

# Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001, Tel. No. +91-612-2352300, Fax No. : +91 -612-2352315

Website: <https://www.cnlu.ac.in>, E-mail: [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in)

NIQ No. -90/2025-26

Date: 06.03.2026

## SHORT TENDER NOTICE

**Through e-procurement mode only <https://eproc2.bihar.gov.in>**

Chanakya National Law University invites E-Tender in two bid system (Technical and Financial) from the reputed bidders for Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video Conferencing, Air Conditioning System, Stage and other Lighting, Auditorium, Chairs and other Furnitures and other equipments of Chanakya National Law University, Patna installed in Auditorium, Chanakya National Law University, Patna.

1.	Name of the Work	:	Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video Conferencing, Air Conditioning System, Stage and other Lighting, Auditorium, Chairs and other Furnitures and other equipments of Chanakya National Law University, Patna installed in Auditorium, Chanakya National Law University, Patna.
2.	Cost of Document (Non-Refundable)	:	<b>Rs. 10,000/- (Rs. Ten Thousand) Only.</b>
3.	Earnest Money Deposit	:	Rs.25,000/- (Twenty-Five Thousand only)
4.	E-Tender Processing Fee	:	As per Eproc2 website
5.	Time of Contract	:	02 Years
6.	Bid start Date	:	07.03.2026
7.	Date of Pre-bid meeting	:	09.03.2026 (Offline) at the Chamber of Registrar, CNLU, Patna from 03:30 p.m.
8.	Last Date & Time for Uploading of bids	:	Till 15.03.2026 up to 05:00 pm.
9.	Date & Time of Opening of Technical Bids	:	Up to 16/03/2026 (12:00 Hrs.)
10.	Date & Time of Opening of Financial Bids	:	Will be intimated later
11.	Place of Opening of Bid	:	Registrar's Chamber
12.	Periods of Bids Validity	:	120 days
13.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
14.	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> & download / Participate in E-Tender.		
15.	The tender document can be obtained through our website <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> & <a href="https://www.cnlu.ac.in">https://www.cnlu.ac.in</a>		
16.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> before the date & time specified in the NIT. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons."		
17.	Bid Document cost should be paid as per <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>		
18.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
19.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
20.	For queries and clarifications, if any send e-mail to <a href="mailto:tender-enquiry@cnlu.ac.in">tender-enquiry@cnlu.ac.in</a>		
21.	For support related to the e-tendering process, bidders may contact "e-procurement HELP DESK, mjunction services limited RJ Complex, 2 <sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. -Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		

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## Instructions to Bidders (ITB)

1. **Name of Work:** Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video Conferencing, Air Conditioning System, Stage and other Lighting, Auditorium, Chairs and other Furnitures and other equipments of Chanakya National Law University, Patna installed in Auditorium Chanakya National Law University, Patna.

2. Chanakya National Law University, Patna invites bids by E-tender system in two bid system (Technical & Financial Bid) from experienced and reputed Contractors, agencies/firms engaged in Operation and Maintenance of Audio-Visual Systems, Audio-Video conferencing, Air Conditioning System Stage and other Lighting Chairs and other Furniture etc. having minimum of five-years' experience in the field, as under:-

Ser. No.	Type	Description
(i)	Name of Work	Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video Conferencing, Air Conditioning System, Stage and other Lighting, Auditorium, Chairs and other Furnitures and other equipments of Chanakya National Law University, Patna installed in Auditorium Chanakya National Law University, Patna.
(ii)	Earnest Money Deposit (EMD)	Rs.25,000/-
(iii)	Site Inspection	On 09.03.2026 from 11:00 Hrs. to 14:00 Hrs. at CNLU, Patna.
(iv)	Pre Bid Meeting	On 09.03.2026 at 15:30 Hrs. at C N L U , P a t n a .
(v)	Last Date of downloading of tender document	Upto 15.03.2026 (17:00Hrs.) from <a href="https://www.cnlu.ac.in">https://www.cnlu.ac.in</a>
(vi)	Deposit of EMD through E-payment	Up to 16/03/2026 (12:00 Hrs.)
(vii)	Last date and time of submission of electronic bid	16/03/2026 up to 12:00 Hrs. on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
(viii)	Opening of Technical bid	On 16/03/2026 at 14:30 Hrs. on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
(ix)	Opening of Financial Bid	To be notified later.

The bids are to be submitted online in electronic format on website. The Bidders may download Tender Document along with terms and conditions from <https://eproc2.bihar.gov.in> home page by clicking e-tendering portal. The bidders are requested to submit their bids prior to last date of submission to avoid any technical or other difficulty resulting in non-submission of their bids due to non-availability of website at last moment and or any reason whatsoever. Neither CNLU nor the E-Tendering service provider shall be responsible for any issues such as internet connectivity or non compatibility internet browser etc. The last date and time of submission of bids will not be extended due to the hanging of the system or congestion due to internet at the end of the bidders at the time of submitting tender. Bids not submitted online will not be entertained. CNLU reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

3. Bidders who wish to participate in this tender will have to register on line and <https://eproc2.bihar.gov.in>. Bidders will have to procure Digital Signature Certificate using which they can sign their electronic bids. Bidders can procure the same from or they may contact CNLU E- tender service provider "e-procurement HELP DESK, mjunction services limited RJ Complex, 2<sup>nd</sup> Floor, Canara Bank Campus,

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Khajpura, Ashiana Road, P.S. –Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.

Bidders who already have a valid Digital Certificate do not need to procure a new Digital Certificate. **The bidders are requested to read the user manual available on website <https://www.cnlu.ac.in> before initiating the process of E-Tendering.**

4. Bidders shall submit their offers online in an electronic format both for “Technical” and “Financial bid”. However, Earnest Money Deposit (EMD) as prescribed, should have to pay through E-payment.

5. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the bidders.

6. **On Line submission of bids:** The online bids will have to be digitally signed and submitted within the time specified on website <https://eproc2.bihar.gov.in> the following manner:-

#### 6.1 Technical Bid: Scanned Copies to be uploaded (pdf)

6.1.1 The bidder will have to deposit EMD Rs 25000/- through E-payment. Scan copy of depositing EMD along with technical bid will have to be uploaded, otherwise the bid in electronic form will not be considered.

6.1.2 The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the Technical Evaluation of bidders. Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing. Technical formats i.e. all Annexures, except Financial Bid Annexures/Schedule, any other relevant supporting documents including all the pages of tender document must be signed by hand of the authorized representative along with date as token of acceptance of the terms & conditions of tender, copy in favor of person signing the document in support of authorization /Power of Attorney, whichever is applicable should be uploaded by the bidder.

6.2 Financial Bid (.xls): This shall consist of financial format/schedules, they must be signed by the authorized representative along with date. The rates as given in the schedule shall quote in figures and the rates must be exclusive of all taxes in financial bid. The bidder is required to check the prices/amount carefully before uploading financial bid.

7. Proof of EMD is essential with technical bid otherwise bid in electronic form is liable to be rejected.

8. **Manual bids shall not be accepted.** The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

10. **Opening of Technical Bids:** Technical bids will be opened on **16.03.2026 at 14:30 Hrs.**

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11. **Opening of Financial Bids:** Exact date and time shall be communicated through official E- mail address given in the bid document to the qualified bidders / uploaded on CNLU Website and <https://eproc2.bihar.gov.in>

12. Conditional bids would be summarily rejected.

13. In case no bid or single bid is received, or any one Bidder is left after Technical Evaluation or any other reason whatsoever, CNLU, shall may at its sole discretion cancel the whole tendering process and invite Re-Tender

14. **Pre-bid Meeting:** For any clarification on the Bidding Document, a pre bid meeting will be held on **09.03.2026 at 15:30 Hrs.** in the Chamber of Registrar, CNLU, Patna.

15. Any separately submitted discount letter on the financial price shall not be considered by CNLU and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

16. **Contact Person:** In case of any query, you may contact any of the following officials:

a) Mr. Mukesh Kumar, Civil Engineer, CNLU - 9006626076

17. **Earnest Money Deposit (EMD):** Bidder should pay specified amount towards Earnest Money deposit as follows:

17.1 Rs 25000/- (Rs. Twenty five thousands only) through E-payment.

17.2 EMD will not carry any interest.

17.3 EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of Contract Agreement and submission of security deposit.

17.4 **The Earnest Money Deposit submitted by the bidder shall be forfeited if,**

- a) Successful bidder fails to execute an Agreement within specified time as per intimation/request of the CNLU, Patna
- b) Successful Bidder withdraws his tender or backs out after acceptance,
- c) Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document,
- d) Bidder violates any of the terms and conditions of the tender,
- e) Bidder revises any of the items quoted during the validity period,
- f) Bidder is found to have indulged in fraudulent practices in the bid submission process.

18. **Site Inspection:** Before submission of offer, the bidders are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

19. **Scope of Work**

19.1 The Service provider/vendor/contractor shall provide a) comprehensive maintenance services to keep all the equipment's/systems in good working order. b) Attend to complaints raised by CNLU on regular basis. C) Direct on site support for the equipment. Contract is comprehensive in nature inclusive of consumables.

