).

9. **Delivery & training schedule:** Delivery within X weeks from PO (vendor to propose). Installation and training within Y weeks (vendor to state). (You may set X & Y in tender.)

Form I: Particulars of the Bidders

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) 2021-22: 2022-23: 2023-24:	
Income Tax Registration number (PAN)	
Goods and Services Tax(GSTN):	
Type of organization (Company/LLP)	

Name and addresses and designation of the persons who will represent the Bidder while dealing with the Patna Women's College (Autonomous) (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) 2021-22 2022-23 2023-24	Annual Turnover (Rs. in Crores)
(Authorized Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____	

Form II: Compliance Sheet for Pre-Qualification Criteria

Sr. No.	Criteria	Specific Requirement	Proof of Document Attached in Annexure by Company (Please attach annexure for each criterion)
1	Registration Certificate	Bidder should be a Company/ firm registered under the Indian Companies Act (or) a firm registered under the Limited Liability Partnership Act, 2008 (or) a firm registered under the Partnership Act, 1932 for the last 3 years.	

2	Sales Turnover in Lab Equipment Sales & Maintenance services	Average Annual turnover of the applicant firms/registered/ authorized dealers during each of the last three financial years (FY 2021-22, 2022-23, 2023-24), should be a minimum of Rs. 4 Crore.	
3	Certificates	<p>Apart from company / firm registration, Participant must have registered under the following:</p> <ul style="list-style-type: none"> • Valid GST Registration Certificate. • Income Tax Return with last three (FY 2021-22, 2022-23, 2023-24) 	
4	Letter of authorization from OEM	The bidder should be an OM or their authorized dealer/representative. In case of authorized/ dealer representative, a letter of authorization/dealership clearly stating the component/equipment for which the authorized representative is representing on behalf of the original manufacturer (OM) must be furnished.	
5	Technical Capability	<p>Bidder must have successfully undertaken the work with</p> <ul style="list-style-type: none"> • Experience of working with at least 3 Government agency/ Educational Department/Patna Women's College (Autonomous) • At least 1 supply orders to the Education Institution recognized by NAAC with Grade B++ and higher, funded by State Government/ Central Government of India above Rs. 10 Lakhs <p>Ongoing projects will be considered.</p>	
6	ISO Certificate	<ol style="list-style-type: none"> 1. ISO 9001:2000/2008/2015 2. ISO 13485 3. IEC 60601-1-2 4. CE (2) 5. FDA Approval 6. NSIC Certificate 7. Udyam Aadhar 8. Insolvency certificate from bank on bank's letterhead 9. Net worth certificate 	

7	Local Service Centers	The bidder should have technical manpower to provide service for support for supply of the Equipment this contract.	
8	Participant should not be an entity which has been black-listed by central/state Government	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on bid submission date.	

Form III - PROPOSAL COVERING LETTER
[On the Letter head of the Bidder]

Date:

Dear Sir/Madam,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within the delivery period as specified in the Bid document. We will also submit the Performance Guarantee for an amount equal to 5% of the contract value.

We agreed to abide by all Terms and conditions of this Bid for a period of 180 days after the date fixed for Financial Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written

acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". If we are found in Bid pooling which is against law and involves fraudulent or and corrupt practices, my / our firm may be blacklisted.

Further we also certify that our organization is not blacklisted by any Govt. Department as on date.

Dated _____

(Signature)

SEAL

Form IV: Non submission of EMD Declaration

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

To

Name of tender issuing
authority

Dear Sir,

Subject: Request for Proposal (RFP) for Agency for Laboratory Equipment Supply, Installation, Commissioning and Services for its maintenance to Patna Women's College (Autonomous)].

We _____ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Patna Women's College (Autonomous)] 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:

For _____

Signature _____

Name _____

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

Form V - EMD BANK GUARANTEE FORMAT

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

WHEREAS M/s. _____ (Name & Address of the Firm) having their registered office at _____ (Address of the firms Registered office) (Hereinafter called the 'bidder') wish to participate in the tender No. _____ for

_____ Patna Women's College (Autonomous) and WHEREAS a Bank Guarantee for (Hereinafter called the "Beneficiary") a sum of Rs. 9,50,000, (Rupees Nine Lac Fifty Thousand) valid till _____ (Mention here date of validity of this Guarantee which from the date of the submission of Tender's offer) which is required to be submitted by the bidder along with the tender.

We, _____ (Name of the Bank and address of the Branch giving the Bank Guarantee) having our registered office at _____ (address of Bank's Registered office) hereby give this Bank Guarantee No. _____ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the **Patna Women's College (Autonomous)** or any officer authorized by it in this behalf any amount not exceeding Rs. 9,50,000, (Rupees Nine Lac Fifty Thousand) to the said **Patna Women's College (Autonomous)** on behalf of the bidder. We _____ (Name of the Bank) also agree that :

- 1 Withdrawal of the tender or part thereof by the bidder within its validity, or
- 2 Non submission of Performance Security Deposit by the bidder, or
- 3 Withdraws his participation from the bid during the period of validity of bid document, and
- 4 Fails or refuses to participate in the subsequent Tender process after having been shortlisted.

