



जय प्रकाश विश्वविद्यालय

राहुल सांकृत्यायन नगर, छपरा-841302, बिहार (भारत)

JAI PRAKASH UNIVERSITY

RAHUL SANKRITYAYAN NAGAR, CHAPRA-841302, BIHAR (INDIA)

Email Id: registrar-jpu-bih@nic.in

Website: www.jpv.ac.in

Letter No.-.....

Dated:-.....

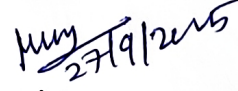
Notice Inviting Tender No-JPU/01/Store/2025-26

Tender are invited on E-Procurement for supply and installation of All in one PC Printer etc and supply of Stationary Items for store at J.P.University, Chapra.

Details of tender information along with terms and conditions visit our website www.jpv.ac.in and www.eproc2.bihar.gov.in

All further notification/Corrigendum/Addendum, if any, shall be posted on www.eproc2.bihar.gov.in and university Website www.jpv.ac.in shall be binding on all the bidders.

By the order of Hon'ble Vice-Chancellor


Registrar

JAI PRAKASH UNIVERSITY

Rahul Sankrityayan Nagar, Chapra, Saran, Bihar-841302

Request for Proposal (RFP)

For

**Supply, Installation and Maintenance of All-in-one-PC, UPS, Printer,
other ancillary Items and Stationary Items for University store for the
year 2025-26**

Notice inviting Tender No:JPU/01/Store/ 2025-2026

Dated- 27.09.2025



Issuing Authority

Prof. Narayan Das

Registrar

registrar-jpu-bih@nic.in

regjpuchapra@gmail.com

15/10/2025
Registrar
Jai Prakash University
Chapra

1. Background Information

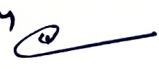
1.1. Basic Information

Jai Prakash University was established on 22.11.1990 by the enactment of section 3(b) of the Bihar State Universities Act, 1976, with its headquarters at Chapra, after carving it out from the then Bihar University (now B.R.A. Bihar University), Muzaffarpur. The territorial Jurisdiction of the University is stretched over the whole of Saran Division, Comprising three districts of Chapra, Siwan and Gopalganj.

Jai Prakash University has functional dimensions to strengthen the development and management of educational infrastructure associated with Pure Science, Commerce, Social Science, and allied professional education in Bihar University promotes quality research and innovation in skilled techniques for mankind. There are four faculties and seventeen Post Graduate Departments of teaching and research, which have proved their excellence in imparting quality education in the field of Higher Education and providing opportunities to the students in carrying out research works of international standard, coping with the needs of the day.

Jai Prakash University invites Supply, Installation and Maintenance of All-in-One Desktops (PC), UPS, Printer, other ancillary Items and Stationary Items for store of Jai Prakash University, Rahul Sankrityayan Nagar, Chapra, Saran. This Equipment will contribute towards advancement of academic and administrative work, knowledge and research.

2. Instructions to Bidder Notice Detail /Schedules of Events

Document Control Sheet		
Sl No.	Event Description	Timelines
2.1	Date of Uploading and Last date and time for Downloading the RFP	Till 19/11/2025 up to 03:00 PM, on the e-Procurement Portal(https://www.eproc2.bihar.gov.in)
2.2	Last date and time for submission (upload) of online bidding document	Till 20/11/2025 up to 06:00PM, on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
2.3	Time, Date of opening of Technical Bid	21/11/2025 at 12:00PM on thee-Procurement Portal(https://www.eproc2.bihar.gov.in)
2.4	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal/Website (https://www.eproc2.bihar.gov.in)
2.5	Pre-bid meeting (Date & time)	10/11/2025 at 02:00 AM PM  Venue: Office of the Registrar, Jai Prakash University, Chapra
2.6	University Contact Person and Number	Prof. Narayan Das, Registrar registrar-jpu-bih@nic.in, 9431294030
2.7	Full Address of University	Jai Prakash University, Rahul Sankrityayan Nagar, Chapra, Saran, Bihar-841302
Note: Bidders are advised to visit the Jai Prakash University, Chapra website www.jpv.ac.in and Eproc2 website on regular basis for any updates.		
1 This RFP process will be administered through the state public procurement portal (SPP) (URL: https://eproc2.bihar.gov.in). The Bidders are required to submit soft copies of their proposals electronically on the SPP Portal, using valid digital signature certificates of officers duly authorized to		

- submit the bid in e-files. More information for submitting the bids online on the SPP Portal may be obtained at <https://eproc2.bihar.gov.in/>
- 2 All the pages of the bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid. Failure to submit the bid on time could cause a bid to be rejected. The University will not accept delivery of the Bid by fax/e-mail or any other electronic/non- electronic means other than uploading on the procurement portal.
 - 3 The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the www.eproc2.bihar.gov.in. Any such corrigendum shall be deemed to be incorporated into this RFP.
 - 4 If a format for a specific document is not provided for in this RFP, the document shall be submitted in a format that makes it legally valid / binding on the Bidder and that is acceptable to the University. In any event, the University shall have the right to seek clarifications, modifications etc. on the document submitted by the Bidder and the Bidder shall be obliged to provide such clarifications and modifications within the timelines specified by the University.
 - 5 Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to University. Such suggestions, after review, may be incorporated into this 'Request for Proposal' as a corrigendum, which shall be uploaded onto the e-tendering website <https://www.eproc2.bihar.gov.in> and University website (www.jpv.ac.in). All eligible tenders need to be registered on the following portals to generate login credentials and to download the bid documents for online bid preparation / decryption etc.
 - 6 To participate in the e-tendering process, the bidders/agencies are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://www.eproc2.bihar.gov.in>, and may contact the helpdesk at the following address, "eProc 2.0 Help Desk Address: mjunction services limited, RJ Complex, 2nd floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri nagar, Patna - 800 014, Bihar, Toll Free Number: 1800 572 6571 (Working hours: 8AM to 7PM, all days in week except Sunday and few selected state holidays) or may visit the link at <https://www.eproc2.bihar.gov.in>.
 - 7 Tenderer may also download the tender documents (a complete set of document is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and submit its tender by using the downloaded document.
 - 8 Tender Processing Fee (TPF) need to be paid as applicable through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card).
 - 9 The technical and financial bids must be submitted / uploaded through e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) on or before the date and time specified in the NIT. The Jai Prakash University, Chapra 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.