19.2 On site Preventative and corrective maintenance of Audio-Visual Conferencing & presentation

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solution at CNLU, Patna where the above equipment is installed as indicated from time to time.

19.3 The comprehensive maintenance contract will include necessary operation and maintenance, equipments and furnitures etc. and all other equipments installed in Auditorium, Carpet etc. since the equipments etc. installed are currently in defect liability period, cost of major repairs/replacement shall be borne by the original contractor and cost over major repair/replacement of equipments etc. should not be considered in this tender.

19.4 Call to response: Service provider's/contractor engineer shall report at Registrar, CNLU office within one hour of reporting of breakdown through telephone/email or Fax or courier at the service provider's nearest office and repairs the same at the earliest.

19.5 The maintenance contract also includes removal of virus, software patch updating, HDD crash recovery, troubleshooting to keep the system fully operational. The service provider will be responsible for providing virus free computing environment at CNLU. In case equipment at any location is taken away for repair, the Service Provider shall provide a similar standby equipment of any make capable of connecting on IP at no cost to CNLU, so that the equipment can be put to use in the absence of the originals/replacements without disrupting the regular work.

19.6 All equipment and their parts as mentioned in the tender document will be covered under this Comprehensive maintenance contract.

19.7 The parts/component/sub-assemblies used for repair/replacement by the service provider will be of the same/equivalent or higher make and functional capability as originally available in the system.

19.8 The service provider will arrange all other parts/components/sub-assemblies including Hard Disk, Switch Mode Power Supply (SMPS) and Motherboard free of cost as part of the contract.

19.9 The Service provider/vendor/contractor shall provide comprehensive maintenance services to keep all the equipments/systems in good working order. In case of breakdown etc. The service will include carrying out of the necessary repairs/maintenance, replacement of parts/equipments, up-gradation of software etc. free of cost.

19.10 The Service provider/vendor shall ensure that the reported fault/support request is attended to promptly/immediately within 1 hour. If any equipment/machine is not repaired within the above period, a standby machine shall be provided immediately. In case any machine is non repairable, then equivalent model of same/different make will be given as replacement without any additional cost.

19.11 The Service provider/vendor shall be responsible for operation & maintenance of Board/Executive Meetings/Conference etc. at CNLU, Patna

19.12 The contractor shall be responsible for replacement of consumables such as batteries of remote, Creston touch panel batteries, cables like VGA/HDMI cables, LAN cables, or any other cables and connectors etc., Audio/Video cable, projector lamp, Panels of Plasma/LCD Monitor/TV are covered in the scope of the contract.

19.13 In case any of the items is required to be taken away for repair, the same shall be subject to the prior written permission of CNLU, Patna.

19.14 In case any of the equipment cannot be repaired at site, it has to be taken to your service centre and standby equipment shall be provided by you. In the event of repairs/replacement of parts, the vendor shall undertake the same with the prior approval by CNLU. All repairs/maintenance/servicing/replacement etc. is to be done by the vendor without any additional cost such as transportation cost etc.

19.15 In case of emergency i.e. if projector sent for repair or any other reasons, a standby projector will be provided by the vendor.

19.16 The vendor shall maintain an inventory of critical spare parts for the purpose of corrective and preventive maintenance.

19.17 It may please be noted that if any of the equipment replaced/upgraded, accordingly Contract cost will be proportionately reduced from above contract charges.

19.18 CNLU reserves the right to ask the contractor / Service provider to change the staff provided

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by Contractor / Service provider, if his /her service is not found satisfactory. The contractor /service provider shall be immediately changing the staff by suitable and competent authority.

19.19 CNLU reserves the right to deduct any proportionate amount from contractor payment on account of insufficient/unsatisfactory services and or willful/careless handling of any equipment or fixture by staff provided by the contractor.

19.20 The contractor shall be responsible to carry out any specific work/ installation of additional equipments/accessories to improve audio, visual & projection systems / up-gradation/modernization/replacement, as per requirement, which is not covered under the contract, on competitive prevailing market rates after taking prior approval from CNLU. Payment will be made separately on submission of bills for the said work.

19.21 CNLU at its discretion can ask the contractor to conduct third party inspection at the end of each year of the contract of the equipment maintained by the contractor during the period of the contract. Contractor will be responsible for carry out third party inspection by the vendor/agency/firm of the similar type. The contractor has to submit name of at least 2 firm/Vendor for third party inspection upon submission of which CNLU will decide the name of final vendor for third party inspection. The cost of third party inspection shall be borne by Contractor.

19.22 Since the work is of specialized nature, the contractor shall employ well-experienced suitable technical staff for the all working days. If necessary, bidders have to ensure that suitable technical staff shall also visit for Saturday/ Sunday of CNLU holiday as and when required without any extra payment.

19.23 The bidders should have sufficient arrangement for the said system with OEM (Original Equipment Manufacturer) for timely supply of required parts/equipment etc.

19.24 Bidder shall also arrange visit of its expert technician/engineer at our site on regular basis (during the contract period) to have update about the functioning of the entire systems and take corrective measures for immediate rectification.

19.25 In case any of the items is required to be taken away for repair, the same shall be subject to the prior written permission of CNLU

19.26 In case of any damage to CNLU's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to CNLU as may be advised by CNLU. The contractor shall also take full responsibility and compensate CNLU for any loss/damage/break-down caused to the installation due to negligence of his workers.

19.27 All systems/equipment would be operated as per mutually agreed programmers. The contractor should maintain proper entry and upkeep of relevant log books/registers as per statutory obligations in physical and shall also maintain complaints register, and work done/carried out reports to the satisfaction of CNLU. The same can also be maintained in soft (CD format).

19.28 Routine Preventive Maintenance Schedule: The Contractor would also prepare a Preventive Maintenance Schedule of all the systems in compliance with the manufacturers' recommendations and consultation with officer-in-charge of CNLU. The contractor shall also maintain Plant & Machinery history card giving full details of equipment and frequency of check and overhaul. Quarterly based maintenance of all equipment like unplug, air blow, check and re-plug and clean all racks with device will be in the scope of contractor.

19.29 Any others servicing which are not covered but necessary for smooth and trouble-free working of entire system(s) are also included in the scope of work.

19.30 All the systems/Equipment would be operated and maintained by the selected contractor. Due to any wrong operation or improper maintenance of any equipment, if any breakdowns occur in the system (s) or damage to the machinery(ies), the contractor has to repair/replace the damage equipment(s) for smooth operation of the systems.

19.31 After completion of the said contract period, it will be the responsibility of the contractor to depute his representative for a minimum period of 30 days to explain about the installed equipment(s)/system(s) to the new contractor/agency.

19.32 **Penalty:** After completion of the contract, if the said work is awarded to another

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agency/firm/vendor, smooth handing over of entire system be done within 30 days in good working condition to next selected contractor. During the process of Handing Over-Taking Over, if any fault is observed by CNLU/new contractor, the same should be rectified within 10 days period. If the defect is not rectified within 10 days than CNLU shall be at liberty to deduct 0.5% of the contract value per week or part thereof delay up-to a maximum of 2 months from contractor running /pending bills/security deposit. Thereafter, CNLU shall be free to get the work done through another agency/firm and payment shall be recovered from contractor balance payments/security deposit and contractor will have no objection to such deeds.

## 20. Criteria for Pre-Qualification:

The eligibility criteria for pre-qualification of bidder are as under:-

a) Average Annual financial turnover during the last 3 financial years, i.e., 2022-23, 2023-24 and 2024-25 should be at least Rs. 10.00 (Ten) Lakhs.

AND

b) Experience of having successfully completed similar works during the last 5 years as any of the following:

i) Three similar completed works/assignments costing not less than the amount equal to Rs.10.0 Lakhs.

OR

ii) Two similar completed works/assignments costing not less than the amount equal to Rs. 12 Lakhs.

OR

iii) One similar completed works/assignments costing not less than the amount equal to Rs.15 Lakhs

## 21. IMPORTANT NOTE:

21.1 The bidder shall submit authenticated documentary proof in support of financial turnover certificates/annual audited reports of last 3 financial years certified by Chartered Accountant.

21.2 **“Similar work” means the Operation and maintenance of Audio visual system, Audio-Video conferencing etc.**

21.3 The bidder shall submit signed and scan copy of PO Copies/Work order copies/ completion/performance certificate issued by client in support of satisfactory completion of similar works during the last 5 years.

21.4 **The bidder shall submit signed and scan copy of Tender Acceptance Letter (Annexure-3).**

21.5 **The bidder should submit signed and scan copy of detailed profile of the Organization, (giving list of works in hand and carried out during the last 5 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., GST / VAT Clearance Certificate, Service Tax, TIN No., ITR and PAN etc.)**

21.6 The bidder should submit signed and scan copy of partnership firm/partnership deed, if any.

21.7 The Bidder should be having adequate manpower, equipment etc. to smoothly executed the work.

21.8 The contractor should have a Registered Office/Branch in Patna.

21.9 The contractor should also intimate official E-mail address and telephone no. for all communication in order to avoid loss of time. All communications from CNLU shall be sent by E-mail/speed post.

