

TILKA MANJHI BHAGALPUR UNIVERSITY, BHAGALPUR
BIHAR – 812007



Request for Proposal (RFP)

For

Supply, Installation, and Commissioning of Heavy Duty Laser Multifunction Printer & Desktop Computer through e-Procurement

Tender No: R/02/TMBU/Store/ 148/2026

Dated – 24/06/2026

Prof.(Dr.) Ramashish Purvey

Registrar

Tilka Manjhi Bhagalpur University Bhagalpur

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1. Introduction

- (a) **Tilka Manjhi Bhagalpur University Bhagalpur** invites online bids through e-procurement from eligible and qualified vendors for the **supply, installation, and commissioning of Heavy Duty Laser Multifunction Printer (MFP) & Desktop Computer**.
- (b) This RFP has been prepared with an intention to invite prospective applicants/bidders and to assist them in understanding the requirements of the client and expectations from the system. It is hereby clarified that this RFP is not an agreement, and the purpose of this RFP is to provide the prospective bidder(s) with information to assist them in the formulation of their proposals. This RFP document does not purport to contain all the information bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for Tilka Manjhi Bhagalpur University Bhagalpur to consider the investment objectives, financial situation and particular needs of each bidder.
- (c) This RFP is not an agreement by or / and between Tilka Manjhi Bhagalpur University Bhagalpur and the prospective bidders or any other person. The information contained in this RFP is provided on the basis that it is non-binding on **Tilka Manjhi Bhagalpur University Bhagalpur**, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. **Tilka Manjhi Bhagalpur University Bhagalpur**, makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the RFP document. Each bidder is advised to consider the RFP document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP document before bidding. The bidders are encouraged to take professional help from experts on financial, legal, technical, taxation, and any other matters / sectors appearing in the document or specified work. The bidders are also requested to go through the RFP document in detail and bring to notice of **Tilka Manjhi Bhagalpur University Bhagalpur**, any kind of error, misprint, inaccuracies, or omission in the document. **Tilka Manjhi Bhagalpur University Bhagalpur**, reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied.
- (d) The issue of this RFP does not imply that **Tilka Manjhi Bhagalpur University Bhagalpur**, is bound to select and pre-qualify bids for bid stage or to appoint the selected bidder, as the case may be, for the project and **Tilka Manjhi Bhagalpur University Bhagalpur**, reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- (e) Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to **Tilka Manjhi Bhagalpur University Bhagalpur**, 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.tmbuniv.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.
- (f) 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, "e-Proc 2.0 Help Desk Address: mjunction services limited, RJ Complex, 2nd floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. – Shastrinagar, 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).

- (g) Tenderer may also download the tender documents (a complete set of documents is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and <https://www.tmbuniv.ac.in/> submit its tender by using the downloaded document.
- (h) All Applicants have to pay a non-refundable Document Fee of Rs.5,000/- (Five Thousand only) and Tender Processing Fee as applicable through DD in favour of **Registrar, Tilka Manjhi Bhagalpur University Bhagalpur, Bihar-812007 payable at Bhagalpur** Document fees should reach University before the technical bid opening date.
- (i) 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 University 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.(Dr.) Ramashish Purvey
Registrar
T.M. Bhagalpur University Bhagalpur

109

2. Tender Details

- **Tender Reference No.:** R/02/TMBU/Store/-----148-----/2026 Dated 24/06/2026
- **Tender Type:** Open Tender
- **Mode of Submission:** e-Procurement Portal
- **Bid Submission Start Date:** 25/06/2026
- **Bid Submission End Date and time :** 10/07/2026 at 1.00 P.M.
- **Technical Bid Opening Date and time:** 10/07/2026 at 2.00 P.M.
- **Financial Bid Opening Date and time:** To be announced later
- **Contact Person and Mob. Number :** Rakesh Kr. Yadav, 7004515889

3. Right to Terminate the Process

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

4. Scope of Work

The selected bidder shall be responsible for:

- Supply of Heavy Duty Laser Multifunction Printer & Desktop Computer
- Installation and commissioning at site
- Configuration and network integration
- Training of staff (if required)
- Warranty and post-installation support