Prof. Narayan Das,
Registrar



2.1. Right to terminate the Process

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

2.2. Submission of Technical Proposal

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

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

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

2.3. Site Inspection

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

2.4. Acceptance

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

If the Equipment fails to meet the specifications as mentioned in this RFP and during warranty period due to faulty part/component, the replacement of faulty part/component must be carried out by the Bidder free of cost. Freight, insurance and other allied expenditure like customs duties etc. for such part/component shall be the liability of the Bidder. Bidder will reimburse to University the cost incurred by University, if any, on replacement of such faulty part/component.

If it becomes necessary for the Bidder to replace or renew any defective portions of the Equipment under this clause, if any defects be not remedied within 15 (Fifteen) days from the date of communication thereof or within such other specific period as may be allowed by the University in his discretion on application made to that effect by the Bidder, the University may proceed to carry out the work at Bidder's risk and expense, but without prejudice to any other rights which the University may have against the Bidder in respect of such defects.

2.5. Training to University

Bidder shall provide training to the personnel nominated by the University at respective locations to

enable them to have sufficient knowledge and skill to effectively manage, maintain, use and operate Equipment and to change/modify program during installation, warranty and O&M period.

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

2.6. Preparation and Submission of Proposal

2.6.1. Proposal Preparation Costs

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

University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.6.2. Language

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

2.6.3. Pre-Bid Conference

- The University shall hold a pre-bid meeting with the prospective Bidders as per information given in the Fact Sheet above.
- The Bidders will have to ensure that their queries for pre-bid meetings should reach the point of contact (Nodal Officer) in written form either mail or in form of letter in company's letter head only as mentioned in the schedule of events within the timelines given. Mail Id regipuchapra@gmail.com or registrar-jpu-bih@nic.in.
- The e-mail should necessarily have subject as per the following nomenclature: "Pre-bid Query - RFP University**{Company's Name}"
- The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

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

2.6.4. Evaluation process

A Proposal evaluation committee shall be constituted by the University. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

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

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

2.6.5. Tender Opening

The Proposals submitted by bidders will be opened online at Time, Date as mentioned in fact sheet/schedules of events by University officials or any other officer authorized by University, in the presence of such of those Bidders or their representatives who may be present at the time of opening. In the event that no bidders are present, the tender will still be opened as scheduled

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

2.6.6. Tender Validity

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

2.6.7. Tender Processing Fee:

Tender Processing Fee as applicable through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on eProc2 Portal.

2.6.8. Earnest Money Deposit (EMD):

- An EMD of Rs. 83,000/- (Eight Three Thousand only) through e-payment mode only (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc2 Portal or in form of bank guarantee, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited
- MSME certificate state of BIHAR or start up agencies registered DPIIT along with Agency registration with Govt. of Bihar for doing similar work, are exempted from payment of EMD. EMD exemption is subject to submission of valid registration certificate with the bid. MSMEs with certificates from outside the Govt. of Bihar shall have to deposit the EMD.

3. Technical Proposal

3.1. Pre-Qualification Criteria

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

3.2. Technical Evaluation Criteria

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Age of firm/company	The bidder company/firm should be existence for at least 5 years.	Certificate of incorporation/certificate for commencement of business along with the copies of Memorandum and Articles of Association. Certificate of OEM, where required.
2	Average Annual Turnover of the firm/company in the last three financial years as of 31st March 2024.	The bidder should have minimum average annual turnover of Rs. 1 crore in last 3 financial years i.e. 2021-22, 2022- 23 and 2023-24 as per the audited balance sheet available at the time of submission of tender. This must be the individual company turnover and not that of any group of companies.	Copies of the audited balance sheet and Profit & Loss Statement of the company showing the same is to be submitted.
3	Experience of working with Government agency/ Educational Department/ University/ College in last three financial year ending March 2025. Ongoing projects will be considered.	Bidder must have successfully undertaken the work with Experience of working with at least 5 Central or State Government /PSU/Central/University or any Semi Government entity in India during last 3 financial Year ending March 2025. Ongoing work will be accepted.	Work Order/ Completion Certificates from the client. For ongoing work order is sufficient.
4	Experiencing of supplying All in one PC, UPS, Printer & Scanner, xerox Machine to any organization under Central or State Government /PSU/Central/University or any Semi Government entity in India during last 3 financial Year ending March 2025	Bidder must have successfully completed the supply of All in one PC, , UPS, Printer & Scanner, xerox Machine	Work Order/ Completion Certificates/Payment received from the client.
5	The Original Equipment Manufacturer (OEM) of bidder	Bidder should be either an Original Equipment Manufacturer (OEM) of devices/software solutions or authorized partner of OEM. In case the bidder is an Authorized partner of the OEM, Bidder needs to provide Manufacturer Authorization Form (MAF) from OEM stating that bidder is authorized partner of	Relevant certificate, wherever required.

		OEM and authorized to participate in this tender and in case the bidder is not able to perform obligations as per contract during the contract period, contracted services will be provided by OEM directly or through its authorized partner without any additional cost. OEM can quote directly or through authorized partners. However, both i.e. OEM & their authorized partner cannot participate in the RFP. In case, both (OEM & his authorized partner) participate, only bid of the OEM will be considered.	
6	Should have Service centre in Bihar	All equipments quoted by the bidder should have service/support centers in Bihar.	Relevant document establishing the same. Mere declaration is not sufficient.
7	Blacklisting of firm	The companies or firms, bidding for this tender, should have not been blacklisted by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been blacklisted by any of the Govt. Authority or PSUs. In case, in the past, the name of their Company was blacklisted by any of the Govt. Authority or PSUs, the same must have been removed from the blacklist as on date of submission of the tender, otherwise the bid will not be considered.	Declaration required as in the attached format.

Note: -

- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of University 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 lottery between the two bidders. In case of further tie, the award of contract shall be done at the discretion of the university and shall be binding to all the bidders.
- Conditional bids shall be summarily rejected.

4. Appointment of vendor

4.1. Right to reject Proposal

University 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 University action.

4.2. Performance Guarantee

The Jai Prakash University, Chapra will require the selected bidder to provide an irrevocably, unconditional Performance University 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 36 months from the date of award of contract. The Performance Guarantee shall be kept valid till completion of the supply order, warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the supply order and Warranty period.