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- 21.10 The contractor may also submit 'Quality Plan'.
- 21.11 Integrity Pact (IP) shall also be applicable.
- 21.12 Offers of Bidders who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ any University or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any criminal case against him, his tender shall not be considered. An Undertaking to this effect should be submitted.
- 21.13 CNLU reserves the right to request for any further documents/certificate/clarification from the bidder/contractor relevant to above qualifying criteria and the same must be submitted within stipulated time of receipt of any such communication from CNLU, failing which suitable action shall be taken by CNLU
- 21.14 The contractor should have to signed and upload Bidders Information (Annexure-1) along with supporting documents.
- 21.15 After opening of Technical bids, if a firm/Company fulfills the technical criteria, its financial bid will be opened. Exact date and time for opening of Financial Bids shall be communicated through official E-mail address given in the checklist of Annexure-1.
- 21.16 The bidder may be summarily disqualified in case of non-submission of required documents.
22. **Contract Period: The Contract will be initially for a period of Two years with a provision of one year extension subject to evaluation of the performance of service provider/Contractor by CNLU before end of second year contract. The rates for the 3<sup>rd</sup> year, if renewed, shall be the prevailing rates of the 2<sup>nd</sup> year quoted by the bidder, however all other terms and conditions will remain unchanged. The performance of the service provider/Contractor will be evaluated every year on a continuous basis and the extension /renewal of contract will be based on performance evaluated by CNLU or third party inspection report or both.**
23. **Award of Work**  
CNLU reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfillment of other terms & conditions and specifications to the suitability of CNLU
24. **Acceptance / Rejection of Bid**
- 24.1 CNLU also reserves the absolute right to reject any or all the Bids at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of CNLU regarding the same shall be final and conclusive.

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## GENERAL CONDITIONS OF CONTRACTS (GCC)

### 1. Downloading Bid document from the website

The Bidder may download Tender Document along with terms and conditions from CNLU website ..... home page by clicking e-tendering portal [e-proc2 portal](#). Bidder must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject tender by CNLU.

### 2. Amendment to Bid documents

At any time prior to the deadline for submission of Bids, CNLU may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum.

i) The corrigendum/amendment will be issued /published in website [and https://eproc2.bihar.gov.in and https://www.cnlu.ac.in](#) only. Bidders shall be solely responsible to check the web site for the amendment issued in shape of Corrigendum and/or Addendum up to last date of submission of bid.

### 3. Clarification on Bids

3.1 To assist in the examination, evaluation and comparison of the technical bids, CNLU may, at its discretion, ask the Bidder for a clarification on its Bid. No change in price of the Bid shall be sought, offered or permitted. If required, CNLU reserves the right to ask the bidders to submit supplementary documents to support the documents already submitted by the bidder.

3.2 CNLU reserves the right to conduct joint post bid discussion after opening the technical bids, for clarification on technical bid and may amend the technical bid requirements so as to bring all the bidders on to a common platform. In case of any alteration in the technical bid requirements, all the bidders shall be given equal opportunity to submit supplementary price offers for that item in which alterations have been made. The supplementary offer must indicate the amount which shall be added to or subtracted from the original price offered for that item. Both the original and the supplementary offer shall be evaluated jointly.

### 4. Execution of Contract Agreement

The successful bidder's responsibility under this contract commences from the date of issue of the Letter of Intent /work order by CNLU. The Bidder shall submit an unqualified acceptance to the Letter of Intent/Work order within the period stipulated therein. The successful bidder shall be required to execute an agreement in the prescribed form, on a non-judicial stamp paper of Rs.100/- within 15 days from the issue of LOI/Work Order. The contract agreement shall be signed by a person duly authorized/empowered by the bidder. The bidder shall pay for all stamps duty and legal charges, incidental expenses, if any

### 5. Abnormal Rates

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

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## 6. Details of Equipment and Furnitures Installed at CNLU

S.NO	Product List	QTY	Unit	Make
	Display			
1	Audio / video System			
2	75 " inch TV	6	Pic	SAMSUNG
3	55 " INCH TV	3	Pic	SAMSUNG
4	43 " INCH Kisok	1	Pic	SAMSUNG
5	Projector with Lens	1	Pic	CHRISTIE
6	Lens	1	Pic	CHRISTIE
	Video System			
7	Lumens PTZ VC CAMERA 30X	3	Pic	Lumens
8	Lumens Capture Vision System (LC 200)	1	Pic	Lumens
9	Lumens AV over IP Bridge Switch	1	Pic	Lumens
10	Lumens IP Camera Controller	1	Pic	Lumens
	Audio System			
11	Line Array Loudspeaker	2	Set	Bose
12	Subwoofer Loudspeaker	2	Set	Bose
13	Dealy feel Loudspeaker	8	Pic	Bose
14	Front Feel Loudspeaker	4	Pic	Bose
15	Green Room & VIP Room Speaker	8	Pic	Bose
16	Stage Monitor	4	Pic	Bose
17	Control Space Processor	1	Pic	Bose
18	Power Space Amplifier	3	Pic	Bose
19	Power match Amplifier	4	Pic	Bose
20	Digital Mixer	1	Pic	Yamaha
21	42- U Rack	1	Pic	Legrand
22	Wireless Handheld Microphones	2	Pic	Shure
23	Wireless Lapel Microphones	2	Pic	Shure
24	Wired Handheld Microphones	6	Pic	Shure
25	Gooseneck Microphones	4	Pic	Shure
	Screen Beam Wireless Display			
26	Screen Beam Wireless Display	1	Pic	Screen Beam
27	Desktop PC	1	Pic	LENOVO
28	Printer	1	Pic	HP
29	1 KVA UPS	1	PIC	APC
	Stage Curtain			
30	Main -CURTAIN	1	Set	Canara Lighting

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31	CENTER CURTAIN	1	Set	Canara Lighting
32	R-CURTAIN	1	Set	Canara Lighting
33	WINGS	6	Set	Canara Lighting
34	FRILLS	3	Set	Canara Lighting
35	CYCLORAMA Screen	1	Set	Canara Lighting
36	Curtain Main Control Panil	1	Set	Canara Lighting
	Stage Light			
37	LED PAR Light	24	Pic	Canara Lighting
38	100 W PARCAN	16	Pic	Canara Lighting
39	200W PC Spot Light	4	Pic	Canara Lighting
40	400W LED Blinder	15	Pic	Canara Lighting
41	200W LED Fresnel Light	4	Pic	Canara Lighting
42	200W Led Profile Light	2	Pic	Canara Lighting
43	1500W Fog Machine	2	Pic	Canara Lighting
44	DMX 512 (Splitter)	2	Pic	Canara Lighting
45	DMX Light Control Panil	1	Pic	Canara Lighting
46	150W Moving Light	2	Pic	Canara Lighting
	Electrical Fitting			
47	30 KVA UPS	1	PIC	APC
48	65 AH Battery	34	PIC	EXIDE
49	2 X 2 36 WATT LED Light	125	PIC	Crompton
50	15 watt Light	4	PIC	Crompton
51	400 KVA DG Set	1	PIC	Crompton
52	Decorative Light	14	PIC	Crompton
53	400 KVA DG Set	1	PIC	Kirloskar
	AC System			
	Cassette & Split			
55	3 TR 4 WAY Inverter Cassette	4	PIC	DAKIN
56	4 Tr 4 Way Inverter Cassette	8	PIC	DAKIN
57	1.5 TR Inverter Split Cassette	2	PIC	DAKIN
	vrv			
	Outdoor			
58	12 HP	8	PIC	DAKIN
59	16 HP	2	PIC	DAKIN
	DUCT Unit			
60	10 HP (Ceiling Mount Unit )	8	PIC	DAKIN
	AHP			

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61	38.5 TR	1	PIC	EDGETECH
62	Auditorium Chair (Godrej)	710		
63	Recliner	16		
64	Sofa with Centre Table	5		
65	Executive Chair	25		
66	Visitors Chair (Durian)	44		
67	Sofa Set (Durian)	03 Set		
68	Centre Table (Durian)	03 Pc.		
69	Wooden Chair (Durian)	14 Pcs.		
70	Dining Table (Durian)	01 Pc.		
71	High Back Chair (Durian)	01 Pc.		
72	Table (Durian)	09 Pcs.		
73	Reception Table (Durian)	01 Pc.		
74	03 Seater Common Arm Chair (Durian)	06 Pcs.		