5. Technical Specifications

5.1 The offered MFP should meet or exceed the following specifications:

Component	Specification
Multifunction Devices	Copier/Fax/Printer/Scanner
Recommended Use	Plain & Bond Paper Print
PPM	80 pages / min (or above)
First Print Speed	10 Second Monochrome
Print Color Capability	Monochrome

108

Print Technology	Laser
USB Direct Printing	Yes
Wireless Print Technology	Yes
Duplex Printing	Yes / Automatic
Processor & Chipset	Processor Speed - 800 MHz, Memory - Standard Memory - 1 GB or above, Maximum Memory Supported - 1.50 GB Storage, Hard Drive Capacity - 320 GB, Interfaces/Ports - USB
Network & Communication	Network & Communication
Display & Graphics	Screen Size - 7.99", Display Screen Type - LCD Touchscreen - Yes
Scanner	Scanner Type - Flatbed, Maximum Scan Size - A3 - 11.69" x 16.54", Scan Color - Color, Optical Resolution (dpi) - 600
Copier	Copier Type - Flatbed, Copy Color - Monochrome, Maximum Mono Copy Speed (cpm) - 41, Maximum Copy Resolution (dpi) 600 x 600, Maximum Document Enlargement - 400%, Maximum Document Reduction - 25%, Number of Copies - 9999
Power Description	Power Source - AC Supply, Operating Power Consumption - 890 W, Off-Mode Power Consumption - 300 mW, Standby Power Consumption - 39 W, Sleep-Mode Power Consumption - 6.50 W
Platform Supported	PC

5.2 Technical specification Desktop Computer

Desktop Computer (i7)	
Processor	Intel® Core™ Ultra 5 235 vPro® (13 Top Nipu, 14 Core, up to 5.0GHz)
Video Card	Integrated Graphic
Memory	16GB : 1X16 GB, DORS, up to 5600 MT/s, non-ECC
Storage	512GB SSD TLC
Keyboard	Wired Keyboard – KB216-US International (QWERTY) – Black
Monitor	-
Mouse	-

1107

6. Eligibility Criteria

Bidders must have following criteria:

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

2	Sales Turnover	Average Annual turnover of the applicant firms/ registered/ authorized dealers during each of the last three financial years (FY 2022-23, 2023-24, 2025-26), should be a minimum of Rs. 60 Lakh.	Extracts from Audited/Certified financial statements and Balance sheet for last three financial years as per financial year of participating company/firm OR. Certificate from Chartered Accountant and Authorized Signatory.
3	Certificates	Apart from company / firm registration, Participant must have registered under the following: <ul style="list-style-type: none">Valid GST Registration Certificate.Income Tax Return with for last three (FY 2022-23, 2023-24, 2025-26)	Copy of all the mentioned certificates/ITR certified by authorized signatory

4	Letter of authorization from OEM	The bidder should be an OEM or their authorized dealer/representative. In case of authorized/ dealer representative, a letter of authorization/dealership clearly stating the component/equipment for which the authorized representative is representing on behalf of the original manufacturer (OM) must be furnished.	Letter of authorization from OEM
5	Technical Capability	<p>Bidder must have successfully undertaken the work with</p> <ul style="list-style-type: none"> Experience of working with at least 3-5 Government agency/ Educational Department 	Work Order/ Completion Certificates from the client. It is essential to include experience certificates from each client. If the agency's work is ongoing, please include the relevant supporting.
6	ISO Certificate	The Bidder in case of OEM preferably should have ISO 9001: 2000/2008/2015 Certificate	Copy of Valid ISO 9001:2000/2008/2015 certificate to be submitted certified by authorized signatory
7	Local Service Centers	The bidder should have technical manpower to provide service for support for supply of the Equipment this contract.	Self-Certified letter by authorized signatory to provide services
8	Participant should not be an entity which has been black- listed by Government	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector).	Self-Certified letter by authorized signatory

100

7. Earnest Money Deposit (EMD)

- An EMD of Rs. 50,000/- (**Rupees Fifty thousand only**) through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card/) on E-Proc2 Portal or in form of bank guarantee, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited
- MSME certificate state of BIHAR or start up agencies registered DPIIT along with Agency registration with Govt. of Bihar for doing similar work, are exempted from payment of EMD. EMD exemption is subject to submission of valid registration certificate with the bid. MSMEs with certificates from outside the Govt. of Bihar shall have to deposit the EMD.