In case the selected bidder fails to submit performance guarantee within the stipulated time, the Jai Prakash University, Chapra at its discretion may cancel the order placed on the selected bidder without giving any notice. Further, the university will extend the supply order to the L2 bidder at the L1 price.

Jai Prakash University, Chapra shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Jai Prakash University, Chapra incurs any loss due to Vendor's negligence in carrying out the supply order implementation as per the agreed terms & conditions.

Post submission of Performance Guarantee by the successful bidder, Jai Prakash University, Chapra shall provide purchase order to the successful bidder..

4.3. Sub-Contracting, Consortium and Joint Ventures

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

4.4. 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 University 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 University when the situation occurs. Selected Vendor shall be released from the project once successful transition is done meeting the parameters defined for the successful transition.

5. Terms and Conditions: Applicable Post Award of Contract

5.1. Right to Terminate the Process

University reserves the right to cancel the contract entered with the selected bidder and recover expenditure incurred by university under the following circumstances: -

- a) The selected bidder commits a breach of any of the terms and conditions of the bid.



- b) The bidder goes into liquidation, voluntarily or otherwise,
- c) If the selected bidder fails to complete the assignment as per the timelines prescribed in the RFP and the extension if any allowed, it will not be a breach of contract.
- d) The University reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
- e) If deductions of account of liquidated damages exceeds more than 10% of the total contract price.
- f) In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, University reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder.

5.2. Liquidated Damages

- g) Notwithstanding University's right to cancel the order, liquidated damages for late delivery at 0.5% (Zero point five percent) of the undelivered portion of order value per day will be charged for every day delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.
- h) Liquidated damages for late commissioning at 0.5% (Zero point five percent) of the order value per week will be charged for every day delay in commissioning to a maximum of 10% of the value of the order value.
- i) Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.
- j) University reserves its right to recover the seamounts by any mode such as adjusting from any payments to be made by University to the bidder. Liquidated damages will be calculated on per week basis.

5.3. Limitation of Liability

- a) Neither party shall be liable to the other for any special, indirect, incidental, consequential (including loss of profit or revenue), exemplary or punitive damages whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages.
- b) The total cumulative liability of either party arising from or relating to this contract shall not exceed the total amount paid to the Bidder by the client under that applicable statement of work that gives rise to such liability (as of the date the liability arose); provided however, that this limitation shall not apply to any liability for damages arising from (a) Willful misconduct or (b) Indemnification against third party claims for infringement.

5.4. Penalty

- a) The Bidder shall perform its obligations under the agreement entered into with the University, in a professional manner,
- b) The Bidder should perform all the activities as per timelines and parameters stipulated by University in this RFP, failing which University may at its discretion impose penalties on the Bidder as defined in the RFP. The penalties on the delivery will be deducted from the payment to the vendor @ 0.5% of the project cost per day subject to a maximum of 10% or termination of the contract.

5.5. Dispute Resolution Mechanism

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

The Provisions of this RFP shall be governed and construed in accordance with the Laws of India and would come under the exclusive jurisdiction of the Courts in Saran, Bihar.

5.6. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or University 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 are a provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

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

5.7. Fraud or Corrupt Practices

- a) The Bidders shall observe the highest standard of ethics during the Bidding Process and after the issue of the Letter of Intent (LOI)/Work Order (WO) and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained in this RFP, or in LOI/WO or the Agreement, the University 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 University 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 University 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 University under Clause above and the rights and remedies which the University 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 University during a period of 1 (one) year from the date such Bidder is found by the University 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 University with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest.
 - v. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection process.

6. Technical Requirements and Evaluation

- 6.1. The Technical Bid for qualification stage should be complete in all respects and contain all information asked for in this document. Price information should not be submitted along with technical bids, if submitted along with technical bid, offer shall be rejected as non-responsive.
- 6.1.1. During the period of evaluation, bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests seeking explanation time frame indicated in the portal or vendor email (provided in portal), if the bidder does not comply or respond by the date, their bid will be liable to be rejected. It is the responsibility of bidder to monitor the portal or vendor email (provided in portal) every now and then in order to ascertain any exceptions are raised or clarifications are sought by University post last date of bid submission. No separate intimation will be made by University to the participated bidders for responding to the clarification sought.
- 6.1.2. Setting of evaluation criteria for selection purposes shall be entirely at the discretion of the University. The decision of the University in this regard shall be final and no correspondence shall be entertained in this regard.
- 6.1.3. The University 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) University may convey to the bidder, asking them to respond by a specified date also mentioning therein that, if the bidder does not respond by the specified date, their bid will be liable to be rejected.

- 6.2. Post technical evaluation, Indicative commercial bid of only those bidders will be opened who will comply with all the eligibility criteria, confirm compliance to all the terms & conditions.
- 6.2.1. Financial Bid- The indicative commercial offer should not contradict the technical offer in any way and should include the cost of all the items offered. The suggested directive for Commercial offer is as follows:
- 6.2.2. The Financial Bid should be submitted online by way of entering the values in the format provided at the site. This must contain all prices in Indian rupees (INR).
- 6.2.3. The vendors should not offer any options or any conditional offers to the University while giving the price information. The offer should strictly be in conformity with the items as specified by the University. Any deviations may lead to disqualification of the bid.
- 6.2.4. Prices payable for procurement of hardware to the successful bidders as stated in the Contract shall be firm and not subject to any changes at any circumstances till delivery. charges discovered will be valid till the completion of 3 years contract period.

6.3. Implementation/Delivery

Measurement	Target
Installation and commissioning of all equipment's and supply of Stationary Items	Within 1 month from receipt of purchase order

6.4. Manpower Related Service Levels

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

Measurement	Target	Penalty
No of Occasions of Non-Conformity	Up to 3 in year	No penalty
	More than 5 occasions of non-conformity in a Year	0.2% of the Performance Guarantee for every occasion of non-conformity exceeding 3
	More than 25 occasions of non-conformity in a year	0.5% of the Performance Guarantee for every occasion of non-conformity exceeding 25 (in addition to the penalty for exceeding 5 occasions of non-conformity as mentioned above)

7. Details on Scope of Work

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

- The Objective of this RFP is to enter into contract with the successful bidder for supply, installation and maintenance of all equipments listed in this RFP.
- The successful bidder should undertake to ensure availability of offered hardware items, as well as maintenance of sufficient inventory of genuine spare parts for a minimum period of 3 (three) years.