**Note:** The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.

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7. The bidder should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.
8. Shut Downs: No routine shut down shall be permitted during office hours. The contractor shall be at liberty to carry out maintenance on holidays and after office hours but with prior permission of CNLU.
9. The contractor shall ensure trouble free and smooth operation and maintenance of the Systems at all times. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice, failing which, CNLU will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.
10. The contractor shall supply and maintain all spare parts/materials/consumables that may be required for maintenance of all the systems, free of costs and/or overhead/labour charges during the tenure of the contract. All routine, preventive maintenance, overhauling, breakdown maintenance etc. are included in the scope of work.
11. The Contractor shall maintain the following records and log books during the contract period:
  - 11.1 The Schedule of preventive maintenance for all equipment will be prepared in advance by you, in consultation with officer-in-charge of CNLU. Necessary records of the services/work carried out will be maintained and the same has to be countersigned by the officer- in-charge of CNLU whenever asked by CNLU.
12. The contractor shall keep proper upkeep of all areas under the contract.
13. CNLU will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any Labour Acts /Laws, viz., Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 / Industrial Disputes Act, 1947 and (Central) Rules 1957, Employee's State Insurance Act, 1948 (ESI), Employee's Provident Funds and Miscellaneous Provisions Act, 1952 EPF), Gratuity, Workmen Compensation Act, Bonus Act, etc. It will be the contractor's responsibility to abide by all Statutory Laws/Regulations applicable to the contract labour engaged by him on the Contract Work. Receipt of any complaints on this ground viewed seriously. It is expressly understood that the manpower deployed by the contractor are not on the rolls of CNLU and no legal relationship of whatsoever subsists between CNLU and such personnel employed by the contractor.
14. This being a pure works contract, the personnel engaged by the contractor and deployed by him at CNLU premises will be in no way be deemed as working under employment of C N L U and there shall not exist any employer-employee relationship between CNLU and the contractor or his personnel deployed by him. The Contractor or personnel shall have nothing to do with CNLU either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force. The contractor shall obtain an appropriate/adequate Policy i.e. Contractor All Risks (CAR) Policy so as to meet any obligation in any eventuality. The Contractor will be responsible for providing benefits like ESI, PF, Bonus, Group Insurance Scheme etc. under the relevant rules/laws of the State and Central Government. The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and CNLU will have no responsibility, whatsoever.
15. Thorough checking of employees of the contractor during entry/exit would be done by security staff of CNLU.
16. The employees of the contractor will work strictly under the direction and administrative control of the contractor's Manager/Supervisor/Site Engineer. However, the contractor's supervisory staff will have to execute the work through their employees according to the requirement, need and/ instructions of the designated officers of CNLU.
17. The employee of the contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to CNLU staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the

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services rendered by him are not found to be satisfactory.

18. In case of any damage to CNLU's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to CNLU as may be advised by CNLU. The contractor shall also take full responsibility and compensate CNLU for any loss/damage/break-down caused to the installation due to negligence of his workers.

19. CNLU will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by CNLU in this regard.

20. The workforce deployed by the contractor should be adequately covered under Personal Accident Insurance Plan.

## 21. Dispatch Instructions

21.1 The General Conditions of Contract form part of the Tender specifications. All pages of the tender documents shall be duly signed by hand of the authorized representative, stamped and submitted along with the offer in token of complete acceptance thereof. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following pages.

21.2 Bidders are advised to study all the tender documents carefully. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the bidder have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., bidder shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Bidder's request for clarification shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the bidder in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.

21.3 Integrity Pact (IP) shall be applicable for all tenders / contracts as indicated in tender document. This integrity pact shall be issued as part of the Tender documents and shall be submitted by the bidder along with Technical bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with CNLU shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

## 22. Data to be Enclosed

Full information shall be given by the bidder in respect of the following. Non-submission of this information may lead to rejection of the offer.

22.1 Income Tax Permanent Account Number: Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners, Tender Acceptance Letter etc. shall uploaded along with Technical Bid.

22.2 GST Registration Certificate shall be uploaded along with tender.

22.3 Organization Chart: The organization chart of the bidder's organization, including names, addresses and contact information of the Directors/Partners shall be uploaded along with Technical Bid.

22.4 An attested copy of the Power of Attorney/Authorization letter, in case the tender is signed by an individual other than the sole proprietor.

22.5 Proof of Turnover

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- 22.6 Proof of Registration Number for PF, ESI, Service Tax, TIN No. PAN etc.
- 22.7 Evidence of minimum Five years experience.
- 22.8 In Case Of Individual Tender: His /her full name, address and place & nature of business.
- 22.9 In Case of Partnership Firm: The names of all the partners and their addresses. A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.
- 22.10 In Case of Companies: Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and Articles of Association are also to be furnished) Nature of business carried on by the company and the provisions of the Memorandum relating thereof.
- 22.11 The Contractor should submit details of the terms and conditions of the personnel deployed by him at CNLU. The contractor shall also ensure the police verification of each and every person deployed by him at CNLU. The contractor shall also submit copies of the appointment letters of the personnel deployed at CNLU, at the time of commencement of the contract or whenever change/replacement of any person (s) takes place during the period of the contract. CNLU may ask to furnish the details of personnel deployed by the contractor at any time during the period of contract.
23. Language
- 23.1 The bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- 23.2 All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the bidder.
24. Price Discrepancy: In the case of financial bid opening, if there are differences between the rates given by the bidder in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed:
- 24.1 In case of lump-sum price, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
25. Evaluation of Bids
- 25.1 Technical bids submitted by the bidder will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.
- 25.2 In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour, consumables without tools & plants (T&P), then the responsibility of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, CNLU reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- 25.3 In case the qualifying experience is claimed by private organizations based on work order and completion certificates from another private organization, CNLU reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- 25.4 Assessing Bidder capacity for executing the current tender shall be as per Notice inviting Tender.

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25.5 Financial bids of shortlisted bidders shall only be opened through e- financial bid opening.

25.6 Financial bids of unqualified bidders shall not be opened.

25.7 Conditional bids may be rejected by CNLU. The technical evaluation shall be made strictly on the basis of the documents submitted by the bidders in support of the eligibility, the technical and commercial response. All the required information shall be furnished strictly in prescribed schedules/Annexure only. Any information indicated other than prescribed schedules/Annexure shall not be entertained. The financial evaluation shall be made on the basis of the total price/charges as indicated in the schedule of rates/ financial. CNLU is not bound to accept the lowest quoted offer. Conditions, if any, on any document enclosed with financial Bid shall not be considered. CNLU's decision in this regard shall be final and binding.

## 26. Security Deposit

Upon acceptance of Tender, the successful Bidder is required to deposit an amount equivalent to 10% of the Contract Value (1<sup>st</sup> + 2<sup>nd</sup> year), as Security Deposit. The security Deposit should be furnished before commencement of the work by the contractor. Security Deposit may be furnished in any one of the following forms:-

26.1 Online Payment Pay Order/Demand Draft in favour of CNLU Ltd.

26.2 Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act.

26.3 The Security Deposit shall not carry any interest.

26.4 The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Letter of Intent/Work Order +3 Months, (i.e. 27 months) and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by CNLU.

26.5 It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by CNLU. CNLU shall not be liable for issue of any reminders on expiry of the Bank Guarantees.

26.6 CNLU reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with CNLU.

## 27. Return of Security Deposit

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor after deducting all expenses /other amounts due to CNLU, after completion of the contract (plus) three months.

## 28. Bank Guarantees

Wherever Bank Guarantees are to be furnished / submitted by the contractor, the following shall be complied with:

28.1 Bank Guarantees shall be from Scheduled Banks/in shape of Online payment.

28.2 It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as advice by CNLU. CNLU shall not be liable for issue of any reminders on expiry of the Bank Guarantees.

28.3 In case the Bank Guarantees are not extended before the expiry date, CNLU reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder/contractor.

28.4 Bidders to note that any corrections to Bank Guarantees shall be done by the issuing Bank only through and amendment in an appropriate non judicial stamp paper.

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28.5 The Original Bank Guarantee shall be sent directly by the Bank to CNLU under Registered Post (Acknowledgement Due), addressed to the Registrar, CNLU Ltd., CNLU Patna.

## 29. Validity of Offer

The rates in the Tender shall be kept open for acceptance for a minimum period of 120 (One Hundred Twenty Days) from latest due date of offer submission (including extension, if any). In case CNLU calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenders.

## 30. Rejection of Tender and Other Conditions

30.1 CNLU reserves the right to accept or reject the tenders without assigning any reason whatsoever.

30.2 Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.

30.3 Tenders are liable to be rejected in case of unsatisfactory performance of the bidder with CNLU or bidder who do not comply with the latest guidelines of Ministry/Commissions of Govt. of India./ Govt. of Bihar. CNLU reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of CNLU will be final in the regard.

30.4 If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, CNLU may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, CNLU may then cancel such tender at their discretion, unless the firm retains its character.

30.5 CNLU will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

30.6 If the bidder gives wrong information in his tender, CNLU reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.

30.7 Canvassing in any form in connection with the tenders submitted by the Bidder shall make his offer liable to rejection.

30.8 In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in CNLU, the authority inviting the Tender shall be informed of the fact as per specified format as per relevant annexure attached along with the offer.

30.9 The successful bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him.

30.10 The Tender submitted by a techno commercially qualified bidder shall become the property of CNLU who shall be under no obligation to return the same to the bidder. However, unopened financial bids and late tenders shall be returned to the bidders.

