

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: 20th November 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

M. Rashmi A.C.
Principal
Patna Women's College
Autonomous
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- Background Information

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.

- 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 1 /12/2025 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 1 /12/2025 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	2/12/2025 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.patnawomenscollege.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

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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.



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.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. 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.

.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.

.4. Preparation and Submission of Proposal

.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.

.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.

.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 3 days from the day 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

.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.

.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.

.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

.4.7. Document Fee and Tender Processing Fee:

- All Applicants have to pay a non-refundable Document Fee of Rs.10,000/- (Five Thousand only) demand draft in favour of Principal PWC, payable at Bank of Baroda, Patna Women's College Branch, IFSC Code: BARB0VPAWC (fifth character is zero) Account No. 85970100000319, this should reach the college on and before 1st December 2025 by 4 P.M. 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. 1,07,600/- (One Lakh Seven Thousand Six 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.

• Technical Proposal

.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.

.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 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 30 Lakhs of similar Nature in last 3 years from Central/State government/Premiere Government	Certificate of completion / work order

	Educational Institutes/UGC recognized College/ Universities.	
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 in last 3 years (2021-22,2022-23 and 2023-2024)	1 Crore: 10 Marks (MAXIMUM MARK 10 MARKS)

3	The Bidder should have undertaken a Single project of at least INR 30 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 governments /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 (MAXIMUM MARKS 20 MARKS) On going work order will not be consider.
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.
- Appointment of vendor

.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.

.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.

.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. Sub-Contracting, Consortium and Joint Ventures

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

.5. Transition And Exit Plan:

- i. The Selected Vendor shall ensure that the transition is smooth in case the contract is terminated or foreclosed with mutual consent. In addition to the cancellation of contract, the *Patna Women's*

College (Autonomous) reserves the right to charge appropriate penalties and liquidated damages from the selected agency.

- ii. All risks during transition stage shall be properly documented to ensure smooth transition without any service disruption.
- iii. The transition plan along with the period shall be mutually agreed between the firm and the *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.

.6. Contract Period

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

- **Terms and Conditions: Applicable Post Award of Contract**

.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.

.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.

.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.

.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. 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.

.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.

• Technical Requirements and Evaluation

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.
- 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.
- 1.2. Setting of evaluation criteria for selection purposes shall be entirely at the discretion of the

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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.

- .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.
- .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.
- .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).
- .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.

- 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 to Placement and Career Counselling Cell)	Workshops on CV writing, CV designing, mock interview, soft skills and Personality Development.	Annexure III A B and C	<p>Focus on skilling and vocationalisation Training /Workshops/ Placement, for Females, Trans-genders,</p> <p>34. Encouragement of increasing girls participation in STEM courses</p> <p>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> <p>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</p> <p>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</p> <p>Provide guidance and counselling with respect to academic, financial , social, and other matters and to enhance the diversity</p> <p>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,</p> <p>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> <p>Facilitation of women's access to vocational, technical, professional education and emergent technologies, Curriculum, and pedagogical reforms, Opening of STEM courses and</p>

					encouragement of increasing girls participation in such courses
6.	Awareness program on Ragging and related laws organised by Anti Ragging Committee	2 (Allocated to Anti Ragging Committee)	To promote a ragging free campus and fostering a campus culture free from ragging and harassment.	Annexure VI A and B	Legal support cell/ Anti Harassment Cell/ Awareness Generation Program Cell/ Women Cell/ Anti Ragging Cell etc 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 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	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

			different educational and cultural environment.		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	1	Enhancing	Annexure	Skill Development & Academic

	Recent trends in Applied Mathematics		analytical thinking, problem-solving, and application-based understanding of modern mathematical techniques for academic and industrial research.	XIV	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	Annexure XVII	Skill Development & Employability – Builds digital financial skills, strengthens commerce education, and enhances career readiness in accounting, taxation, and compliance sectors.

			and professional services.		
18.	Workshop on Inclusive AI: Designing Technology for Everyone	1	Introducing AI concepts, tools, and real-world applications, preparing students for careers in AI, data science, and emerging digital technologies.	Annexure XVIII	Digital Transformation & 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.

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22.	3-day Workshop on Derivatives and Technical Analysis	1	Developing financial market analysis skills, understanding derivative instruments, and promoting investment literacy and career readiness in finance.	Annexure XXII	Skill Development, Employability & Financial Literacy – Enhances practical finance and trading competencies, builds industry readiness, and supports entrepreneurship and investment awareness in line with PM-USHA.
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	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.

development to
enhance career
readiness.

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	Printing of reports, photographs and other	

Proceeding	essential for institution record-keeping	
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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

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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	

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	

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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.	
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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	

M. Rashmi

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	
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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	

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 institution)	Courtesy gift presented to the host 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	DETAILS	AMOUNT
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	HEAD		
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 Dhakhai

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 Dhakhai

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	
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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	

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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	

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	DETAILS	AMOUNT
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	HEAD		
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	

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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.
- .1.2. Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time.
 - .1.3. Manage the events including packaged water supply, electricity supply, cleanliness, garbage disposal, security arrangements, air conditioning, if required.
 - .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.
 - .1.5. Bidder shall clear the site after the completion of events.

.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.

• Payment Terms and Procedure

.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:


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

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(Official): 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)

M. Rashmi Be

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

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 30 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:


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

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		


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				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		


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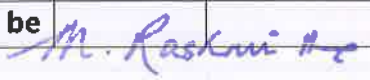
		Fruit Juice/Soup, Shahi Panner, Malai Kofta, Seasonal Veg., Chicken/ Mutton/Fish Fry Dal Makhani, Dahi Bhalla, Pulao/Plain Rice, Nan/Roti/Parantha, Sweet, Ice Cream, Green Salad, Pickle, Papad, Tea/Coffee/Cold Drink, Mineral Water		the specific number of students and guests in the event mentioned in 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		

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				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		


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				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		


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				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		


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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 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		

M. Rashmi
Principal
Patna Women's College
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	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:

M. Rashmi
Principal
Patna Women's College
Autonomous
Patna University
Bailey Road, Patna-8

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)