- 7.2. The successful bidder should provide the latest available models of hardware items, or system software to meet the RFP requirement. In case the proposed hardware or system software item is not available at the time delivery or for any reason, bidder has to provide the hardware or system software with higher specification or higher version without any additional cost to the University.
- 7.3. **Warranty:** The successful bidder must provide 03 (three) years warranty on all equipment's.
- 7.4. **Installation:** Successful bidder must arrange for taking backup of existing AIO Desktops, for data migration from the existing machine to new machine in case of replacement of AIO Desktops.

SI No	Name of Items	Total Quantity Required
1	Laser Printer A3	2
2	5 KVA online UPS	2
3	Printer & Scanner	12
4	UPS Double Battery	2
5	All in one PC	20
6	Xerox Machine	1
7	Laser Printer A4	1

(B) Name of Stationery Items

1	BOND PAPER A4 80GSM	11.9"x8.5"	100pkt	
2	FS पेपर 70 GSM	8.46"x13.58"	20 Pkt	
3	फाईल	17.5"x26"	3028 Pcs	
4	नोटशीट	14"x8.5"	100 Vol	उप प्रकार विश्वविद्यालय, छवरा का नाम हिन्दी में दिया हुआ
5	रजिस्टर 1(जिस्ता)	12"x7"	366 Pcs	
6	लिवरजिस्टर	12.5"x8"	36 Pcs	
7	गार्डफाईल	13.5" x 9.5"	1087 Pcs	
8	फोल्डरफाईल	9.5"x14.5"	60 Pcs	
9	कवरफाईल	14"x10"	234 Pcs	
10	प्राप्तपंजी	13"x8"	125 Pcs	
11	चेकबुक/रजिस्टर		36 Pcs	
12	कैलकुल		48 Pcs	
13	स्टीकीनोटस		36 Pkt	
14	पीउनबुक	7"x6"	24 Pcs	
15	फेवीकोल	100gm	36Pcs	
16	हैडयॉस	200ml	60 Pcs	
17	वाईटनर		36 Pcs	
18	हाईलाईटर		36 Pcs	
19	पेपरवेट		36 Pcs	
20	सेलोटेप	2"	70 Pcs	
21	सेलोटेप 1"	1"	36 Pcs	
22	कैंवी (छोटा)		120 Pcs	
23	कालवेल(Electric)		3 Pcs	
24	आलपीन		6 Box	
25	बोर्डमार्कर		36Pcs	
26	कैलकुलेटर		24 Pcs	
27	स्केल (स्टील)		12 Pcs	
28	इंक पैडब्रश		18 Pcs	
29	Fevi Stik		30 Pcs	
30	स्क्रेचपेन(R/BL/B/G)		174 Pcs	

31	Push Thumb Pin for Notices Board		6 Pkt	
32	Paper Clip Binder		60 Pcs	
33	इस्टर Board		60 Pcs	
34	Black board marker		16 Pkt	
35	Stapler Big siz	NO 45	30PCS	
36	Stapler small siz	NO10	30PCS	
37	Stapler pin Big siz	NO45	100PCS	
38	StaplerPIN small siz	NO10	100PCS	
39	एवीगमशीन	single	48pcs	
40	इंक पैडछोटा		18pcs	
41	Memo	As per sample both side printed	200000pcs	
42	Envelope for mark file Tab 1 Tab 2 office copy	As per sample	50000Pcs	
43	Envelope white	sample	10000 Pcs	
44	Remuneration bill	as per sample both side printed	30000 Pcs	
45	T.A.Bill	as per sample both side printed	30000 Pcs	
46	Question paper setting material 2 envelope Office copy, press copy 2 page other paper blank	as per sample	10000 Pcs	
47	Envelope printing Jai prakash university, chapra	as per sample	5000 Pcs	printing Jai prakash university, chapra RAHUL SANKRITYATAN NAGAR, CHAPRA-861201, BIHAR (INDIA)
48	कोलीन	500ml	36 Pcs	
49	ग्लास		48 Pcs	
50	जगSteel/Glass		24 Pcs	
51	लैट्रीन ब्रश		24 Pcs	
52	सफ 500 Gram		48 pkt	
53	Odinil		24 Pcs	
54	रूमफ्रेशनर		36 Pcs	
55	डोरमैट		16 Pcs	
56	बाल्टी 10 Lit		6 Pcs	
57	बाल्टी 5 Lit		6 Pcs	
58	झोलझारनेवाला		12 Pcs	
59	बाईपर		24 Pcs	
60	SKETCH PAN(R/BL/B/Gre)		172 Pcs	
61	ब्लीचींगपाउडर500 Gram		36 PKT	
62	Plastic rassi		30 Pcs	
63	सूआ		36 Pcs	
64	Dust Collection Pan		24 Pcs	
65	फेनाईल 500ml		48 Pcs	
66	फेनाईलगोली	200gm	48Pkt	
67	फूलझाड़ू		36 Pcs	
68	कापझाड़ू		18 Kg	
69	हारपीक	1litre	72Pcs	

70	ऐसीड	1litre	72 Pcs	
71	Dusting Cloth		60 Pcs	
72	Cleaning Mop		8 Pcs	
73	Floor cleaning cloth		24 Pcs	
74	Chair towel cotton	BIG SIZE	24 PCS	
75	Hand towel cotton	60cm L x 40cm w Fabric 100% GSM625	52 PCS	
76	12 A कार्टेज (Produt)		48 Pcs	
77	ब्रदर कार्टेज DCP7500D		96 Pcs	
78	MFP M 126a कार्टेज		6 Pcs	
79	Brother Drom		60 pcs	
80	388A Cartage		48pcs	
81	HP M208DW 137A Cartage		100PCS	
82	Epson 664 ink	Ink Bottle Black	36pcs	

8. Specification of Equipment

• Desktop Specification-Intel i5

Sl. No	Item	Minimum Specifications	Compliance (Yes/No)
1	Form Factor	Tower/ Small/Micro tower/AIO	
2	Chassis	Standard Chassis	
3	Chipset	Intel 8 Q670 or higher, no. of DIMMs per channel 2	
4	Processor	Minimum 12th Generation Intel® Core™ i5 12500 processor, Max Turbo Frequency 4.60 GHz, 18 MB cache, 6 cores, 12 threads or higher	
5	RAM	Minimum 8GB DDR4, 3200 MT/s or higher	
6	Storage	Minimum one 512 GB 7200 rpm HDD and one NVMe 256 GB SSD	SATA
7	Operating System	Microsoft Windows 11 Professional or higher version with OEM Recovery DVD/USB or other method to install OS.	
8	Graphics	Integrated Intel® UHD Graphics 770	
9	Networking	Integrated 10/100/1000 Ethernet Controller	
		Integrated Intel® Wi-Fi 6 with Bluetooth 5 and Above	