30.11 Discount letter, if any on financial price shall not be considered by CNLU.

30.12 CNLU shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

## 31. Cancellation of Contract in Full or in Part

CNLU at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:

31.1 At any time makes defaults in proceeding with the works with due negligence and continues to

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do so even after a notice in writing from the CNLU Ltd.; or

31.2 Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 10 days after a notice in writing is given to him in that behalf by the CNLU Ltd.; or

31.3 Fails to yearly performance evaluation of the service provider/contractor by CNLU or third party inspection report or both; or

31.4 Violates any of the terms and conditions stipulated in the agreement/tender document.

## 32. Law Governing the Contract and Court Jurisdiction

The contract shall be governed by the law for the time being in force in India. The civil court having original civil jurisdiction at Patna Competent Tribunal of Govt. of Bihar have an exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

## 33. Issue of Notice

33.1 Service of notice on contractor: Any notice to be given to the contractor under the terms of the contract shall be served by sending the same by **Registered Post/Speed Post/E-mail** to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to CNLU. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

33.2 Service of notice on CNLU: Any notice to be given to CNLU under the terms of the Contract shall be served by sending the same by post.

34. Use of Office Space: No space belonging to CNLU shall be occupied by the contractor without written permission of CNLU.

## 35. Commencement of Work

35.1 The contractor shall commence the work as per the time indicated in the Letter of Intent/Work Order from CNLU and shall proceed with the same with due expedition without delay.

35.2 If the contractor fails to start the work within stipulated time as per LOI/Work Order or as intimated by CNLU at its sole discretion will have the right to cancel the contract. The Earnest Money and/or Security Deposit with CNLU will stand forfeited without any further reference to him without prejudice to any and all of CNLU's other rights in this regard.

35.3 All the work shall be carried out under the direction and to the satisfaction of CNLU.

## 36. Rights of CNLU

36.1 CNLU reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

36.2 To terminate the contract or get any part of the work done through other agency or deploy CNLU's own/hired/otherwise arranged resources, at the risk and cost of the contractor after due notice period of two weeks by CNLU in the event of:

- (i) Contractor's continued poor progress

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- (ii) Withdrawal from or abandonment of the work before completion of the work
- (iii) Contractor's inability to progress the work for completion as stipulated in the contract
- (iv) Poor quality work
- (v) Corrupt act of Contractor
- (vi) Insolvency of the Contractor
- (vii) Persistent disregard to the instructions of CNLU
- (viii) Assignment, transfer, sub-letting of contract without CNLU's written permission
- (ix) Non fulfilment of any contractual obligations

36.3 In the opinion of CNLU, the contractor is overloaded and is not in a position to execute the job as per required schedule. To effect recovery from any amounts due to the contractor under this or any contract or in any other forms, the moneys CNLU is statutorily forced to pay to anybody, due to contractor's failure to fulfil any of his obligations. CNLU shall levy overheads of 5% on all such payments.

36.4 Performance Indicator/Uptime: The contractor during the contract shall be responsible to maintain the complete systems/equipment/software in good working condition by maintaining minimum uptime 95%, which would be calculated for each individual system, which form part of the overall system of the building. The uptime would be calculated on monthly basis and proportionate deductions would be made from the payment to be made to the contractor for the correspondence quarter for which an uptime of 95% could not be maintained. The deduction would be as follows: -

S No.	Uptime	Deductions
1	95 – 100%	No deduction
2	80 – 95%	10% of the total value of the Monthly bill
3	70 – 80%	20% of the total value of the Monthly bill
4	Below 70%	30% of the total value of the Monthly bill
Note:	(1) No complaints in regard to systems etc. should remain pending for more than 24 hrs., however these need to be attended immediately without loss of time.	
	(2) Non-availability of spares/any other reasons shall not be acceptable under any circumstances and will attract penalty, as applicable.	

## 37. Responsibilities of the contractor in respect of local laws, employment of works etc.

The contractor shall fully indemnify CNLU against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:

37.1 The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.

37.2 The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Dispute Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices as may be required by the Law.

37.3 The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition Act, 1970) as required from the concerned Authorities based on the certificate (Form-V) issued by the Principal Employer/Customer.

37.4 The Contractor shall pay all taxes, fees, license charges, deposits, tolls, royalties,

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commission or other charges which may be liable on account of his operations in executing the contract.

37.5 Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.

37.6 The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.

37.7 The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.

37.8 The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.

37.9 All safety rules and codes applied by the CNLU at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.

37.10 The contactor shall arrange for such safety devices as are necessary for such type of work and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.

37.11 Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by CNLU/Customer. The contractor has to assist in HSE audit by CNLU/Customer and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan/activities as per instruction of CNLU/Customer.

37.12 The contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet given all the payments given to the workers and duly signed by the contactor's representative should be furnished to CNLU site for record purpose, if so called for.

37.13 In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of CNLU.

38. Maintenance of Registers and forms: The contractor shall be responsible to maintain the registers/forms as required under the prevalent labour laws in force from time to time. The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice

39. Insurance

39.1 It is the sole responsibility of the contractor to ensure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the CNLU in the area of project which are in force from time to time will have to be followed by the contractor.

39.2 If due to negligence and or non-observation of safety and other precautions by the contactors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.

39.3 The contractor will take necessary precautions and due care to protect the material, while in his

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custody from any damage/loss due to theft or otherwise till the same is taken over by CNLU or customer. The contractor will submit necessary documents for lodging/processing of insurance claim. CNLU will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to CNLU for taking up with insurance. However, this will not relieve the contractor of his contractual obligation for the material in his custody.

## 40. Strikes & Lockout

40.1 The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of one month, CNLU shall have the right to get the work executed through any other agencies and the cost so incurred by CNLU shall be deducted from the Contractor's bills/deposits. Further, CNLU reserves the right to terminate the contract in case of any strike/lockout of the contractor.

40.2 For all purposes whatsoever, the employees of the contractor shall in no case be deemed to be in the employment of CNLU.

## 41. Force Majeure

The following shall amount to Force Majeure:

41.1 Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the contractor has no control.

42.2 If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to CNLU in writing the causes of delay and the contractor shall not be eligible for any compensation.

## 43. Arbitration & Reconciliation

43.1 In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by CNLU.

43.2 The award of the Arbitrator shall be binding upon the parties to the dispute.

43.3 Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or reenactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be held at Patna and the language of the proceedings shall be in English. Subject to the above, the Courts at Delhi alone shall have the jurisdiction to deal any disputes between the Parties pertaining to the contract.

43.4 The cost of arbitration shall be borne equally by both the parties.

43.5 Work under the contract shall be continued during the arbitration proceedings.

43.6 Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by CNLU and future blacklisting of the contractor/ Service Provider.

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## 44. Monthly Payment

The payment shall be released on monthly basis after the close of each month against the invoice provided by the contractor. The monthly bill for the above said contract shall be submitted by the contractor by 7<sup>th</sup> of following month and payment shall be released upon satisfactory performance, after adjusting any cost borne by CNLU due to any reason/damages caused by the contractor or his employees, down time etc., as applicable. Income tax and other taxes and surcharge at source, as applicable will be deducted from your payments at the prevailing rates. The payment for the shall be made on submission of the following documents:

44.1 Certificates (as per annexure attached) with regard to payment made in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the State Govt., Delhi Administration or the Central Govt. whichever is higher. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along- with bills.

44.2 Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate.

44.3 The Contractor will furnish every month a certificate along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages, contribution to PF/ ESI/ Gratuity etc to their staff and CNLU will not assume any responsibility thereto.

45. General Conditions of the Contract (GCC), ITB, Tender form and Special Conditions of the Contract (SCC) will form the part of the contract.

46. All Annexures are to be submitted with the bids duly signed.

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## Special Conditions of the Contract (SCC)

1. **Manpower:** The Contractor shall deploy minimum strength of two qualified and experienced persons viz. a viz. Site Engineer/Supervisor/technical personnel in the relevant field having minimum 5 years' experience in the respective areas i.e. operation & maintenance of Audio and Video, field Maintenance Support in IT and smart Phone Support to end users, Desktop/Server/Network support, Audio-Video Conferencing support and maintenance of Air Conditioning system, stage lighting, stage curtain system, chairs and other furniture etc. at CNLU on all working days to the satisfaction of CNLU. The contractor shall also be responsible for deploying suitable relievers in the absence of Site Engineer/Supervisor for any reason whatsoever. The services of the personnel deployed at site, shall be made available for all the working days and up to entire time scheduled of any event / function even if continuous after normal working hours with a provision to meet exigency or unscheduled/scheduled events on Saturday/Sunday or any other CNLU holiday(s) without any extra payment as and when required. CNLU will not be responsible for any overtime payments to the personnel deployed by the contractor for any reason whatsoever. No additional payment shall be made if contractor keeps more staff at the site for completing the pending work or if minimum staff strength is not able to perform satisfactory as per contract provision. Duty allocation and roaster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of CNLU. A list of the persons deployed, together with their qualification and experience shall be submitted to CNLU immediately on commencement of the contract CNLU reserves the right to advise replacement/change in manpower deployed by the contractor, if the services of such person(s) is not found satisfactory. In case the proposed manpower deployed by the contractor is reduced, the monthly charges will also be reduced proportionately on handling similar job. **The basic role and responsibilities of the deployed personnel shall be as under:**

### 1.1 Audio-video Maintenance and Technical Support for Auditorium Responsibilities

- 1.1.1 Operation and maintenance of projectors.
- 1.1.2 Operation of Audio conference support with integrated Creston touch panel.
- 1.1.3 Operation and support of Desk camera for presenting soft copy on projectors.
- 1.1.4 Playing audio and video with projectors.
- 1.1.5 Hand mics and lapel mics maintenance and support and operation with audio mixer.
- 1.1.6 Automated light system support with different light environment options.
- 1.1.7 Boss home audio solution supports in 18<sup>th</sup> floor room.
- 1.1.8 Tata sky, airtel, dish TV supports.
- 1.1.9 Presentation, audio, video from laptop through LCD plasma supports.
- 1.1.10 Taking care of all video conference support and coordination (Polycom, Jamvee Audio video Bridge, and Airtel Audio Bridge) from Head Office (H.O.) to Regional offices (RO's) and other locations.
- 1.1.11 Support of Webex and Net Meeting.
- 1.1.12 Operation support on manual drapers.
- 1.1.13 Audio conference support with audio conferencing device.
- 1.1.14 Operation and support in VC and ac recording with Panasonic DVR for our high-profile meeting like Board and EC.

