

REQUEST FOR PROPOSAL

Request For Proposal (RFP) for Library book Acquisition at
Government Polytechnic Kishangani

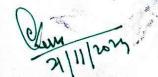
RFP Number-04/2024-2025/GP Kishanganj Issued on -21-11-2024

Government Polytechnic Kishanganj

(Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-Kishanganj, PIN-855116)

Department of Science, Teaching and Technical Education

Page 1 of 19

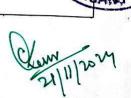


Government of Bihar

Contents

No	tice Inviting Tender	. 3
1.		
2.	Scope of work.	5
3.	Pre-Qualification Criteria.	6
4.	Technical Evolution.	6
5.	Financial Evolution.	7
6.	Performance Security	8
7.	Tendering Expense	9
8.	Language and currency of the tender.	9
9.	Amendment to Tender Document	10
10.	. Did Validity	10
11.	. Rejection of Big	1.0
	· cacconducting of old	10
	· remination of contract	1.0
14.	Notices.	10
	resolution of dispute	
16.	Applicable of Law	11
17.	Payment	11
18.	Penalty	11
	Tribechaneous Condition	
20.	Bill of Quantity.	11
Anr	nexure-1	12
Anr	nexure-2	
Ann	nexure-3	
Ann	nexure-4	
Ann	nexure-5	

Page 2 of 19



NOTICE INVITING TENDERS

- 1. Government Polytechnic Kishanganj has been established under the Department of Science, Teaching and Technical Education Government of Bihar to cater to the need of technical education. The College/Institute is providing technical education as per norms set by the All-India Council for Technical Education (AICTE). The Government Polytechnic Kishanganj is committed to enhancing its library resources to support the academic and research needs of its students and faculty. We invite bids from eligible entities to submit proposal for supply of library books that cater to the deserve needs of our engineering programs as mentioned in the tender document.
- 2. The contract will be signed between Government Polytechnic Kishanganj and the successful agency/bidder.
- 3. To participate in the e-tendering process, the bidder/agency is required to get them registered with eproc2.bihar.gov.in.

S. NO.	4. Schedule of Events: - Event Description	Timeline
4.1	Last date & time of downloading the RFP	Till10/12/2024 up to11:59 PM, on epoc2.bihar.gov.in
4.2	Pre-bid meeting	05/12/2024 at 11:00 AM
4.3	Submission (Upload) of online bid document	Till 10/12/2024 up to11:59 PM, on epoc2.bihar.gov.in
4.4	Submission of EMD	Offline by 17/12/2024 to
4.5	Opening of Technical bid	"Principal Government Polytechnic Kishanganj" Till 19/12/2024 up to11:59 PM, on epoc2.bihar.gov.in
4.6	Opening of Financial Bid	Date to be announced later by competent authority on epoc2.bihar.gov.in
4.7	Pre-bid Meeting venue	Government Polytechnic Kishanganj (Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist- Kishanganj, PIN-855116)
4.8	Contact person	Principal, Government Polytechnic Kishanganj, Mobile No-9430637048 Email-govtpolykishangani@gmail.com
		Nodal Officer, Government Polytechnic Kishanganj Mobile No-7065579618 Email-govtpolykishanganj@gmail.com
4.9	Method of Selection	Least Cost Selection (LCS)

Note

- Interested bidders may obtain further information about this notice inviting (i) Tender (NIT) from the office of Government Polytechnic Kishanganj.
- No tender will be accepted after closing date and time in any circumstances. (ii)
- 5. Bidder may also download the tender document available from eproc2.bihar.gov.in and submit the tender by using the download document.
- 6. The Government Polytechnic Kishanganj will adopt the Least Cost Selection (LCS) method for hiring the agency for "Library Book Acquisition".