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10	Ports	Minimum 8 USB Port(Min. 4 Front and 4 Rear) out of which at least 2 USB should be of 3.2, ONE headphone / microphone combo, USB Revisior 3.2,2.0 compatibility, one ONE RJ-45 Ethernet port, one HDMI port	
11	Keyboard	USB Wired Keyboard (Same OEM as Desktop)	
12	Mouse	USB Optical Wired Mouse(Same OEM as Desktop)	
13	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download.	
14	Certifications	Microsoft Windows OS against quoted model, FCC, CE, RoHS, UL/MET, BEE / Energy Star, TCO 9.0, ISO 9001, 14001, 20001, 27001 of Bidder/OEM. OEM should be in TOP 3 IDC Player in commercial category for PC/Desktop Market as Market Share, of recent quarter.	
15	Display	LED Backlit Color Monitor Size 24to 27 inch IPS(Same OEM as Desktop) with min. resolution 1920 x 1080 or higher with HDMI Port.	
16	Warranty	3 Years onsite comprehensive warranty	

A. Technical Specification of Printer – 2 nos

Description	Values
Print Technology	Inkjet
Type of Machine	Multifunction Machine
Type of Printing	Mono
Cartridge Technology	Ink
Platen/Flatbed Size	A3
Paper Size (Original/Image)	A3/A3
RAM size (MB)	Minimum 2048
Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono	Minimum 25
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono	Minimum 13
Scanning Feature Availability	Yes
Duplexing Feature Availability	Yes
Networking Feature Availability	Yes

If yes, Type of Network Interface	Ethernet 10/100
Wi-Fi Availability	Yes
If yes, Wi-Fi Type	Wi fi 802.11 b/g/n & Wi Fi Direct
Original Document Feeder Type	DADF/RADF
Feeder Capacity (Number)	Minimum 50
Number of Main Paper Tray	2
Each Main Paper Tray Capacity (Number)	Minimum 250
Bypass Facility	Yes
If Yes, Bypass Tray Capacity	Minimum 50
Yield of the single cartridge/Ink Tank/Ink Pack original supplied with Machine as per ISO/IEC	19752/2004(E) for Black (Number of prints) Minimum 7000
Duty Cycle (No of Prints/month)	Minimum 66000
Minimum Operating Temperature (Degree C)	10
Maximum Operating Temperature (Degree C)	35
Minimum Operating Humidity (%RH)	20
Maximum Operating Humidity (%RH)	80
BIS Registration under CRS of Meity	Yes
Other Certifications Available	RoHS
On Site OEM Warranty (Year)	3

B. Technical Specification of Printer - 1 no.

Description	Values
Print Technology	Laser/ Inkjet
Cartridge Technology	Composite/Ink CISS
Type	Printer
Duplex Printing	Auto Duplex
Print Speed a4	20 PPM ISO or More
Processor	600 MHZ or More
Connectivity	Hi speed USB 2.0 or USB 3.0, wireless and network
Scan type	Platen
Scan file format	Pdf, jpg, tiff, png, bmp
Memory	128 Mb or More
Input tray	150 sheet input tray or more
Duty Cycle	20000 pages
Starter toner	5000 pages or higher
Warranty	3-year onsite warranty
Power Consumption	20 W or less
Compliance	The OEM must comply to the technical specifications in totality, Compliance certificate to be submitted by OEM along with Bid, failing which the bid will summarily be rejected.
Authorization	The bidder must enclose OEM authorization and OEM Technical compliance, along with their Bid, failing which the bid will summarily be rejected.

C. Technical Specification of Printer & Scanner - 12 nos

Monochrome Multifunction Printer		
Sr. No.	Feature	Minimum Specification
1	Print Technology	PrecisionCore Heat-Free Technology / Ink-Tank
2	Type	Print, Scan & Copy
3	Resolution	1440 x 720 dpi
4	Print Speed	30 ppm
5	Scanning	Flatbed
6	Paper Size	A4, Legal
7	Input Tray Capacity	150 Pages
8	Output Tray Capacity	30 Pages
9	Connectivity	Hi-Speed USB, Ethernet
10	Maximum Duty Cycle per month	15000 pages
11	Power Consumption	20 W or below
12	Page Yield of Ink Cartridge / Ink Bottle	5000 or more
13	Warranty	3 Years Onsite Warranty from OEM

OEM's eligibility criteria for Printer

- i. OEM of Printer should have ISO 9001 & ISO 14001 and in IDC top 5 in Asia Pacific.
- ii. OEM of Printer should have their service centers facilities in Bihar in order to provide post sales services. OEM undertaking required.
- iii. OEM of Printer should have been in India in operations for past minimum 10 years.
- iv. OEM of Printer should undertake that no refurbished component will be used in the quoted products.
- v. OEM of Printer should undertake that the quoted products are with OEM warranty as per bid requirement and not of bidder
- vi. OEM shall quote only those products in the bid which are not obsolete in the market and has at least 3 years residual market life i.e. they offered product shall not be declared end-of-life by the OEM before this period. Undertaking on the same to be part of the bid.
- vii. Date Sheet of the products offered in the bid are to be uploaded by the Bidder. Buyers will match and verify the Date Sheet with the product specifications offered by OEM.
- viii. OEM should not be blacklisted/debarred by any Ministry under Government of India or by Government of any State in India or any of the Government PSUs in the Last Five years.
- ix. Installation of Printers will be provided by OEM or OEM authorised service provider free of cost.
- x. Compliance should be signed by the OEM competent authority on his letterhead.