8. Bid Submission Process

- Bids must be submitted online through the e-procurement portal
- Two-bid system:
 - Technical Bid
 - Financial Bid
- No offline submission will be accepted

9. Evaluation Process

Technical compliance with specifications: The Technical evaluation committee of T.M. Bhagalpur University Bhagalpur may ask for meetings with the bidders to seek clarifications on their proposals. The Technical Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

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

10. Tender Opening

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

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

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

12. Financial Bid Evaluation

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

13. Appointment of vendor

13.1 Right to reject Proposal

Tilka Manjhi Bhagalpur University Bhagalpur 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 **Tilka Manjhi Bhagalpur University Bhagalpur** action.

13.2 Performance Guarantee

The **Tilka Manjhi Bhagalpur University Bhagalpur** will require the selected bidder to provide an irrevocably, unconditionally Performance Bank Guarantee, within 21 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 16 months from the date of award of contract. The Performance Guarantee shall be kept valid till completion of the supply order and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non- completion of the supply order and Warranty period. In case the selected bidder fails to submit performance guarantee within the stipulated time, the **Tilka Manjhi Bhagalpur University Bhagalpur** at its discretion may cancel the order placed on the selected bidder without giving any notice. **Tilka Manjhi Bhagalpur University Bhagalpur** shall invoke the EMD in case the selected Vendor fails to discharge their contractual obligations during the period or **Tilka Manjhi Bhagalpur University Bhagalpur** incurs any loss due to Vendor's negligence in carrying out the supply order implementation as per the agreed terms & conditions.

Further, failure to submit the performance guarantee within the stipulated time, the **Tilka Manjhi Bhagalpur University Bhagalpur** will initiate the process for confiscation of EMD from the L1 bidder and initiate the award of contract to the next L2 bidder but at the rate of L1 bidder.

13.3 Signing of Contract

Post submission of Performance Guarantee by the successful bidder, **Tilka Manjhi Bhagalpur University Bhagalpur** shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between **Tilka Manjhi Bhagalpur University Bhagalpur** and the successful bidder.

13.4 Sub-Contracting, Consortium And Joint Ventures

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

103

13.5 Transition And Exit Plan:

- The Selected Vendor shall ensure that the transition is smooth in case the contract is terminated or foreclosed with mutual consent. In addition to the cancellation of contract, the Tilka Manjhi Bhagalpur University Bhagalpur reserves the right to charge appropriate penalties and liquidated damages from the selected agency.
- All risks during the transition stage shall be properly documented to ensure smooth transition without any service disruption.
- The transition plan along with the period shall be mutually agreed between the firm and the **Tilka Manjhi Bhagalpur University Bhagalpur** 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.

14. Terms and Conditions: Applicable Post Award of Contract

14.1 Right to Terminate the Process

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

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

14.2 Liquidated Damages

- a) Notwithstanding **Tilka Manjhi Bhagalpur University Bhagalpur**'s right to cancel the order, liquidated damages for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.
- b) Liquidated damages for late commissioning at 1% (One percent) of the order value per week will be charged for every week's delay in commissioning to a maximum of 10% of the value of the order value.
- c) Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.

- d) **Tilka Manjhi Bhagalpur University Bhagalpur** reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by **Tilka Manjhi Bhagalpur University Bhagalpur** to the bidder. Liquidated damages will be calculated on a per week basis.

14.3 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) Wilful misconduct or (b) Indemnification against third party claims for infringement.

14.4 Penalty

- a) The Bidder shall perform its obligations under the agreement entered into with the **Tilka Manjhi Bhagalpur University Bhagalpur** in a professional manner.
- b) The Bidder should perform all the activities as per timelines and parameters stipulated by **Tilka Manjhi Bhagalpur University Bhagalpur** in this RFP, failing which **Tilka Manjhi Bhagalpur University Bhagalpur** may at its discretion impose penalties on the Bidder as defined in the RFP. The penalties on the delivery of the **Heavy Duty Laser Multifunction Printer & Desktop Computer** will be deducted from the payment to the vendor @ 1% of the project cost per week subject to a maximum of 10% or termination of the contract.

14.5 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 BHAGALPUR, BIHAR.

14.6 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or **Tilka Manjhi Bhagalpur University Bhagalpur** 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 **Tilka Manjhi Bhagalpur University Bhagalpur** 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.