### 1.2 Audio-video Maintenance and Support for

#### Responsibilities

- 1.2.1 Audio conference support through Panasonic audio Conference device with Recording.
- 1.2.2 Video conference support.
- 1.2.3 Video and audio conferencing with ISDN support from Aethra VC device.
- 1.2.4 Operation and support of Mixer, Mics, Speakers.
- 1.2.5 Operation and support in Presentation through Projectors, Laptop, Desktop.
- 1.2.6 Operation and support in Pan Board with printing, Projection Screen.
- 1.2.7 Operation and support in Net meeting, Skype, Polycom desktop real presence meeting.

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- 1.2.8 Polycom group series video conferencing support, operation and maintenance
- 1.2.9 Giving support to RO's for audio and video conferencing.
- 1.2.10 VC and audio conferencing (ac) recording supports.
- 1.2.11 Sony home theater multimedia support.
- 1.2.12 Panasonic projector with wire and wireless supports for presentation, audio and video operation.
- 1.2.13 Automated light system with controller support and maintenance.
- 1.2.14 Operation support on manual drapers.
- 1.2.15 Mike and sound support for lectures, trainings/ convocation /cultural program etc.
- 1.2.16 LCD, Tata sky, dish TV, airtel technical support.
- 1.2.17 Presentation on LCD, plasma through laptop and desktop supports.
- 1.2.18 Support and operation daily basic morning meeting.

## 1.3 Auditorium

### Responsibilities

- 1.3.1 Maintenance, operation and handling of professional auditorium projector.
- 1.3.2 Operation and handling on 20 port professional mixer (lapel, hand mikes, wired mikes podium mikes, stage mikes etc.)
- 1.3.3 Operation and support of Dimmer Lights, Stage show lights.
- 1.3.4 Operation and support of Presentation and other functions and General Meetings.
- 1.3.5 Light effect operations and maintenance as on demand.
- 1.3.6 Operating support and handling different events in auditorium like web cast CNLU events while having media personal also, and etc.

## 1.4 Field Maintenance Services (FMS) IN CNLU

### Responsibilities

- 1.4.1 Providing operation and support of Centralized Printers.
- 1.4.2 Technical support as per user request that includes Laptops, Desktops, Printers, OS, Mail and Hardware related items.
- 1.4.3 Data maintaining on iPad of Meetings.
- 1.4.4 Daily testing of all device and coordination also mail to respective officers.

## 1.5 Support for Smart/ High End Phones, Tabs, I-Pads, I-Phone, General Phones

### Responsibilities

- 1.5.1 Operation and support in Mail configuration and mail support.
- 1.5.2 Operation and support in Data Backup and restore.
- 1.5.3 Phone Operation support as per user needs.
- 1.5.4 Software flashing, installation, Antivirus support.
- 1.5.5 Data transfer from one phone to other model of phone.
- 1.5.6 Wi-Fi and GPRs support.

## 1.6 Necessary support in operation and maintenance of Tata Sky/ Airtel Set-Top Boxes and LCD TV,

## 1.7 Visitors Pass (VISITEX), Finger Scanning Machine and Face Logging Support Responsibilities

- 1.7.1 Update list of Employee addition, deletion and modification.

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- 1.7.2 Visitor User support.
- 1.7.3 Support in Manual employee attendance
- 2 The contractor has to provide proper uniform with his organization's name/logo, shoe, raincoat, umbrella and I-card etc. to the manpower deployed at CNLU
- 3 The contractor shall maintain adequate stock of frequently required spares/ consumables for rectification works so as to ensure that the faults are rectified immediately without any downtime. It shall be the responsibility of the contractor to provide special tools, always in readiness, so that break downs are attended immediately on their occurrence.
- 4 CNLU reserves the right to terminate the contract without assigning any reasons whatsoever giving three months' notice to the contractor. Similarly, the contractor will also have to give three months' notice in case contractor wants to discontinue the contract.
- 5 The rates quoted will remain firm during the currency of the Contract. CNLU shall not be responsible to bear any extra cost due to any statutory/other obligations arising during the currency of the contract.
- 6 Details of cases pending with any Court of Law, if any, status thereof, to be submitted.
- 7 The Contractor will have to pay at least minimum rates of wage, circulated from time to time by Govt. of Delhi under the Minimum wages Act, to the personnel deployed by him at CNLU. Payment to the workers shall be paid directly in their bank account through Bank as per latest guidelines of Labour Department.
- 8 The contractor shall be liable for indemnifying the CNLU from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). CNLU will therefore not assume any responsibility thereto.
- 9 CNLU reserves the right to reject any of the offers at technical/financial stage, if the same is not up to the expectation of CNLU.
- 10 The employee of contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of contractor shall not in any manner cause any interference, annoyance, nuisance etc. to CNLU staff or its business or working and will be liable for immediately replacing the individual employee if the services rendered by him are not found to be satisfactory.
- 11 CNLU is not responsible for any injury/death caused to the employees provided by contractor at CNLU. It will be the responsibility of contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and or other relevant Act / Laws and no compensation, whatsoever shall be paid by CNLU in this regard.
- 12 Thorough checking of staff during entry/exit would be made by CNLU's security guards.

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## TENDER FORMS

Annexure-1

### BIDDER INFORMATION

Date: \_\_\_\_\_

S. No.	Particulars/Details	
1	Name of the Bidders/ Firm	
2	Communication Address	
3	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
4	Website	
	Authorized Person - Name	
	Designation	
	Mobile	
5	E-Mail ID	
	Alternate Authorized Person - Name	
	Designation	
	Mobile	
6	E-Mail ID	
	Employee's PF & Miscellaneous Provision Act, 1952 (Valid PF code required)	
	ESI Number & DATE (Valid ESI code required)	
	PAN	
9	TIN No.	
10	VAT No.	
11	Company Registration No.	
12	Service Tax Registration No. GST Reg. No.	
13	Income Tax Return for last 3 years i.e., 2022-23, 2023-24 and 2024-25	
14	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
15	Address of Branch	
	Particular of Tender Fee	
	Amount	Rs.
	(DD/PO) / RTGS / NEFT No.	
	Date	
Name of the Bank		
Address of Bank		

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16	Particular of Earnest Money Deposit (EMD)	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	
17	The bidder should have office in Patna for the last 3 years.	
18	The bidder should have Average Annual Turnover at least 10 Lakhs in last 3 year ending March, 31 <sup>st</sup> 2025.	
19	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
20	Whether you accept all the terms and conditions of the tender; Yes/No	

(Fill up the above table & Enclose legible copies of the supporting documents)

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

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## Annexure-2

**A. Details of Similar Experience:** Operation & Maintenance of Audio Visual system, Audio- Video conferencing experience having during the last 5 years.

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name and Location of work	Value of Work (In lakh)	Contract Period (from To_ _)	Completion/ Performance Certificate/PO/ WO enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7

(Fill up the above table & enclose legible copies of the supporting documents)

**B. Details of Technical and skilled manpower**

Ser. No.	Name and Designation	Qualification	Experience	Any Other Information
1	2	3	4	5

**C. Financial Capability:** Average Annual Turn Over of the bidder during the last 3 years

Ser. No.	Financial Year	Turnover (Rs. in lakh)
1	2022-23	
2	2023-24	
3	2024-25	
	Average	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant.)

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

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Annexure -3

## **TENDER ACCEPTANCE LETTER** **(To be given on Company Letter Head)**

Date:

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video conferencing, Air Conditioning System, Lighting System, Stage Curtain, Chairs and other Furniture etc. installed in Auditorium at CNLU, Patna.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: and [https:// eproc2.bihar.gov.in](https://eproc2.bihar.gov.in) and /or and [https:// www.cnlu.ac.in](https://www.cnlu.ac.in) as per advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization / University.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

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Annexure -4

## OFFER FORWARDING LETTER/TENDER SUBMISSION LETTER

(To be typed submitted in the letter Head of the Company/firm of Bidder)

Offer Reference No.....