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5 KVA online UPS- 2 nos

Sl. No.	Parameter	Specifications
1	Capacity	5 kVA or more True Online UPS (192-240V DC),
2	Technology	Double Conversion, IGBT based (Rectifier & Inverter)
3	Nominal Voltage	230V
4	Input Voltage Range	110~300Vac (176~280Vac @ 100% load)
5	Input Frequency	40~70Hz (50/60Hz Auto-Sensing)
6	Input Power Factor	≥0.99 @ nominal voltage (Input Voltage)
7	THDi	<5% at Full load
8	Output Voltage	220/230/240V AC ±1%
9	Output Frequency	50Hz ±0.1 Hz
10	Waveform	Pure sine wave
11	Output Voltage THD	≤3% @ 100% Linear Load; <5% @ Non-Linear Load;
12	Output Power Factor	0.8/0.9
13	Overall Efficiency	90%
14	Transfer time	0ms (AC Mode to Batt.Mode) & Inhibited (Inverter to Bypass)
15	Compatibility	UPS to be compatible with DG Set supply and mains supply
16	Protection	Over Voltage, Under Voltage, Over Voltage Cut off, Short Circuit/Over Current, Low battery
17	LED Indication	Mains, Bypass, Battery & Fault
18	LCD Display	Load Level, Battery Level, AC Mode, Battery mode, Bypass mode and Fault indicators
19	Alarm	Battery mode, Low Battery, Overload & Fault
20	Battery details	For 30minutes back-up, 12V/26AH x 16 Nos.
21	Ports	RS 232, USB
22	Ingress Protection	IP20
23	Noise	<58 dB at 1 m
24	Cooling	Forced Air Cooling
25	Bypass	Automatic
26	Operating Temperature	0 to 40 degree Celsius
27	Maximum Operating Altitude	1000m above MSL
28	Humidity	Up to 95% RH Non - Condensing
29	Communications	RS232, USB & SNMP
30	OEM Certifications	ISO 9001, ISO 14001, & FCC, BIS,
31	Product Compliances	UPS should be compliant with CE & ROHS standards
32	BIS Certificate	OEM should have valid BIS Certificate for the quoted model/rating or higher
33	OEM Supply	OEM should have their supply installation base in Government Department.
34	Certification Required (Mandatory)	ISO27001:2022 IEC62443-4-1:2018
35	Type Test Report	OEM should have test certificate for the quoted model/rating or higher, issued by Govt. Labs

36	Annual Average Turnover	Average Sales Turnover for UPS (including Batteries) of UPS OEM should be at least Rs. 500 Crore during last three financial years. The turnover should be supported by authentic documentary evidence (audited balance sheet and/or Certificate from Chartered Accountant) and confirmation regarding turnover
37	Company Registration	OEM should be present in India for minimum 30 Years, OEM should have Certificate of Incorporation/valid registration certificate.
38	Past Experience	OEM should be supplied minimum 500 Nos of Outdoor UPS in last 8 Years for any Govt. Projects supplied through Partner/ MSI/ Contractors/ PVT./ Govt Dept/ PSU/ Corporate Companies. Similar means "6 kVA UPS or above rating" (Relevant PO Copy & Completion to be attached).

TECHNICAL SPECIFICATION FOR 1000VA LI UPS

S. No.	Hardware Component	2 Unit Minimum Required Specification
	Heads	
1	Rating	1000 VA /600W Line - interactive or Higher
2	Input Voltage Range	160 - 280V AC
3	Cold Start (0 - 100 % load)	Yes
4	Input Frequency	50 Hz
5	Input Nominal Frequency Range	50Hz +/- 3 Hz
6	Protection	
7	Input battery Protection for Deep Discharge.	Input battery Protection for Deep Discharge.
8	Battery Backup 168VAH or 30 Minutes Full Load	168 VAH
9	Battery Voltage	24VDC
10	Efficiency (battery Mode)	Above 60 %
11	Nominal Output Voltage	230V AC
12	Output Voltage Wave form (Battery node)	Stepped sine wave
13	Transfer Time	2 - 6 ms Typical, 10ms Max
14	Frequency Line mode	Same as input
15	Battery Mode	50HZ +/- 1 Hz
16	Short circuit protection	Yes
17	SCP Line mode	Fuse
18	SCP Battery mode	Electronic
19	Environmental	0°C to +40°C, 0 to 90 % relative Humidity (Non-Condensing)
20	Certification	ISO 9001:2008
21	Certification	ISO 14001:2004
22	Certification	BIS, BS OHSAS 18001:2007
23	OEM'S Turnover	OEM Should be more than 500 Crores turnover last 3 financial years.
24	Warranty	2 Years on UPS and battery.
25	Service Centre	OEM Should be own 12 Authorised Service centre in Bihar location.

A3 Multifunction Copy/ Scan/Print - 1No.

SL.NO	DIGITAL COPIER/PRINT/SCAN, SPECIFICATION with A3 size Color network Scan & SPDF	
1	COPY SPEED	A4:-25 PAGES PER
2	SPDF	130Sheets Single Pass Duplex Feeder
3	FIRST COPY OUT TIME	As fast as 4.3 seconds
4	MULTIPLE COPY	1 - 999
5	COPY SIZE	A4
6	PAPER SUPPLY	FRONT LOADING Two PAPER TRAYS OF CAPACITY 520 SHEETS AND ONE BYPASS TRAY CAPACITY 100 SHEETS. Total 1140 Sheets
7	REDUCTION/ENLARGE MENT	ZOOM FROM 25% TO 400% IN 1% INCREMENTS
8	SPECIAL FEATURES	DUPLEX COPYING, PHOTO MODE, BOOKLET CREATION, IMAGE SHIFT, EDGE ERASE, ELECTRONIC LOCK ETC.
9	PHOTORECTOR	OPC
10	RESOLUTION(max)	Up to 600 x 600 dpi.
11	Copy Features	ID Card Copy, N-Up (2-up, 4-up), Clone (platen only), Poster Copying (platen only)
12	Sides (input: output)	1:1, 1:2, 2:2 and 2:1
13	Weights	60 to 215 gsm
14	COPY SIZE	A3 TO A5
Printer Specification		
1	First-page-out time	As fast as 4.8 seconds
2	Print Speed	25 PPM
3	Print resolution	1200 x 1200 dpi
4	Processor	1.05 GHz. Dual core
5	Memory (std / max)	4 GB
6	Hard Drive	1 TB
7	Connectivity	10/100/1000Base-TX Ethernet High speed USB 3.0 directprint Wireless Ethernet (IEEE 802.11b) via third-party adaptors
8	Page languages description	PCL® 5e PCL 6 HP-GL/HP-GL2, TIFF/PDF, XPS, Adobe Postscript
9	Print features	Custom-size pages, Watermarks, Poster printing, N-Up, Fit to Page, Scaling, Overlays, Reduce/Enlarge, Toner Saver, Print from USB memory drive
Scan Specification		
1	Scan destinations	Scan to application, Network Scan , Scan to USB memorydrive
2	Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi Bit depth: 1-bit (monochrome), 8-bit (grayscale), 24-bit (color)
3	Input speed	Scan at 80 ipm Color / Black and white 216 x 279 mm/A4 long edge feed

Additional Specification Parameters - Multifunction Machines MFM (1 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Original Document Feeder Type	SPDF
Scan speed	80 lpm Color / Black
Paper Tray Capacity	520 sheets minimum

• Bidders offering must also comply with the additional specification parameters mentioned above.
Bid specific authorization from OEM require,

8.1. Award of Contract

Technically qualified lowest bidder(L1)for total BOQ will be selected. In case of a tie at the L1 price, the work shall be awarded to the bidder on the basis of lottery system.