14.7 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 **Tilka Manjhi Bhagalpur University Bhagalpur** 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 **Tilka Manjhi Bhagalpur University Bhagalpur** 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 **Tilka Manjhi Bhagalpur University Bhagalpur** 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 **Tilka Manjhi Bhagalpur University Bhagalpur** under Clause above and the rights and remedies which the **Tilka Manjhi Bhagalpur University Bhagalpur** 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 **Tilka Manjhi Bhagalpur University Bhagalpur** during a period of 1 (one) year from the date such Bidder is found by the **Tilka Manjhi Bhagalpur University Bhagalpur** to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

c) For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:

- I. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of tendering and execution of the project.
- II. **"Fraudulent practice"** means aim is representation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- III. **"Coercive practice"** means impairing or harming or threatening to impaired harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
- IV. **"Undesirable practice"** means (I) establishing contact with any person connected with or employed or engaged by **Tilka Manjhi Bhagalpur University Bhagalpur** 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.

15. Technical Requirements

- i. The successful Bidder shall procure the **Heavy Duty Laser Multifunction Printer & Desktop Computer** as required from a reputed OEM. The Bidder shall note that the specification provided is the minimum requirement and can supply better specification if required. The Bidder shall supply all components as per requirements of the RFP. The Bidder shall be responsible for supply of the **Heavy Duty Laser Multifunction Printer & Desktop Computer** and installation at site.
- ii. Heavy Duty Laser Multifunction Printer & Desktop Computer proposed by the bidder shall be licensed to Tilka Manjhi Bhagalpur University Bhagalpur and will be the property of Tilka Manjhi Bhagalpur University Bhagalpur. The Bidder has to prepare and submit a delivery report including details of all components supplied. The delivery report will be validated by Tilka Manjhi Bhagalpur University Bhagalpur.
- iii. The **Heavy Duty Laser Multifunction Printer & Desktop Computer** provided by the Successful Bidder shall meet all the Service Level requirements as mentioned in the RFP. While the basic Bill of Material will not change, any change in the BOM specification will be done only to provide a higher specification.
- iv. Successful bidders will be expected to bring all the installation equipment and tools required for the installation of the Heavy Duty Laser Multifunction Printer & Desktop Computer. All the work shall be done in a conscientious manner as per the OEM guidelines and best industry practices. The Equipment shall be subjected to inspection at various stages. Local regulation/codes shall be followed at all times. The Successful Bidder shall follow all Safety Regulations and Practices at the time of installation and implementation.
- v. The Successful Bidder shall not cause any damage to buildings/installation site and property and will perform restoration to the original condition to the satisfaction of Board

authorities, if any damage occurs.

vi. **Tilka Manjhi Bhagalpur University Bhagalpur** shall perform the acceptance test (AT) ensuring that all the Heavy Duty Laser Multifunction Printer & Desktop Computer supplied are performing as per the specification. **Tilka Manjhi Bhagalpur University Bhagalpur** would issue certification of completion after verifying availability of all the Heavy Duty Laser Multifunction Printer & Desktop Computer.

- vii. The bidder should provide all relevant documentation including:
- Original Manuals, Data Sheets, Installation Documents and any other documents relevant to the hardware and peripherals supplied by the Bidder.
 - Documentation should be provided by the selected Bidder on a regular basis as and when desired by **Tilka Manjhi Bhagalpur University Bhagalpur** during the entire period of Contract.

15.1 Implementation Service Levels

Measurement	Target
Installation and commissioning of Heavy Duty Laser Multifunction Printer & Desktop Computer	Within 4 weeks from receipt of purchase order

15.2 Manpower related Service

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

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

16. Details on Scope of Work

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

- The scope of the work for this Request for proposal (RFP) for Selection of Agency for Heavy Duty Laser Multifunction Printer Supply, Installation and Services for

its maintenance to **Tilka Manjhi Bhagalpur University Bhagalpur**. It will enrich academic potential and vibrancy along with supporting and consolidating examination result

- ii. Maintenance of the supplied Heavy Duty Laser Multifunction Printer for a period of 1 year, followed by Annual Maintenance Services (AMS) for an additional 1 years, as per the rates quoted in the financial bid and stipulated in the final signed contract.
- iii. The bidder will be responsible for providing Standard Heavy Duty Laser Multifunction Printer for providing requisite equipment for the **Tilka Manjhi Bhagalpur University Bhagalpur** as per their requirement and specification.
- iv. Equipment to be supplied shall be latest branded models manufactured with 100% new OEM parts. All products to be supplied should be part of current production as on the date of award of the tender. For the purpose of this contract "current production" shall mean that the equipment model has been manufactured and introduced in the Indian market as new equipment. Refurbished equipment is not acceptable in any case.