Dated:.....

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Dear Sir,

Sub: Submission of Offer against Tender Specification No:.....

I/We hereby offer to carry out the work detailed in the Tender Specification issued by CNLU in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the Tender documents by CNLU
- ii) Notice Inviting Tender (NIT)/ (Technical Bid)
- iii) Financial Bid
- iv) Documents referred to in tender document
- v) Forms and Procedures

Should our Offer be accepted by CNLU for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by CNLU.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

### Authorised Representative of Bidder

Signature:

Name:

Address:

Place:

Date:

# Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001, Tel. No. +91-612-2352300, Fax No. : +91 -612-2352315

Website: <https://www.cnlu.ac.in>, E-mail: [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in)

NIQ No. -90/2025-26

Date: 06.03.2026

## DECLARATION BY AUTHORISED SIGNATORY OF BIDDER (To be typed submitted in the letter Head of the Company/firm of Bidder)

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To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: i) NIT/Title of the work. Name of Tender No.....,  
ii) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorisation letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

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NIQ No. -90/2025-26

Date: 06.03.2026

## DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS

(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Dear Sir,

Sub: **Declaration confirming knowledge about Site conditions**

Ref: i) NIT/Tender No. .... ,  
ii) All other pertinent issues till date

I/We \_\_\_\_\_ hereby declare and confirm that we have visited the site as referred in CNLU Tender Specifications and acquired full knowledge and information about the site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out works as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Representative of the Bidder)

Date:  
Place:

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**Annexure -7**

## NO DEVIATION CERTIFICATE

(To be typed submitted in the letter Head of the Company/firm of Bidder)

---

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: i) NIT/Tender No.....  
ii) All other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by CNLU and in case of such observance at any stage, it shall be treated as null and void and his tender shall deemed to be withdrawn.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable) and acceptance to Reverse bidding process.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

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NIQ No. -90/2025-26

Date: 06.03.2026

## Annexure -8

### DECLARATION FOR RELATION IN CNLU

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

-----

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Dear Sir,

**Sub: Declaration for relation in CNLU, Patna**

Ref: NIT/Tender No. \_\_\_\_\_

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in CNLU

**Tick(✓)any on e as applicable:**

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in CNLU

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in CNLU and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

1. Attach separate sheet, if necessary.
2. If CNLU Management come to know at a later date that the information furnished by the Bidder is false, CNLU reserves the right to take suitable action against the Bidder/Contractor.

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NIQ No. -90/2025-26

Date: 06.03.2026

## Annexure -9

### NON-DISCLOSURE UNDERTAKING (INTEGRITY PACT)

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

-----

### NON-DISCLOSURE UNDERTAKING (INTEGRITY PACT)

I/We understand that CNLU \_\_\_\_\_ is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s \_\_\_\_\_  
who are submitting offer for providing services to CNLU \_\_\_\_\_ against Tender Specification No. \_\_\_\_\_ hereby undertake to comply with the following in line with Information Security Policy of CNLU \_\_\_\_\_, \_\_\_\_\_

- To maintain confidentiality of documents & information which shall be used during the period of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of CNLU

(Signature, date & seal of Authorized  
Signatory of the bidder)

Date:

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NIQ No. -90/2025-26

Date: 06.03.2026

**Annexure -10**

## DECLARATION

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

Ref: 1) NIT/Tender No. \_\_\_\_\_

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of nonperformance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by CNLU or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against us, our bid shall not be considered. At any later point of time, if this information is found to be false, CNLU may terminate the assigned contract immediately, Black-list the company / Firm/ Bidders and Institute F.I.R.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of CNLU in selection of Bidders will be final and binding to us.
8. No litigation.
9. No relation.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

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NIQ No. -90/2025-26

Date: 06.03.2026

Annexure -11

(On Company Letter Head)

Ref No.

Dated: \_\_\_\_\_

To,  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur,  
Patna-800001

## CERTIFICATE

It is certified that all the dues of personnel deployed at CNLU Site, for the said contract, have been undertaken by us, in accordance with the latest minimum rates of wages, as fixed by the State Govt. / Delhi Administration wages act/ state regulation order. All the statutory obligations/requirements have been compiled with, in regards to payment of wages, contribution to PF/ESI/Gratuity/Bonus etc. and any other dues have been met and CNLU will not assume any responsibility thereto. The Contract Labour (Regulation & Abolition) Act, 1970 and (Central ) Rules, 1971 have also been complied with.

Regards

Signature  
(Name of the Concerned Person)

For & on behalf of (Name of Company) Seal

of the Company

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NIQ No. -90/2025-26

Date: 06.03.2026

## Annexure-12

### UNDERTAKING

(To be executed on Company letter head)

We.....(Name & Address of the Bidder/Contractor) undertake that we will maintain the whole equipment(s), its sub equipment(s), subsystem(s) properly in smooth running condition. As we have accepted and offered the prices for all-inclusive comprehensive maintenance contract in the submitted bid, If any equipment or its related parts or machinery found damaged/not working properly/ abnormal sound/heating/leakage/wiring damage/insulation damaged/any parts rusted/equipment part's missing/the loss of any items/ spare part damage etc. than we shall be fully responsible for rectification of interpreted system and for also keeping the whole system in completely healthy and smooth running condition.

2. We also undertake that we will replace/repair the faulty equipment(s) immediately. The make of replace item/equipment shall be similar to the existing items or reputed make as per agreed by CNLU.

Signature of Authorized Person: Name:

Date:

Address:

Place:

Company Seal

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NIQ No. -90/2025-26

Date: 06.03.2026

Annexure-13

## LOI/AWARD LETTER/WORK ORDER FROM AT

No.

Date:

To

Dear Sir,

**Re: Name of Work**

This has reference to the following: -

- a) Our invitation of bids, NIT/Tender Notice No. ....dated .....
- b) Tender Document on the above subject.
- c) Your bid reference No. .... dated .....
- d) Opening of Technical Bid on ..... at .....at CNLU, Patna
- e) Opening of Financial Bid on ..... at .....at CNLU, Patna
- f) CNLU, Patna and ..... ( ...../The Contractor)

2. In this connection, CNLU, Patna is pleased to award .....(Name of Work) at ....., from ..... to ..... at 1<sup>st</sup> year contract value of Rs...../- (Rupees ..... Only) and 2<sup>nd</sup> year Contract Value of Rs...../- (Rupees ..... only), plus applicable taxes, i.e. total contract value of (1<sup>st</sup> + 2<sup>nd</sup> year) Rs...../-(Rupees.....only) plus applicable taxes. The scope of work, ITB, special/ general terms and conditions as per the tender, corrigendum/addendum if any, various declarations submitted as part of the bid, as more specifically defined in the Tender, will form a part of the contract. You will provide and maintain highest standards of performance, comprehensive services and proper upkeep of all areas under contract during the period of the contract and all maintenance required thereto.

3. Further, you are required to furnish a Security Deposit equivalent to 10% of the total Contract Value (1<sup>st</sup> + 2<sup>nd</sup> year), i.e. Rs...../- (Rupees.....only) in the form of Pay Order/ Demand Draft/ Bank Guarantee (as per prescribed proforma) valid up-to Contract period + 3 months on or before signing the contract agreement with all agreed terms and conditions of the contract.

4. During the period of the above said contract, in case your services are found to be un- satisfactory and breach of any terms & conditions observed, CNLU may terminate the aforesaid contract as per the terms of the tender document and your company will be disqualified from participation in future tenders/bids of CNLU.

5. You are advised to make necessary arrangements for deploying your manpower as per the said contract and take over the work/site from the existing vendor/contractor in good working/trouble-free condition. After taking over the system, you have to ensure that all the system/services should work without any problem from .....

6. The Contractor is required to execute contract agreement for the said work as per the prescribed proforma on a non-judicial stamp Paper of Rs.100/- within 15 days from the date of the LOI/Award Letter/Work Order. The contractor shall pay for all stamps duty and legal charges, incidental expenses, if any.

7. Please return the duplicate copy of this letter duly signed by your authorized signatory as a token of your unconditional acceptance.

Yours faithfully,

(Signature of issuing officer)

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NIQ No. -90/2025-26

Date: 06.03.2026

## Annexure-14

### CONTRACT AGREEMENT FORMAT

(To be executed on Non-judicial Stamp Paper of Rs.100/-)

This agreement made this day of ..... day of ....., 2016 between CNLU, Patna (hereinafter referred to as "CNLU", which expression shall unless repugnant to the context and meaning thereof includes its successors and assigns) of the ONE PART.

AND

M/s .....Name and address of contractor .....(hereinafter referred as "Contractor") of the SECOND PART which expression shall unless repugnant to the context and meaning thereof includes its successors and assigns) of the SECOND PART.