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, University will call L3, L4 bidders etc. provided L2 is willing to match L1 Price and supply of item in defined time period under this RFP.

8.2. Installation of Equipment's

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

8.3. Deliverables & Timelines

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

9. Payment Terms and Procedure

9.1. Payment Schedules

The payment amount will be equal to the amount specified in financial bid of the bidder. The payment amount will be equal to the amount specified in the financial bid of the bidder. All payments shall be done through University. within 30 days from the date of submission of invoice the



university. Payments will be released only on satisfactory acceptance, installation and commissioning of the AIO Computer and Laptop at each location as per the following schedule:

- i. 50% of the Contract amount towards equipments shall become payable by the University after the complete delivery of all items as per the RFP.
- ii. 40% of the contract Amount towards respective equipments shall become payable by the University upon completion of setup configuration and test acceptance.
- iii. 10% of the rest Contract Amount shall become payable by University after the submission of Successful completion Certificate from the user.

10. Other Terms and Condition

10.1. Support

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

10.2. OEM Authorization

In case the successful bidders are not ready to provide the support during the warranty period, support will be provided by OEM directly or through their other authorized partners for the remaining period of warranty of the product the University. An authorization letter from OEM regarding this must be attached with the technical bid.



1. Annexure A – Letter of Acceptance

(Letter to the University on the bidder's letterhead)

To,

Prof. Narayan Das,
Registrar,
Jai Prakash University, Chapra

Dear Sir,

Sub: RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items.

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 the supply, installation and maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items, detailed in your above referred in RFP.

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

We hereby undertake that the equipment to be delivered to the University will be brand new including all components and that software is licensed and legally obtained.

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

Dated at _____ this _____ day of _____ 2025

Yours faithfully,
Signature

Name

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



2. Annexure B - Bidder's Profile Format

Name and full address of the organization	
Details of Registered Office Address Telephone No(s)Fax No(s) E-mail address(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/LLP)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the University (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)

Annexure C – Financial Proposal

As per the financial forms provided with Bid document. Format of Financial quote is shown in the table below

Sl No	Name of Items	Unit	Quantity	Price Per Unit	Rate quoted by the manufacturer/company/Agency/Bidder
1	Laser Printer (A3)	Each	2		
2	5 KVA online UPS	Each	2		
3	Printer & Scanner	Each	12		
4	UPS Double Battery	Each	2		
5	All in one PC	Each	20		
6	Xerox Machine	Each	1		
7	Laser Printer A4	Each	1		
TOTAL					
In Words					

Note- Mentioned the rate including all taxes for above mentioned items.

Authorized Signatory:

Place:

Date:

Name & Designation & mail id:

Business Address:

Annexure D – Financial Proposal

As per the financial forms provided with Bid document. Format of Financial quote is shown in the table below

Sl No.	Items	Specification	Quantity	Remarks	Price Per Unit	Rate quoted by the manufacturer/company/Agency/Bidder
1	BOND PAPER A4 80GSM	11.9"x8.5"	100pkt			
2	FS पेपर 70 GSM	8.46"x13.58"	20 Pkt			
3	फाईल	17.5"x26"	3028 Pcs			
4	नोटशीट	14"x8.5"	100 Vol	जय प्रकाश विश्वविद्यालय, जयपुर का नाम किसी भी रूप में न हो		
5	रजिस्टर 1(जिस्ता)	12"x7"	366 Pcs			
6	लिबररजिस्टर	12.5"x8"	36 Pcs			
7	गार्डफाईल	13.5" x 9.5"	1087 Pcs			

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8	फोल्डरफाईल	9.5"x14.5"	60 Pcs			
9	कवरफाईल	14"x10"	234 Pcs			
10	प्राप्तपंजी	13"x8"	125 Pcs			
11	चेकबुकरजिस्टर		36 Pcs			
12	कैशबुक		48 Pcs			
13	स्टीकीनोटस		36 Pkt			
14	पेजबुक	7"x6'	24 Pcs			
15	फेदीकॉल	100gm	36Pcs			
16	हैंडवॉस	200ml	60 Pcs			
17	वाइटनर		36 Pcs			
18	हाईलाईटर		36 Pcs			
19	पेपरवेट		36 Pcs			
20	सेलोटेप	2"	70 Pcs			
21	सेलोटेप 1"	1"	36 Pcs			
22	कैंची (छोटा)		120 Pcs			
23	कालबेल,Electric)		3 Pcs			
24	टालपीन		6 Box			
25	बोर्डमार्कर		36Pcs			
26	कैलकुलेटर		24 Pcs			
27	स्कोल (स्टील)		12 Pcs			
28	इक पैडबड़ा		18 Pcs			
29	Fevi Stik		30 Pcs			
30	स्कैचपेन(R/BL/B/G)		174 Pcs			
31	Push Thumb Pin for Notices Board		6 Pkt			
32	Paper Clip Binder		60 Pcs			
33	डस्टर Board		60 Pcs			
34	Black board marker		16 Pkt			
35	Stapler Big siz	NO 45	30PCS			
36	Stapler small siz	NO10	30PCS			
37	Stapler pin Big siz	NO45	100PCS			
38	StaplerPIN small siz	NO10	100PCS			
39	पचीगमशीन	Single	48pcs			
40	इक पैडछोटा		18pcs			
41	Memo	As per sample both side printed	200000pcs			
42	Envelope for mark file Tab 1 Tab 2 office copy	As per sample	50000Pcs			
43	Envelope white	Sample	10000 Pcs			
44	Remuneration bill	as per sample both side printed	30000 Pcs			
45	T.A.Bill	as per sample both side printed	30000 Pcs			
46	Question paper setting material 2 envelope Office copy, press copy 2 page other paper blank	as per sample	10000 Pcs			
47	Envelope printing Jai prakash	as per sample	5000 Pcs	printing Jai prakash university, chakra BARUA		