Page 3 of 19

21-11-2024 July 21/11/24 21/11/24

- The tender shall be accompanied by Earnest Money Deposit of Rs. 26000/- (Twenty-six thousand rupees only) in the shape of Demand Draft from any Schedule Bank in favour of Government Polytechnic Kishanganj.
- 8. The technical and financial bids must be submitted through eproc2.bihar.gov.in before the date and time specified in the tender document. The Government Polytechnic Kishanganj doesn't take any responsibility for the delay/Non-Submission of Tender/Non-Government Polytechnic Kishanganj doesn't take any responsibility for the delay/Non-Submission
- Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- 10. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in eproc2.bihar.gov.in at the respective stage(s) only.
- 11. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the eproc2.bihar.gov.in.
- 12. The technical bids will be opened (in e-mode/online) on the date 19/12/2024 at 11 AM.
- 13. The bids must be uploaded (e-mode/online) at the eproc2.bihar.gov.in.
- 14. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events as in above Clause 4
- 15. The Earnest Money should be deposited on or before the closing date & time indicated in Clause 4 above in the Government Polytechnic Kishanganj, failing which the tenders will be treated as late tender and would be summarily rejected. Proof of the same shall be uploaded on the eproc2.bihar.gov.in during the bid submission.
- 16. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the Government Polytechnic Kishanganj the tenders/EMD will be received/opened on the next working day at the scheduled time.
- 17. Government Polytechnic Kishanganj reserves the right to accept or reject any or all tender or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
- 18. For further enquiry and information, please contact to the following officers during office hours 10 AM to 05 PM- Mr. Anurag Kumar, M No-7065579618.
- 19.All further notifications/Corrigendum/Addendum if any shall be posted on eproc2.bihar.gov.in.

When reading this document if you identify any errors or omissions, please advise Government Polytechnic Kishanganj in writing, in 15 calendar days, giving a brief description of the problem, its location within document and your contact details.

Page 4 of 19

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Confidentiality

This document contains privileged and confidential information pertaining to the "Selection of supply of library book in Government Polytechnic Kishanganj. The access level for the document is specified above. The addressee should honour access rights by preventing intentional or accidental access outside access scope.

1. Instruction to the Bidder

- i. Government Polytechnic Kishanganj may, in its absolute discretion, seek additional information or material from any bidder after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.
- ii. Bidder should provide details of their contact person, telephone, fax, email, and full address(s) to ensure that replies to RFP could be conveyed promptly.
- The selection process would be based on technical evaluation followed by financial evaluation iii. and finally selected on the basis of least cost.
- The bidder should prepare and submit its offer as per instructions given in this section. iv.
- The bid prepared by the Bidders, as well as all correspondence and documents relating to the v. Bid exchanged by the Bidder and the Government Polytechnic Kishanganj and supporting documents and printed literature shall be written in English.
- Queries / Clarification if any, may be taken up with the contact person detailed below, on vi. before between 10 am to 5 pm on Monday to Friday: Contact details of the nodal person -Mr. Anurag Kumar, Mobile No-7065579618.
- In the event of the specified date for the submission of bids, being declared a holiday for the Government Polytechnic Kishanganj, the bids will be received up to the appointed time on the next working day.
- The Government Polytechnic Kishanganj may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Government Polytechnic Kishanganj and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- Government Polytechnic Kishanganj shall in no circumstance accept any bid after the deadline for ix. submission of bids prescribed by the Government Polytechnic Kishanganj and would summarily be rejected.
- The price quoted should be in Indian Rupees inclusive of all charges/taxes etc. X.
- xi. No cost shall be payable related to transportation and Insurance.
- xii. Any deviation may lead to bid rejection. Government Polytechnic Kishanganj reserves its right to cancel the order.
- Time and quality of the service are the essence of this agreement. Failure to do so will be xiii. considered as breach of the terms and conditions of the contract.

Page 5 of 19

21-11-2024 July 21/1/24 Swarf 21/1/24 Dee 2111/24 2111/24

- By submitting a proposal, the Bidder agrees to promptly contract with Government Polytechnic xiv. Kishanganj for any work awarded to the Bidder. Failure on the part of the awarded Bidder to execute a valid contract with Government Polytechnic Kishanganj will relieve Government Polytechnic Kishanganj of any obligation to the Bidder.
- If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time i.e. during the evaluation of the Bid / even after placing the Work Order (WO). Bid/PO will be rejected/cancelled and suitable action will be taken.

2. Scope of Work

Government Polytechnic Kishanganj seeks proposals from agency/bidder/vendor to supply book as per below mentioned specifications:

- i. Supply a diverse selection of books relevant to engineering disciplines, including but not limited to:
 - Computer Science & Engineering
 - Civil Engineering
 - ✓ Electrical Engineering
 - ✓ Electronics Engineering
 - Mechanical Engineering
 - Physics, Chemistry & Mathematics
- ii. Ensure that books are of latest edition or mentioned in BOQ.
- iii. Books should be delivered to the institute within 30 days of order confirmation.
- iv. Offering post-purchase support including returns, exchanges, and handling any issues with book quality or delivery.