Would constitute a default on the part of the bidder and that this Bank Guarantee is liable to be invoked and encashed within its validity by the Beneficiary in case of any occurrence of a default on the part of the bidder and that the encashed amount is liable to be forfeited by the Beneficiary. This agreement shall be valid and binding on this Bank upto and inclusive of _____ (mention here the date of validity of Guarantee) and shall not be terminable by notice or by Guarantor change in the constitution of the Bank or the firm of bidder or by any reason whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, conceded with or without our knowledge or consent by or between the bidder and the **Patna Women's College (Autonomous)**. "Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this Guarantee shall not be assignable, transferable by the beneficiary (i.e. **Patna Women's College (Autonomous)**). Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank. Any invocation of the Guarantee can be made only by the beneficiary directly.

NOTWITHSTANDING anything contained hereinbefore,

1. our liability under this guarantee is restricted to Rs. 9,50,000, (Rupees Nine Lac Fifty Thousand).
2. Our Guarantee shall remain in force till _____ (Date of validity of the Guarantee) and a claim period of one month thereafter
3. Unless demands or claims under this Bank Guarantee are made to us in writing on or before _____(Date of validity of the Guarantee), all rights of Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under:

Place:

Date:-

Please mention here Complete Postal Address of the Bank with Branch Code, Telephone and Fax Nos. SIGNATURE OF THE BANK'S AUTHORISED SIGNATORY WITH OFFICIAL ROUND SEAL NAME OF DESIGNATED BANKS:

Note1 : The Bank Guarantee (B.G) Shall be from the Nationalize Banks or any other Banks, as Notified by the Finance Department, from time to time.

Note2: The B.G shall be signed by two bank officer Jointly if the amount of B.G is more than Rs 50,000/- and B.G must have proper B.G number as per R.B.I guidelines.

Seal:

Date:

Form VI - Undertaking of Authenticity for Lab Equipment

To

Date:

Patna Women's College (Autonomous) name and address

Sub: Request for Proposal (RFP) for Supply, Installation and Commissioning of Lab and ancillary equipments, vide our quotation number _____ dated ____

Dear Sir,

With reference to the Lab Equipment 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 Lab Equipment 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 is being used or shall be used.

We also undertake that in respect of licensed system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate and also that it shall be sourced from the authorized source.

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 Lab Equipment already billed, we agree to take back the Lab Equipment without demur, if already supplied and return the money if any paid to us by you in this regard.

We 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 Name:

Designation:

Form VII: - SELF-DECLARATION ABOUT NON-BLACK-LISTING

SELF-DECLARATION ABOUT NON-BLACK-LISTING

(On the Letterhead of the Bidder and to be submitted/ uploaded online)

To

Patna Women's College (Autonomous) name and address

Dear Sir,

Subject: Request for Proposal (RFP) for Supply, Installation and Commission of Lab 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 Patna Women's College (Autonomous) 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)

Form IX - PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

WHEREAS (Name of Bidder) hereinafter called "the Bidder", has been identified and selected to supply, install and commissioning of lab and ancillary equipments, and has undertaken, in pursuance of work order number _____, dated _____ (hereinafter referred to as "the Contract") to supply, install and commissioning of lab and ancillary equipments in **University**.

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 lab and ancillary equipments 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 SHS, Bihar the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of, to the **University** 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 **University**, 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 **University** 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 **University** any and all sums demanded by **University** under the said demand notice, subject to the maximum limits specified in **Clause 1** above. A notice from **University**, 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 **102 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 **University** 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 **University** 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 **University** or any other indulgence shown by **University** 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 **Patna**, shall have exclusive jurisdiction in the adjudication of any dispute which may arise here under.

Dated this the Day of 2025

Witness

(Signature) (Signature)

(Name) (Name)

Bank Rubber Stamp(Official Address)

Designation with Bank

Form I: Financial Proposal

As per the Financial Forms provided with Bid document.

- 1 The bidder/agency shall be required to quote for all the items mentioned in Annexure - A
- 2 Format of financial quote is shown in the table below:

Sl No	Equipments	Cost of all equipments (A)	Cost of Annual Maintenance Services for 5 years for required items only (B)	Total Price quote in figures (A+B)	Total Price in figures
1	All the equipments as mentioned in this RFP of lab equipment with required quantity				

Note: -

- (a) No other allowances like TA/ DA etc. will be paid by Patna Women's College (Autonomous).
- (b) It shall include all costs associated with the assignment including all freight, loading and unloading charges, transportation, labor charges, insurance etc. including training by the selected agencies on required items as may be requested by the **university**. The Tendering Authority will not bear any cost other than the lump-sum total cost quoted in the financial proposal.
- (c) The financial bid will have to be submitted as per standard on-line format (E-proc2) only.
- (d) The decision of the Patna Women's College (Autonomous) will be final & will be binding on all firms.
- (e) *During Evaluation of Financial proposals, the quoted Total Cost of the Equipment **excluding GST** shall be considered.
- (f) The work order will be awarded based on the L1 basis explored by the Patna Women's College (Autonomous).

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP