

# JAI PRAKASH UNIVERSITY

Rahul Sankrityayan Nagar, Chapra, Saran, Bihar-841302

## Request for Proposal (RFP)

For

Supply, Fitting and Fixing of Bench Plus Desk for Nine Rajkiya Degree  
Mahavidyalaya at Saran District

Tender Notice No.- JPU/01/Registrar Cell/ 2026-27

Dated- 09-06-2026




Issuing Authority

Prof. Narayan Das

Registrar

registrar-jpu-bih@nic.in

  
09/06/2026

## 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, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District etc in this RFP to for Nine (9) Rajkiya Degree Mahavidyalaya at Saran District.

### Instructions to Bidder Notice Detail /Schedules of Events


Document Control Sheet		
Sl.No.	Event Description	Timelines
2.1	Date of Uploading & Last date and time for Downloading the RFP	10/06/2026 to 19/06/2026 up to 03:00 PM, on the Procurement Portal ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.2	Last date and time for submission (upload) of online bidding document	Till 20/06/2026 upto 06:00 PM, on the e-Procurement Portal( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.3	Time, Date of opening of Technical Bid	22/06/2026 at 01:00 PM on the e-Procurement Portal( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.4	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal Website ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.5	Pre-bid meeting (Date & time)	15/06/2026 at 02:30 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 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](http://www.eproc2.bihar.gov.in) & [www.jpv.ac.in](http://www.jpv.ac.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 Jai Prakash University, Chapra. 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. 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](https://www.eproc2.bihar.gov.in).
7. Tender 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) needs 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](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. Narayan Das

Registrar

Jai Prakash University, Chapra

### **1.1. Right to Terminate the Process**

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

### **1.1. Submission of Response/Proposal**

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

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

Prices should not be indicated in the Pre-Qualification Proposal or Technical Qualification Criteria Proposal but should only be indicated in the Commercial Proposal in the format given in e-procurement portal.

### **1.2. Site Inspection**

Bidders are advised to inspect the site and its surroundings where this Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District etc in this RFP to for Nine (9) Rajkiya Degree Mahavidyalaya at Saran District is to be installed and satisfy them before submitting their tenders. A bidder shall be deemed to have full knowledge of the work whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

### **1.3. Acceptance**

2. The Bidder Shall Provide such packing of the Furniture as is required to prevent damage or deterioration during shipment/equipment. The Bidder shall promptly repair or replace any Component 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.
3. If the Furniture fails to meet the specifications of the Furniture and during warranty period due to faulty part, 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 Jai Prakash University, Chapra the cost incurred by Jai Prakash University, Chapra, if any, on replacement of such faulty part/component.
4. If it becomes necessary for the Bidder to replace or renew any defective Part of the Furniture 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 Jai Prakash University, Chapra in his discretion on application made to that effect by the Bidder, the Jai Prakash University, Chapra may proceed to carry out the work at Bidder's risk and expense, but without prejudice to any other rights which the Jai Prakash University, Chapra may have against the Bidder in respect of such defects.



## 4.1 Preparation and Submission of Proposal

### 4.1.1. 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 Jai Prakash University, Chapra to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

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

### 4.1.2. Language

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

### 4.1.3. Pre-Bid Conference

- a) The Jai Prakash University, Chapra shall hold a pre-bid meeting with the prospective Bidders as per information given in the schedules of events.
- b) The Bidders will have to ensure that their queries for pre-bid meetings should reach the point of contact (Registrar) 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 [regjpuchapra@gmail.com](mailto:regjpuchapra@gmail.com) or [registrar-jpu-bih@nic.in](mailto:registrar-jpu-bih@nic.in)
- c) The email should necessarily have subject as per the following nomenclature: "Pre-bid Query - RFP Jai Prakash University, Chapra\*\*{Company's Name}"
- d) The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

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



#### **4.1.4 Evaluation process**

The Technical evaluation committee shall be constituted by the Concerned Competent Authority. The Technical Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

The Technical Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

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

#### **4.1.5 Tender Opening**

The Proposals submitted by bidders will be opened online at Time, Date as mentioned in schedules of events by Jai Prakash University, Chapra officials or any other officer authorized by Concerned Competent Authority, 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 bonfires for attending the opening of the proposal.

#### **4.1.6 Tender Validity**

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

#### **4.1.7 Document Fee and Tender Processing Fee:**

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

#### **4.1.8 Earnest Money Deposit (EMD): Rs. 2,00,000/- (Two Lac only)**

- EMD 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.



Note: -

- Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of university including committee constituted by competent Authority and its decision shall be final and not challengeable.
- In case of a tie in the L1 price. If there is a tie in both the L1 price, the work will be awarded based on the basis of Lottery. In case of further tie, the decision of the university shall be binding to all the bidders.
- Conditional bids will be summarily rejected.

## 5. Criteria for Evaluation

### 5.1 Pre-Qualification (PQ)/ Eligibility Criteria

- 1. The bidder is required to upload, along with the bid, all relevant Product Specification given in the bid document, failing which the offer is liable to be rejected.
- 2. Availability of Service Center Bidder must have a Functional Established Service Centre in Bihar from the last 3 years. Bidder must provide Telephone Numbers for Service Support.
- 3. All products should carry a warranty for a period of 12 months for any manufacturing defects from the date of supply, for which an undertaking must be enclosed on the letterhead of the bidder for taking responsibility for warranty.
- 4. The bidder shall provide GST Registration Certificate, PAN. Firm Registration Certificate Certificates, Income Tax Return for the last three Financial Years, Character Certificate.
- 5. The Bidder must have successfully executed in any Central/State Govt Dept at least One or two Order of any of the last 3 Financial year (22-23,23-24,24-25) The bidder must attach work completion Certificate/CRAC in case of GEM Order/work order.
- 6. The Bidder must possess-be following Certificates else bid will be rejected: ISO 9001-2015, ISO 14001-2025, ISO 45001-2018, BIFMA Certificate with website screenshot, BIFMA Membership, Product Test Report.
- 7. Manufacture Company/Sole Propertiorship/authorized dealers are only eligible to participate in this tender. In case of Dealer participating in the tender they must submit letter of OEM duly authorizing them.
- 8. Self-Certified letter indicating that they have not been Blacklisted by any Govt. Deptt, Organization and Corporation.
- 9. The bidder must quote all items. Partial bid will not be accepted.
- 10. Total Annual Turnover Rs. 1 Crore during Last three Financial Year
- 11. The aforesaid items should be delivered to institute Premises within a period of 5 days after receiving of supply order.



## **5.2 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.

## **6. Appointment of vendor**

### **6.1 Right to reject Proposal**

Jai Prakash University, Chapra 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 Jai Prakash University, Chapra action.

### **6.2 Performance Guarantee**

The Jai Prakash University, Chapra will require the selected bidder to provide an irrevocably, unconditionally Performance University Guarantee, within 15 days from the Notification of award, for a value equivalent to 5% of the total cost of the work. The Performance Guarantee should be valid for a period of 3 months from the date of award of contract.

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.

### **6.3 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 University 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 Jai Prakash University, Chapra 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.

## **7 Terms and Conditions: Applicable Post Award of Contract**

### **7.1 Right to Terminate the Process**



Jai Prakash University, Chapra reserves the right to cancel the contract entered with the selected bidder and recover expenditure incurred by Jai Prakash University, Chapra 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 Jai Prakash University, Chapra 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, Jai Prakash University, Chapra reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder.

## **7.2 Liquidated Damages**

- a) Notwithstanding Jai Prakash University, Chapra's right to cancel the order, liquidated damages for late delivery at 0.5% (Point Five percent) of the undelivered portion of order value per week will be charged for Per day delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.
- b) Liquidated damages for late Supply/installation etc 0.5% (Point Five percent) of the order value per day will be charged for every day delay in Supply/installation 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 supply etc are independent of each other and shall be levied as the case may be.
- d) Jai Prakash University, Chapra reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by Jai Prakash University, Chapra to the bidder. Liquidated damages will be calculated on a per week basis.

## **7.3 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.

## **7.4 Penalty**

- a) The Bidder shall perform its obligations under the agreement entered into with



the Rajkiya Degree Mahavidyalaya at Saran District, in a professional manner.

- b) The Bidder should perform all the activities as per timelines and parameters stipulated by Jai Prakash University, Chapra in this RFP, failing which Rajkiya Degree Mahavidyalaya at Saran District may at its discretion impose penalties on the Bidder as defined in the RFP. The penalties on the delivery of the Furniture/Fixtures etc will be deducted from the payment to the vendor @ 0.5 (Point Five Percent) of the project cost per day subject to a maximum of 10% or termination of the contract.

### **7.5 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.

### **7.6 Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or Rajkiya Degree Mahavidyalaya at Saran District 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 Jai Prakash University, Chapra 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 5 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.

### **7.7 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 Jai Prakash University, Chapra 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 Jai Prakash University, Chapra 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 Jai Prakash University, Chapra 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 Rajkiya Degree Mahavidyalaya at Saran District under Clause above and the rights and remedies which the Rajkiya Degree Mahavidyalaya at Saran District 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 Jai Prakash University, Chapra during a period of 1 (one) year from the date such Bidder is found by the Jai Prakash University, Chapra 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 Jai Prakash University, Chapra 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.



### Other Terms and Condition: -

1. Tender will not be accepted without complete proposal.
2. The rate quoted in tender should be inclusive of all taxes and other charges, if any. The cost of transportation and installation will be borne by the bidder. Rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.
3. The firms shall have to mention the specification in terms of tender, warranty along with their tender.
4. The articles to be supplied should be in good condition. Damaged articles will not be accepted.
5. The aforesaid articles to be supplied must have at least 1 year's warranty from the date of verification & acceptance by the University.
6. The defective articles shall be replaced without any additional charge at the time of supply of the same. Further, repairing shall have to be carried out within 2 days of the intimation being received from the Institute in warranty period on its own cost.
7. The aforesaid items should be delivered to Institute Premises within a period of 5 days after receiving of Supply Order.
8. The bidder will have to submit an affidavit regarding supply of the aforesaid article as per quality, quantity and time frame mentioned as per terms of tender. In case of failure to supply the article due to any reason, the Institute will have liberty to purchase the article from any agency and the increased price of that article will have to be borne by the successful supplier/firm/authorized dealer with the interest of 12% per annum.
9. The firm/supplier/authorized dealer must have an authorized shop/service center/repairing center/service partner in an area under Bihar for after sales service. Complete address of the same with the Contact no. must be mentioned in tender.
10. The University reserves the right to accept or reject any or all quotations without assigning any reason.
11. The University reserves the right to cancel the tender without assigning any reason.
12. Supplier should submit the sample of material for Prior Approval When asked.
13. Catalogue of product in support of specification must be uploaded and hard copy of the same should be submitted before technical evaluation of bid.
14. Bidder should upload real images of products which they are offering in support of BOQ compliance.
15. Service & Support Telephone Numbers for Service Support.



**Documents required to be submitted along with bid:**

- a.) The firm shall submit and affidavit to the effect that the firm has not been blacklisted/de-registered/ barred by the Central state Government/Society during their period of business.
- b.) The firm must have experience supplying furniture items in the Government office.

**Terms of Payments:**

On successfully completing the bidding process and awarded as the L1 following payment term will be applicable:t

- 1) First stage of payment when furniture Supply, Fitting and Fixing of Furniture, White Board/ Green board, Podium, Notice board etc for Nine Rajkiya Degree Mahavidyalaya at Saran District is supplied: Depending upon the availability of fund..
- 2) Rest Amount Paid after successful completion of work

The firm shall submit a bill of payment. The final payment will be made after satisfactory report from the college concerned. GST, TDS etc rule shall be deducted from the bill of the successful bidder

**Terms of deliver & installation:**

All the delivery of material, fitting and installation of the items will be borne by the party.



### 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) <b>2022-23:</b> <b>2023-24:</b> <b>2024-25:</b>	
Income Tax Registration number (PAN)	
Goods and Services Tax (GSTN):	
Type of organization (Company/LLP/Sole Prop.)	
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	
Business Results (last 3 years) 2022-23 2023-24 2024-25	Annual Turnover (Rs. in Crores)
(Authorized Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____	

*1/11/24*

**Form II -PROPOSALCOVERINGLETTER**  
**[On the Letter head of the Bidder]**

To,  
The Registrar  
Jai Prakash University,  
Rahul Sankrityayan Nagar, Chapra, Saran.

Dear Sir,

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 First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District

1. etc for Nine Rajkiya Degree Mahavidyalaya at Saran District. and Fixtures and detailed in your above referred in RFP.
2. 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.
3. We hereby undertake that the Furniture to be delivered to the University will be brand new including all components is licensed and legally obtained.
4. 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.

Date \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2026

Yours faithfully,

Signature

Name

Authorized Signatories

(Name & Designation, seal of the firm)

Date:



**Form III: Non submission of EMD Declaration**

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

To

The Registrar

Jai Prakash University,  
Chapra.

Dear Sir,

Subject: Request for Proposal (RFP) for First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District

We \_\_\_\_\_ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Jai Prakash University 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 IV - 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 \_\_\_\_\_ University and WHEREAS a Bank Guarantee for (Hereinafter called the "Beneficiary") a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Lac) 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 University or any officer authorized by it in this behalf any amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Lac) to the said University on behalf of the bidder. We \_\_\_\_\_ (Name of the Bank) also agree that:

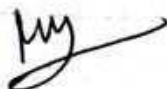
- 1 Withdrawal of the tender or part thereof by the bidder within its validity, or
- 2 Non submission of Performance Security Deposit by the bidder, or
- 3 Withdraws his participation from the bid during the period of validity of bid document, and
- 4 Fails or refuses to participate in the subsequent 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 upto and inclusive of \_\_\_\_\_ (mention here the date of validity of Guarantee) and shall not be terminable by notice or by Guarantor change in the constitution of the Bank or the firm of bidder or by any reason whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, conceded with or without our knowledge or consent by or between the bidder and the University.

"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. University). 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. \_\_\_\_\_ (Rupees \_\_\_\_\_ Lacs).
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:

A handwritten signature in black ink, consisting of a stylized initial 'M' followed by a long horizontal stroke.A handwritten mark consisting of two diagonal lines meeting at a point, forming a V-shape.

**Form V - Undertaking of Authenticity for Furniture/PVC Profile/ Gypsum board for False Ceiling/Electrical Fixtures**

**To**

The Registrar

Jai Prakash University, Chapra.

**Date:**

**Sub: Request for Proposal (RFP) for First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. vide our Tender Notice No:- JPU/01/Registrar cell/2026-27.**

Dear Sir,

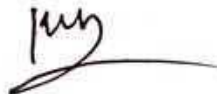
With reference to the Supply, First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. being supplied/quoted to you vide our invoice no. / quotation no. / order no. cited above.

We hereby undertake that all the components/parts In case of default and we are unable to comply with above at the time of delivery or during installation for Furniture already billed, we agree to take back the Furniture 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 First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. as per the content even if there is any defect by our authorized Service Centre.

Authorized Signatory Name:

Designation:



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

To

The Registrar

Jai Prakash University

Chapra.

Dear Sir,

**Subject: Request for Proposal (RFP) for First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. vide our Tender Notice No:- JPU/01/Registrar cell/2026-27.**

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 Government of Bihar or any entity of state government or central government, or any local self-government body or publican retaking in India for participating in future bids for unsatisfactory per for mince, 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 there after during the contract period and the amounts paid till date shall stand forfeited without further intimation.

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

Name of the Bidder/agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

Yours faithfully,

(Name & signature with stamp of the bidder)



**Form VII –PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

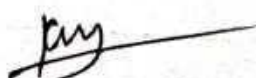
Date:

WHEREAS .....(Name of Bidder) here in after called "the Bidder", has been identified and selected to First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. items install and commissioning of lab and ancillary equipment, and has undertaken, in pursuance of work order number \_\_\_\_\_, dated\_\_\_\_(here in after referred to as "the Contract")to supply, install etc in Rajkiya Degree Mahavidyalaya at Saran District.