3. Pre-Qualification Criteria

Sn	Requirements	Specific Requirement	Document Required
1	Legal Entity	The bidder should be a registered firm duly registered under Indian Companies Act, 1956/2013 or a partnership firm under the Indian Partnership Act, 1932 or a Limited Liability Partnership under the LLP Act, 2000 The Business should have been in existence for minimum 5 years.	■Copy of Certificates of incorporation in case of a Company

Page 6 of 19

200 2111/24 2111/29

		The bidder should have a valid * License.	Documentary proof Should be provided.
2	Turnover	Average Annual Turnover of the Bidder during the last Three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) should not be less than 40 lacs.	Audited Financial Statements or CA Certificate with CA's Registration Number/ Seal certifying the turnover
3	Technical Capability & Experience	Bidders should have 3 years' experience as book supplier with Central / State Government Organization / Public	Work Order / Work Completion Certificates from the client.
4	Number of services provided by the bidder	Bidders should have at least 5 work orders for minimum of 5 lacs or more with Central / State Government Organization / Public Sector Unit (PSU)/ Private University Recognized /affiliated to UGC/ AICTE in India	from the client.
5	Tax, Registration	The company shall hold valid GST and PAN Certification	Copies of relevant Certificates
6	Blacklisting	The bidder shall not have been blacklisted by any Central or state government agency, PSU	Undertaking in this regard to be submitted. (As per annexure - 4)

4. Technical Evaluation

The Technical proposals of all bidders which meet the above eligibility criteria, and basic requirements (i.e., timely submission, bid security, etc.), will move to the next stage of evaluation, in which technical score shall be computed based on the Scoring matrix as specified below:

Taraca and a	Tec	hnical evaluation	Matrix	
S.NO.	Particular	Allocation	of marks	Maximum of marks
1	Average annual turnover in last three financial years (2021-22,2022-23,	>=to40lacs but <=1crore		
	&2023-24)	>1 crore	20 marks	20 marks

Page 7 of 19

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	Total m	arks		50 marks
		>5	10 marks	
3	Bidder should have 3 years' experience as book supplier with central/State Government organization/Public sector unit(PSU)/Private University Recognized/affiliated to UGC/AICTE in India	>=3 but <=5	5 marks	10 marks
2	Bidder should have at least 5 work order for minimum of 5 lacs or more with central/State Government organization/Public sector unit (PSU)/Private University Recognized/affiliated to UGC/AICTE in India	= 5 assignments. Additional 5 marks for each assignment over and above 5 assignments	5 marks each for additional assignment up to 20 marks	20 marks

Note: Bidders score 60% or more i.e., 30 marks or more, shall qualify for the

5. Financial Evaluation

Financial bids shall be opened only for the vendors whose bids are found to be technically fit/ substantially responsive and complying with minimum eligibility criteria.

- i) Government Polytechnic Kishanganj will open the Financial Bids of only Technically Qualified Bidders, in presence of the Nodal Officer / designated representatives of the Bidder who choose to attend, at the time, date and place, as decided and communicated by Government Polytechnic Kishanganj.
- ii) If there is any discrepancy in the financial bid, it will he dealt as per the following:
 - a. If, in the price structure quoted for the services, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity) the unit price shall prevail and the total price corrected accordingly.

Page 8 of 19

Sarry July 21/11

- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
- c. If there is a discrepancy between words and figures, the amount in words shall prevail.
- d. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of Government Polytechnic Kishanganj, the bid is liable to be rejected. If the Bidder does not accept the correction of errors, its bid will be rejected and the EMD may be forfeited.

6. Performance Security

- a. The successful bidder shall have to furnish a performance security equivalent 5% of the Project cost, in the shape of a Bank Guarantee issued by a scheduled Bank in favour of Principal, Government Polytechnic Kishanganj, The Bank guarantee shall be as per proforma at "Annexure 4" and remain valid for a period, which is six months beyond the date of expiry of the contract. The Performance Security will be returned to the bidder, upon validation of completion of all contractual obligations including warranty.
- b. The performance security should be submitted before executing the contract /signing of the contract document positively.
- c. If the bidder violates any of the terms and conditions of tender document of this Notice Inviting Tender/Tender in any manner, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the Government Polytechnic Kishanganj and the contract may also be cancelled/terminated. Further, the bidder may be blacklisted for a reasonable period as decided by the Department of Science, Technology and Technical Education/ Government Polytechnic Kishanganj.

7. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. The Government Polytechnic Kishanganj will, in no case be

Page 9 of 19

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responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

8. Language and currency of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language and the bidder is required to quote all prices strictly in Indian Rupee only.

9. Amendments to Tender Documents

At any time prior to the deadline for submission of tenders, the Government Polytechnic Kishanganj may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it. Such an amendment will be notified on eproc2.bihar.gov.in and the same shall be binding to all prospective Bidders. Government Polytechnic Kishanganj will not issue any separate communication in this regard.

10. Bid Validity

The submitted bids shall remain valid for a period of 180 days after the due date of submission of bids.

11. Rejection of bid.

Bids shall be rejected if: -

- Not found in prescribed format and not containing required details.
- Not properly signed as per requirements.
- Received after due date and time.
- Missing of any supporting document(s).

12. Subcontracting

No subcontracting allowed under this contract.

13. Termination of Contract

- Bidder fails to supply the library book within 15 days in single lot as per contract or within any extension thereof granted by the Government Polytechnic Kishanganj.
- Bidder fails to perform any other obligation(s) under the contract.

14. Notices

Page 10 of 19

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Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by hand or e-mail or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract between the Government Polytechnic Kishanganj and the bidder/agency.

15. Resolution of Disputes

- Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of Kishanganj only.

Applicable Law 16.

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

17. Payments

- No advance would be given for supply of the books.
- Payment will be made only after proper and satisfactory verification of the ordered items.
- Payment will be made after deducting TDS/other charges.
- In case the contract is terminated, payment towards services will be made on pro rata basis, after deducting applicable penalty and TDS/other.

18. Penalty

There will be penalty for delayed supply. The applicable penalty would be deducted at the rate of 5% per week of the value of delayed supply beyond the specific period of 60 (Sixty) days from the date of Work order and maximum deduction will be to the extent of 10% of the contract value.

19. Miscellaneous Conditions

- Each and every book mentioned in the specification document should be quoted yes in order to qualify
- Each and every book mentioned in the tender must be supplied. Incomplete/Partial supply will not be accepted in ii. any case. Self-declaration letter of supply of all books on letterhead must be enclosed in the bid.
- Maximum discount should be offered.
- If there is any kind of defect in book, then supplier must replace immediately.
- Price list/Catalogue/Price proof should be enclosed for the verification of price. V.
- Packing, Forwarding, Freight and other expenses up to the institute will be paid by the vendor.
- Delivery of all item will be accepted at Government Polytechnic Kishanganj

Page **11** of **19**

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- **viii.** Books should be of latest edition only.
- ix. Any loss or damage caused to the books/documents during transit has to be replaced within a reasonable time.
- Postal or courier delay will not be considered. All disputes regarding this supply will be subject to site Jurisdiction.

20. Bill of Quantity (BOQ)(Format)

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Page 12 of 19

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TECHNICAL DATA SHEET

Details of contractor/ service provider

S.I No.	Description	Inform	ation	
1	Name of Tenderer & Contact person with complete address, email & mobile No: -			
2	Status of the Tenderer (attach documents If registered company/partnership/proprietorship/LIP) with		4	
	Statutory details (photocopy to be attached) a) Registration No. of the Firm- b) PAN- c) GST Reg. No			
	Bidders should have at least 5 Government Organization / P UGC/ AICTE in India	work orders for m ublic Sector Unit (P	inimum of 5 SU)/ Private	lacs or more with Central / Stat University Recognized /affiliated t
	Name of the Project.	Client Name & Contact information		Amount(Rs.)
	1. 2. 3. 4. 5.	u 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1-		
5	Average turnover of the compa	ny in the last 3 years		
	FY 2021-22	FY 2022-23		FY 2023-24
6	Bidders should have 3 years	ars' experience as book supplier with Central / State Gov Unit (PSU)/ Private University Recognized /affiliated to UGC/ A		with Central / State Governmen
	India	ut (PSU)/ Private Uni		
	India Name of the Project	it (PSU)/ Private Uni Client Name & C information	ontact	Duration
	India	Client Name & C	ontact	

ence to substantiate information mentioned above

< Authorised Signature >

Name:

Designation:

Page 13 of 19

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Financial Bid

Format for Financial Bid

To,

Principal, Government Polytechnic Kishanganj Bihar

Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-Kishanganj, PIN-855116

S.NO		AUTHER NAME	PUBLISHER	UNIT PRICE IN Rs.(a)	TOTAL PRICE IN Rs. (b)
	Total*				

TOTAL COST ARRIVED ABOVE & % DISCOUNT OVER PRINTED PRICE(Annexure 5) WILL BE TAKEN INTO CONSIDERATION FOR FINAL FINANCIAL EVALUATION.