16.1 Installation of Heavy Duty Laser Multifunction Printer & Desktop Computer

The items should be installed and demonstrated by the supplier at the site of the consignee immediately after receipt of the item and the same will be put under operation to the satisfaction of Tilka Manjhi Bhagalpur University Bhagalpur who will test the performance of the items. No separate charges for installation / demonstration will be paid to the party beyond the quoted prices.

16.2 Warranty period, maintenance & technical support

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

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

Heavy Duty Laser Multifunction Printer shall be covered under One year onsite comprehensive warranty with Maintenance & Technical support services.

16.3 Deliverables & Timelines

The Bidder should deliver the Heavy Duty Laser Multifunction Printer, & Desktop Computer commissioning and Installation within Four weeks from the date of issuance of purchase Order.

17. Payment Terms and Procedure

17.1 Payment Schedules

197

The payment amount will be equal to the amount specified in the financial bid of the bidder. Payments will be released only on satisfactory acceptance of Heavy Duty Laser Multifunction Printer & Desktop Computer.

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


Prof.(Dr.) Ramashish Purvey

Registrar
Tilka Manjhi Bhagalpur University Bhagalpur

26

Annexure A- Technical Specification of Heavy Duty Laser Multifunction Printer & Desktop Computer

Annexure I: TECHNICAL BID TEMPLATES

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

Form I: Particulars of the Bidders

Form II: Compliance Sheet for Pre-Qualification Criteria

Form III: Letter of Proposal

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

Form V: Format of Bank guarantee for EMD submission

Form VI - Undertaking of Authenticity for Heavy Duty Laser Multifunction Printer

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

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

Annexure III: FINANCIAL PROPOSAL TEMPLATE

Forms to be used in Financial Bid Proposal Form

1: Financial Proposal

195

Annexure A- Technical Specification of Heavy Duty Laser Multifunction Printer

Component	Specification
Multifunction Devices	Copier/Fax/Printer/Scanner
Recommended Use	Plain & Bond Paper Print
PPM	80 pages / min (or above)
First Print Speed	10 Second Monochrome
Print Color Capability	Monochrome
Print Technology	Laser
USB Direct Printing	Yes
Wireless Print Technology	Yes
Duplex Printing	Yes / Automatic
Processor & Chipset	Processor Speed - 800 MHz, Memory - Standard Memory - 1 GB or above, Maximum Memory Supported - 1.50 GB Storage, Hard Drive Capacity - 320 GB, Interfaces/Ports - USB
Network & Communication	Network & Communication
Display & Graphics	Screen Size - 7.99", Display Screen Type - LCD Touchscreen - Yes
Scanner	Scanner Type - Flatbed, Maximum Scan Size - A3 - 11.69" x 16.54", Scan Color - Color, Optical Resolution (dpi) - 600
Copier	Copier Type - Flatbed, Copy Color - Monochrome, Maximum Mono Copy Speed (cpm) - 41, Maximum Copy Resolution (dpi) 600 x 600, Maximum Document Enlargement - 400%, Maximum Document Reduction - 25%, Number of Copies - 9999
Power Description	Power Source - AC Supply, Operating Power Consumption - 890 W, Off-Mode Power Consumption - 300 mW, Standby Power Consumption - 39 W, Sleep-Mode Power Consumption - 6.50 W
Platform Supported	PC

Technical specification Desktop Computer

Desktop Computer (i7)	
Processor	Intel® Core™ Ultra 5 235 vPro® (13 Top Nipu, 14 Core, up to 5.0 GHz)
Video Card	Integrated Graphic
Memory	16GB : 1X16 GB, DORS, up to 5600 MT/s, non-ECC
Storage	512GB SSD TLC
Keyboard	Wired Keyboard – KB216-US International (QWERTY) – Black
Monitor	-
Mouse	-