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	university, chapra			SANKHITTAYAN NAGAR, CHAPRA, 841303, BIHAR (INDIA)		
48	केलीन	500ml	36 Pcs			
49	ग्लास		48 Pcs			
50	जगSteel/Glass		24 Pcs			
51	लैट्रीन ब्रश		24 Pcs			
52	सफ 500 Gram		48 pkt			
53	Odinil		24 Pcs			
54	रूमफ्रेशनर		36 Pcs			
55	डोरमैट		16 Pcs			
56	बाल्टी 10 Lit		6 Pcs			
57	बाल्टी 5 Lit		6 Pcs			
58	झोलझारनेवाला		12 Pcs			
59	वाईपर		24 Pcs			
60	SKETCH PAN(R/BL/B/Gre)		172 Pcs			
61	ब्लीचींगपाउडर500 Gram		36 PKT			
62	Plastic rassi		30 Pcs			
63	रूआ		36 Pcs			
64	Dust Collection Pan		24 Pcs			
65	फेनाईल 500ml		48 Pcs			
66	फेनाईलगोली	200gm	48Pkt			
67	फूलझाड़ू		36 Pcs			
68	कापझाड़ू		18 Kg			
69	झारपीक	1litre	72Pcs			
70	ऐसीड	1litre	72 Pcs			
71	Dusting Cloth		60 Pcs			
72	Cleaning Mop		8 Pcs			
73	Floor cleaning cloth		24 Pcs			
74	Chair towel cotton	BIG SIZE	24 PCS			
75	Hand towel cotton	60cm L x 40cm w Fabric 100% GSM625	52 PCS			
76	12 A कार्टेज(Prodor)		48 Pcs			
77	ब्रदरकार्टेजDCP7500D		96 Pcs			
78	MFP M 126a कार्टेज		6 Pcs			
79	Brother Drom		60 pcs			
80	388A Cartage		48pcs			
81	HP M208DW 137A Cartage		100PCS			
82	Epson 664 ink	Ink Bottle Black	36pcs			

Note- Mentioned the rate including all taxes for above mentioned items.

Authorized Signatory:

Place:

Date:

Name & Designation & mail id:

Business Address:

Annexure E - Undertaking of Authenticity for Computer Hardware

To
The Registrar
Jai Prakash University, Chapra.

Date:

Sub: RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items.

Dear Sirs,

With reference to the Computer Hardware being supplied / quoted to you vide our invoice no. / quotation no. / order no. cited above-----

We hereby undertake that all the components/parts/assembly/software used in the Computer Hardware and in other equipments mentioned in this RFP etc. shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / secondhand components / Parts / Assembly / Software are being used or shall be used.

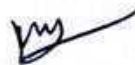
We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (e.g. Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System) and that it shall be sourced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

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

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

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

Authorized Signatory Sign, Name and Seal:
Designation:



Annexure F- Undertaking by Bidder

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

Dear Sir,

Sub: RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items.

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/banned/convicted by any court of law for any criminal or civil offences/declared ineligible by any University or any other entity of GoB or an 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:

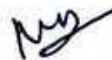
- 1.
- 2.
- 3.

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)



Annexure G - Undertaking by Bidder

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

To
The Registrar
Jai Prakash University, Chapra

Dear Sir,

Sub: RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items.

We _____ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Jai Prakash University, Chapra for 3 years from the date of submission of Bid in case of any of the following:

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

Yours faithfully,

Date: _____

Signature _____

Name _____

Authorized Signatories

(Name & Designation, seal of the firm)



Annexure H - Bank Guarantee for EMD

Dear Sirs,

M/s. _____ having their registered office at _____ (hereinafter called the 'Bidder') wish to respond to the Request for Proposal (RFP) for Sub: RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items. self and other associated Bidders and submit the proposal for the same as listed in the RFP document.

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

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

1. Withdraws its bid during bid validity period
2. Refuses to honor indicative in financial bid. Bank reserves the right to place order onto Bidder based on indicative prices quoted by them.
3. Declared L-1 Bidder based on the eligibility criteria and fails to submit the performance guarantee within reasonable time (say 3days).
4. Refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein.

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

Notwithstanding anything contained herein:

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

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

_____ Day of _____ at _____

Signature

Name

Designation

Official address:

(Bank's Common Seal)

Attorney as per power of Attorney No. Date:



Annexure I - PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

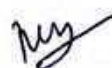
Date:

WHERE AS..... (Name of Bidder) herein after called "the Bidder", has been identified and selected RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items and has undertaken, in pursuance of work order number _____, dated _____ (herein after referred to as "the Contract") to RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items.
in University.

AND WHERE AS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the RFP for RFP for Supply, Installation and Maintenance of All-in-One Desktops, UPS, Printer, Workstation, Server and other ancillary Items as per the purchase order. WHEREAS we ("the Bank", which expression shall be deemed to include it success or sand permitted assigns) have agreed to give the University the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of _____, to the University under the terms of their contract dated on account of full or partial non-performance / non- implementation and/ or delayed and/ or defective performance / implementation, Provided, however, that the maximum liability of the Bank towards University, under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from University stating full or partial non-implementation and/ or delayed and or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to University any and all sums demanded by University under the said demand notice, subject to the maximum limits specified in **Clause 1** above. A notice from University, to the Bank shall be sent by Registered Post (Acknowledgement Due)/Email at the following address: Attention Mr. (Mention the official address of the bidder) and email ID _____.
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of **36 months** from the date of its execution.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
 - a. any change or amendment to the terms and conditions of the Contract or the execution of any further contracts/Agreements.
 - b. any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between bidder and the Bank.



5. The Bank also agrees that University at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and not withstanding any security or other guarantee that University may have in relation to the bidder's liabilities.
6. The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of University or any other indulgence shown by University or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the.....Day of2025

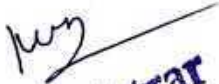
Witness

(Signature) (Signature)

(Name) (Name)

Bank Rubber Stamp (Official Address)

Designation with Bank


Registrar
Jai Prakash University
Chapra