Bidders are requested to note the following:

- i. All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- ii. All the pages of financial bids must be sealed and signed by authorized signatory.
- iii. Vendor will supply all mentioned book in one time.
- iv. No separate charges will be paid by the Government Polytechnic Kishangani for the same and it will be included in the charges mentioned in the financial format,
- v. All the rates must be quoted INR.

<Authorised Signature>

Name:

Designation

Page 14 of 19

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Bank Guarantee No:
Date:
То
Government Polytechnic Kishanganj, Bihar
Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-
Kishanganj, PIN-855116
1. Against contract vide Advance Acceptance of the Tender No. Dated covering "RFP for Library Book Acquisition at Government Polytechnic Kishanganj Campus under Department of Science, Technology and Technical Education, Government of Bihar" (hereinafter called "the Bid"). (hereinafter called the said 'contract') entered into between Government Polytechnic Kishanganj (hereinafter called the Purchaser) and M/s, a Company incorporated under the Companies Act, 1956/2013 or Partnership Act 1932 or Limited Liability Partnership Act 2008 / Government Organization/ Public Sector Undertaking and having is Registered Office at
Page 15 of 19

Format for Performance Dank Guarantee

Ref:

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performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

- 2. We (Name of the Bank /Branch) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Bidder i.e. till hereinafter called the said date and that if any claim accrues or arises against us (Name of the Bank /Branch) by virtue of this guarantee before the said date, the same shall be enforceable against us (Name the Bank/Branch) notwithstanding the that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us (Name of the Bank/Branch) by the Purchaser before the said date. Payment under this guarantee shall be made promptly
- 3. It is fully understood that this guarantee is effective from the date of the said contract and that we (Name of the Bank /Branch) undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

upon our receipt of notice to that effect from the Purchaser.

- 4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
- 5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Bidder shall have no claim against us for making such payment.
- 6.We(Name of the Bank / Branch) further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Bidder and to forebear or enforce any of the terms and conditions relating to the said contract and we, (Name of the Bank / Branch) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any

Page 16 of 19

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forbearance by the Purchaser to the said Bidder or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee

- 7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder. Notwithstanding anything contained herein:
 - liability under this Bank Guarantee shall not(Rupees in words exceed of Rs..... only).
 - b. The Bank Guarantee shall be valid up to; and;
 - C. We (Name of the Bank / Branch) are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before

Authorised Signatory of the Bank

Signature

Full name/designation/ Address of the official and date WITNESS NO. 1

Signature

Full name/designation/ Address WITNESS NO. 2

Signature

Full name/designation/ Address

Page 17 of 19

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Format for Declaration by the bidder for not being Blacklisted/ Debarred:

(To be executed on a non-judicial stamp paper of appropriate stamp duty (as per Stamp Act of Bihar)

Date:

To,

Government Polytechnic Kishanganj, Bihar

Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-Kishanganj, PIN-855116

Subject: Submission of proposal in response to the Tender for "..... Ref: Tender No.:

Dear Sir,

I, authorized representative of, hereby solemnly confirm that the Company

is not blacklisted / banned / debarred/ declared

ineligible / declared having dissatisfactory performance and not banned by the Government of Bihar/ Any other State Government/ Government of India which includes any Government Department, Public Sector Undertakings of the Government, Statutory Department formed by the Government, Local Bodies in the State, Co-operative Institutions in the State, Universities and Societies formed by the Government for any reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, Government Polytechnic Kishanganj reserves the right to reject the Bid or terminate the Contract without any compensation to the Company.

Thanking you.

<Authorized signature>

Name.

Designation

Address

Telephone & Fax

Page 18 of 19

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Financial sheet

S.No.	% Discount Over Printed Price

Place:

Date:

Signature & Seal of the Bidder

Name of Agency....

Page **19** of **19**

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