194

Form I: Particulars of the Bidders

Name and full address of the organization	
Details of Registered Office Address Telephone No(s)Fax No(s) E-mail address (Official): Organization website: Year of Incorporation:	
Turn Over of the Organization (in crore) 2022-23: 2023-24: 2024-25:	
Income Tax Registration number (PAN)	
Goods and Services Tax (GSTN):	
Type of organization (Company/Society/Trust/LLP)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the Tilka Manjhi Bhagalpur University Bhagalpur (Attach letter of authority)	
Has the organization blacklisted by any state or central government entity or any of its undertakings	
Business Results (last 3 years) 2022-23 2023-24 2024-25	Annual Turnover (Rs. in Crores)
(Authorized Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____	

93

Form II: Compliance Sheet for Pre-Qualification Criteria

Sr. No.	Criteria	Specific Requirement	Proof of Document Attached in Annexure by Company (Please attach annexure for each criterion)
1	Registration Certificate	Bidder should be a Company/ firm registered under the Indian Companies Act (or) a firm registered under the Limited Liability Partnership Act, 2008 (or) a firm registered under the Partnership Act, 1932 for the last 3 years.	
2	Sales Turnover in Heavy Duty Laser Multifunction Printer & Desktop Computer Sales & Maintenance services	Average Annual turnover of the applicant firms/registered/ authorized dealers during each of the last three financial years (FY 2022-23, 2023-24, 2024-25), should be a minimum of Rs. 60 Lakh.	
3	Certificates	Apart from company / firm registration, Participant must have registered under the following: <ul style="list-style-type: none"> • Valid GST Registration Certificate. • Income Tax Return with last three (FY 2022-23, 2023-24, 2024-25) 	
4	Letter of authorization from OEM	The bidder should be an OM or their authorized dealer/ representative. In case of authorized/ dealer representative, a letter of authorization/dealership clearly stating the component/equipment for which the authorized representative is representing on behalf of the original manufacturer (OM) must be furnished.	

5	Technical Capability	<p>Bidder must have successfully undertaken the work with</p> <ul style="list-style-type: none"> Experience of working with at least 5 Government agency/ Educational Department/Tilka Manjhi Bhagalpur University Bhagalpur 	
6	ISO Certificate	<p>The Bidder in case of OEM preferably should have ISO 9001: 2000/2008/2015 Certificate</p>	
7	Local Service Centers	<p>The bidder should have technical manpower to provide service for support for supply of the Equipment this contract.</p>	
8	Participant should not be an entity which has been black- listed by central/state Government	<p>A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on bid submission date.</p>	

[On the Letter head of the Bidder]

Date:

Dear Sir/Madam,

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

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

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

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

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

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

Dated _____

(Signature)

SEAL

Form IV: Non submission of EMD Declaration (This form should be submitted by those bidders who are claiming waiving off of EMD)

To

Name of tender issuing authority

Dear Sir,

Subject: Request for Proposal (RFP) for Agency for Heavy Duty Laser Multifunction Printer & Desktop Computer Supply, Installation, Commissioning and Services for its maintenance to Tilka Manjhi Bhagalpur University Bhagalpur.

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

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

Yours faithfully,

Date:

For _____

Signature _____

Name _____

Authorized Signatories

(Name & Designation, seal of the firm)

Form V - EMD BANK GUARANTEE FORMAT

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

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

_____ Tilka Manjhi Bhagalpur University, Bhagalpur and WHEREAS a Bank Guarantee for (Hereinafter called the "Beneficiary") a sum of Rs. 1,00,000/- (Rupees One Lakh Only) valid till _____ (Mention here date of validity of this Guarantee which from the date of the submission of Tender's offer) which is required to be submitted by the bidder along with the tender.

We, _____ (Name of the Bank and address of the Branch giving the Bank Guarantee) having our registered office at _____ (address of Bank's Registered office) hereby give this Bank Guarantee No. _____ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Tilka Manjhi Bhagalpur University Bhagalpur or any officer authorized by it in this behalf any amount not exceeding Rs. 1,00,000/- (Rupees One Lakh Only) to the said Tilka Manjhi Bhagalpur University Bhagalpur on behalf of the bidder. We _____ (Name of the Bank) also agree that:

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

Would constitute a default on the part of the bidder and that this Bank Guarantee is liable to be invoked and encased within its validity by the Beneficiary in case of any occurrence of a default on the part of the bidder and that the encased amount is liable to be forfeited by the Beneficiary. This agreement shall be valid and binding on this Bank up to and inclusive of

_____ (mention here the date of validity of Guarantee) and shall not be terminable by notice or by Guarantor change in the constitution of the Bank or the firm of bidder or by any reason whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, conceded with or without our knowledge or consent by or between the bidder and the Tilka Manjhi Bhagalpur University Bhagalpur. "Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this Guarantee shall not be assignable, transferable by the beneficiary (i.e. Tilka Manjhi Bhagalpur University Bhagalpur). Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank. Any invocation of the Guarantee can be made only by the beneficiary directly.