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 First stage of payment when furniture Supply, Fitting and Fixing of Bench + Desk for Nine Rajkiya Degree Mahavidyalaya at Saran District. 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 Rajkiya Degree Mahavidyalaya at Saran District 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 agree gate.
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 **Clause1**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. 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.
4. 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.

5. 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 to relieving the Bank.
6. This guarantee shall be governed by the laws of India and only the courts of Chapra, 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



Furniture for Rajkiya Degree Mahavidyalaya at Saran District

Sl No.	Image	Specification	Unit	Qty	Rate	Rate quoted by the manufacturer/ Company/Agency/Bidder
1		<p><b>2 Seater Desk Bench</b></p> <ul style="list-style-type: none"> <li>• Desk Size: 1050mm (W) x 400mm (D) x 760mm (H)</li> <li>• Bench Size: 1050mm (W) x 300mm (D) x 450mm (H)</li> <li>• Back Size: 1050mm (W) x 150mm (H)</li> <li>• Total Size of Bench: 1050mm (L) x 900mm (D) x 760mm (H)</li> <li>• Material &amp; Construction:                             <ul style="list-style-type: none"> <li>○ Top, seat, back, and modesty panel made of 18mm HDMR with 1mm laminate on both sides.</li> <li>○ Finished with PVC edge banding.</li> <li>○ Understructure frame made of 25x25 x 1.2mm square MS pipe.</li> </ul> </li> </ul>	Each	1		
2		<p><u>Providing, supplying and placing of Desk cum Bench N Seater. Its size shall be 1840 x 1130 x 757. Desk-Top Panel-All panels are made from 18mm thk Pre-laminated twin board (E1/P2 GRADE) with PVC edge banding on all sides. The panels have corners rounded for safety usage. Understructure: All side metal frames and cross connectors are made from combination of 25.4 x 1.2 mm thk (approx. 18 SWG) Round ERW tubes, 31.8 x 1.2 mm thk (approx. 18 SWG) Round ERW tubes and 28.6 x 1.2 mm thk (approx. 18 SWG) Round ERW tubes (As per IS: 7138) which are welded together. The Welded structures and cross connectors are coated with min. 45 micron thickness of epoxy polyester coating. Back supports which are provided at the rear back are made of 50.8 x 25.4 x 1.2 mm thk (approx. 18 SWG) rectangular ERW tubes (As per IS: 7138). The tubes are coated with min. 45 micron thickness of epoxy polyester coating. The storage shelves are made from 0.6 mm thk MS sheet (As per IS: 513) fixed below the desk top panel and are coated with min. 45 micron thickness of epoxy polyester coating. Hooks are provided on the vertical side frames on both sides of the desk for hanging bags/bottles. They are made from 2 mm thk MS sheet (As per IS: 513) and are coated with min. 45 micron thickness of epoxy polyester coating. The understructure is assembled using M6 trilobular screws (As per DIN 7500) with Zn blue plating. Compact Laminate seat and back panels are assembled using M6 Countersunk Trilobular screws (as per DIN 7500) with Zn Black Plating (As per IS 1573:1986). Spacers are provided on the top of round tubes for wooden panels fixing. They are made of PP Glass filled (30%) Plastic Caps made of PP copolymer (3530 Grade) are also provided on the rear frames adding more aesthetic value to the product. M6 high tensile TVS</u></p>	Each	1		



		<b>make bolt(Class 8.8) with glass filled nylon level adjusters are provided at the bottom of understructure to take care of unevenness in floor with height adjustment of approx 15mm.</b>				

**Note :- Mentioned the rate including all Taxes for all above mentioned financial proposals.**

**As per the Financial Forms provided with Bid document.**

Note: -

- (a) No other allowances like TA/ DA etc. will be paid by Jai Prakash University, Chapra.
- (b) It shall include all costs associated with the assignment including all freight, loading and unloading charges, transportation, labor charges, insurance etc. including training by the selected agencies on required items as may be requested by the university. The Tendering Authority will not bear any cost other than the lump-sum total cost quoted in the financial proposal.
- (c) The financial bid will have to be submitted as per standard on-line format (E-proc2) only.
- (d) The decision of the Jai Prakash University, Chapra will be final & will be binding on all firms.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

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