NOTWITHSTANDING anything contained hereinbefore,

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

Place:

Date:-

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

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

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

Seal:

Date:

**Form VI - Undertaking of Authenticity for Heavy Duty Laser Multifunction
Printer**

To,

Registrar,

Tilka Manjhi Bhagalpur University Bhagalpur -812007

Date:

Sub: Request for Proposal (RFP) for Supply, Installation and Commissioning of **Heavy Duty Laser Multifunction Printer & Desktop Computer** vide our quotation number- - -
----- dated-----

Dear Sir,

With reference to the Heavy Duty Laser Multifunction Printer & Desktop Computer 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 Heavy Duty Laser Multifunction Printer & Desktop Computer shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / secondhand components
/ Parts / Assembly / Software is being used or shall be used.

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

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

In case of default and we are unable to comply with above at the time of delivery or during installation for Heavy Duty Laser Multifunction Printer already billed, we agree to take back the Heavy Duty Laser Multifunction Printer & Desktop Computer without demur, if already supplied and return the money if any paid to us by you in this regard.

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

Authorized Signatory Name:

Designation:

186

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

SELF-DECLARATION ABOUT NON-BLACK-LISTING

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

To

Tilka Manjhi Bhagalpur University Bhagalpur name and address

Dear Sir,

Subject: Request for Proposal (RFP) for Supply, Installation and Commission of Heavy Duty Laser Multifunction Printer & Desktop Computer.

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 Tilka Manjhi Bhagalpur University Bhagalpur 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....., 2026

Name of the Bidder/agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

Yours faithfully,

(Name & signature with stamp of the bidder)

85

**Form VIII - PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE
SECURITY**

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

WHEREAS(Name of Bidder) hereinafter called "the Bidder", has been identified and selected to supply, install and commissioning of Heavy Duty Laser Multifunction Printer, & Desktop Computer and has undertaken, in pursuance of work order number _____, dated _____ (hereinafter referred to as "the Contract") to supply, install and commissioning of Heavy Duty Laser Multifunction Printer in Tilka Manjhi Bhagalpur University Bhagalpur.

AND WHEREAS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the supply, install and commissioning of Heavy Duty Laser Multifunction Printer & Desktop Computer as per the contract. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the SHS, Bihar the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of _____, to the Tilka Manjhi Bhagalpur University Bhagalpur 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 Tilka Manjhi Bhagalpur University Bhagalpur 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 Tilka Manjhi Bhagalpur University Bhagalpur 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 Tilka Manjhi Bhagalpur University Bhagalpur under the said demand notice, subject to the maximum limits specified in **Clause 1** above. A notice from Tilka Manjhi Bhagalpur University Bhagalpur 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 **12 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 Tilka Manjhi Bhagalpur University Bhagalpur at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and notwithstanding any security or other guarantee that Tilka Manjhi Bhagalpur University Bhagalpur 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 Tilka Manjhi Bhagalpur University Bhagalpur or any other indulgence shown by Tilka Manjhi Bhagalpur University Bhagalpur 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 Bhagalpur shall have exclusive jurisdiction in the adjudication of any dispute which may arise here under.

Dated this the Day of 2026

Witness

(Signature) (Signature)

(Name) (Name)

Bank Rubber Stamp (Official Address)

Designation with Bank

Form I: Financial Proposal

As per the Financial Forms provided with Bid document.

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

Sl No	Equipments	Number	Cost of equipment's (A)	Cost of Annual Maintenance Services for 3 years for required items only (B)	Total Price quote in figures (A+B)	Total Price in figures
1	Heavy Duty Laser Multifunction Printer	2				
2	Desktop Computer	5				
Total						

Note: -

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

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