AND WHEREAS

- A. CNLU is desirous of availing the services for .....(Name of work).....hereinafter referred to as "(The work)" at CNLU Campus, Nyaya Nagar, Mithapur, Patna-800001.
- B. The Contractor has represented that the Contractor is sufficiently equipped to carry out and possesses extensive experience in the field of (.....Name of work.....) in accordance with the terms and conditions prescribed in this regard;
- C. In response to an invitation of NIT/Tender No. .... dated ..... issued by CNLU for .....(Name of Work)....., the Contractor submitted his/their offer dated..... and whereas CNLU relying upon the representation of the Contractor has accepted the offer of the Contractor on the terms and conditions specified in the Letter of Intent No./Award Letter/Work Order No. .... dated ..... read with the reference cited therein and also the terms and conditions laid down in the NIT issued/ published in the newspapers and mentioned in CNLU website and E-proc2 portal.
- D. The tender documents including the notice letter, inviting tender, instruction to bidder, General Conditions of Contract, Special Conditions of Contract, corrigendum/addendum if any, Bill of Quantities (BOQ)/Price schedules, General obligation, Specifications, Drawings, Plans, Time schedule of completion of jobs, Acceptance of Letter of Intent/Award letter/Work order and any statement of agreed variations, if any, shall be read as "Mutatis Mutandis" form part of this Contract though separately set out herein and are included in the expression " the Contract" wherever herein used.

NOW THEREFORE, THIS AGREEMENT WITNESS AS FOLLOWS:

1. This Agreement shall come into force with effect from.....and shall remain in force till .....
2. That the Contractor shall carry out/ execute the work of (...name of work...) more particularly described in the Tender specifications of NIT- .....(....name of work.....) read with scope of work, ITB, special/general terms and conditions as per the tender, various declarations submitted as part of bid by the Contractor which form a part of the Contract.
3. The contractor has furnished to CNLU Security Deposit equivalent to 10% of the total Contract Value (1<sup>st</sup> + 2<sup>nd</sup> year) in the form of RTGS/ Demand Draft/Pay Order/Bank Guarantee for sum of Rs... /-, towards satisfactory performance and completion of the Contract.

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4. That in consideration of payments to be made to the Contractor by CNLU in accordance with LOI /Work order dated .....given by CNLU prior to this agreement, the Contractor hereby covenants and undertakes with CNLU that the contractor shall execute and carry out the work in conformity, in all respects with the terms and conditions specified in this Agreement and the documents submitted by him, governing the same.
5. That the Contractor shall be deemed to have carefully examined the workload specified in the tender document, this Agreement and the documents submitted/governing the same and also to have satisfied himself as to the nature and character of work to be executed by him.
6. That the Contractor shall carry out the services of the said work to the complete satisfaction of the officer nominated by CNLU for this purpose.
7. That CNLU shall be entitled to deduct from the Contractor's running bills or otherwise income tax or such other taxes as provided in the Income Tax or law of land.
8. That it is hereby agreed by and between the parties that non-exercise, forbearance or omission of any of the powers conferred on CNLU and/ or any of its authorities will not in any manner constitute waiver of the conditions hereto contained in these presents and the liability of the Contractor with respect to compensation payable to CNLU or Contractor's obligations shall remain unaffected.
9. The Contractor shall duly comply in all respects, with the provisions of all statutes, rules and regulations applicable to it and/or its employees including but not limited to the Minimum Wages Act, Employees Provident Fund and Miscellaneous Provisions Act, Employees State Insurance Act, Payment of Bonus Act, Contract Labour (Regulation & Abolition) Act or other statutory rules, regulations, bye-laws as applicable or which become applicable in future.
10. That the payments made to the Contractor's employees or otherwise, under statutory obligations, on behalf of the Contractor, if any, shall be liable to be adjusted /recoverable from the payments accrued to the Contractor.
11. That all documents signed/submitted/agreed upon by the Contractor specified in the scope of work, ITB, special/general terms and conditions as per the tender, various declarations submitted as part of the bid, will form part of this Contract.
12. That the Contractor shall pay to the workers deployed by him at CNLU as proposed in the offer referred above.
13. The Contractor shall at all times be solely responsible and/or liable to issue and maintain adequate insurance for the life and safety of its employees and shall ensure that the said insurance policies do not lapse.
14. The Contractor shall indemnify and keep indemnified CNLU against all claims, demands, suits and proceedings whatsoever that may be brought or made against CNLU by or behalf of any person, body, authority, whomsoever and all penalties, levies, taxes, losses, damages, costs, charges and expenses and all other liabilities of whatever nature which CNLU may now hereafter be

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liable to pay or sustain by virtue of or as a result of the performance or non-performance by the Contractor of any of the terms and conditions of this Agreement or applicable laws.

15. The Contract hereby agrees that it shall not assign or transfer or sub-contract this Agreement or part thereof to any third party under any circumstances.

16. Notwithstanding anything contained herein above, CNLU shall have the right to terminate this Agreement at any time during its currency by giving three months' notice to the Contractor without assigning any reason and CNLU shall be entitled to recover any money becoming due under this Agreement from the Contractor.

17. Any dispute or difference of any nature whatsoever regarding any right, liability, act, omission of either of parties hereto arising out of or in relation to this agreement or any matter incidental thereto shall be referred to the arbitration of a single arbitration as per the provisions of the Arbitration & Conciliation Act, 1996. The Arbitrator shall be appointed by the Hon'ble Vice-Chancellor of CNLU and the parties shall bear the costs of such arbitration in equal shares. Such arbitration shall be held at Patna and the courts at Patna alone shall have the jurisdiction to deal with the arbitration proceedings and the awards in accordance with law.

In witness hereof, the parties hereto have respectively set their signatures in the presence of:

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

For and on behalf of the Contractor or by an authorized person or holding a valid Power of Attorney in the presence of

for and on behalf of CNLU, Patna in the presence of \_\_\_\_\_

\_\_\_\_\_

1.  
Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

2.  
Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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NIQ No. -90/2025-26

Date: 06.03.2026

Annexure-15

## BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

(To be executed on Non-judicial Stamp Paper of Rs.100/-)

To  
The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur, Patna-800001

Bank Guarantee No.:  
Date:  
Amount:  
Valid up to:

THIS DEED OF GUARANTEE made this \_\_\_\_Day of \_\_\_\_, 2026, by The Name of Bank \_\_\_\_\_, a banking company incorporated under Banking Companies Act, 1970, / Company Act, 1956 having its Head Office at \_\_\_\_\_ and having Branch at \_\_\_\_\_ (hereinafter called the Bank, which expression shall unless repugnant to the context and meaning thereof includes its successors).

### In favour of

Chanakya National Law University, Nyaya Nagar, Mithapur, Patna (hereinafter called “the **Employer/CNLU**”, which expression shall unless repugnant to the extent and meaning thereof includes its successors and assigns).

WHEREAS the Employer and M/s (**Name of the Contractor**/\_\_\_\_\_, having their Registered Office at (**Address of the Contractor**\_\_\_\_\_ (hereinafter called “**the Contractor**”, which expression shall unless repugnant to the extent and meaning thereof includes its successors and assigns) have issued Award Letter/LOI No. .... dated ..... whereby the Contractor has agreed to carry out the work of “(**Name of work** \_\_\_\_\_)” **subject** to the terms therein contained.

AND WHEREAS in accordance with the terms and conditions of the Agreement, the Contractor has agreed to furnish a Bank Guarantee to the Employer in the form acceptable to the Employer, for a sum of **Rs.** \_\_\_\_\_ (**Rupees** \_\_\_\_\_) to ensure timely and satisfactory performance by the Contractor of its obligations under the Agreement.

AND WHEREAS the Bank has at the request of the Contractor agreed to furnish an irrevocable guarantee in favor of the Employer to duly secure the performance by the Contractor of its obligations under the Agreement of Services on the terms and conditions herein contained.

NOW THIS DEED WITNESSETH AS FOLLOWS:

1. The Bank hereby unconditionally and irrevocably guarantees the due and punctual performance and observance of and compliance by the Contractor of the covenants, agreements, conditions and provisions expressed or implied on the part of Contractor to be performed, observed or complied with under the Agreement in accordance with the terms thereof and in the event of Contractor’s non-performance, non-observance and non-compliance of the same for any reasons, the Bank shall absolutely, irrevocably and unconditionally without any right of set off or counter claim, forthwith upon receipt of a written demand by the Employer and without demur or protest and without reference to the Contractor pay to the Employer a sum not exceeding **Rs.** \_\_\_\_\_. A demand so made by the Employer shall be final and binding on the Bank and the Bank shall be obliged to pay the amount demanded forthwith to the Employer.

2. The Bank’s liability under this Guarantee is restricted to **Rs.** \_\_\_\_\_/-

3. The decision of the Employer, for the time being in force, or at any time thereafter as to the non-performance, non observance and non-compliance by the Contractor of the covenants, agreements, conditions and provisions expressed or implied, of the part of the Contractor, to be observed, performed or complied with

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NIQ No. -90/2025-26

Date: 06.03.2026

under the Agreement shall be final, conclusive and binding upon the Bank and shall not in any circumstances be questioned by the Bank.

4. Any demand for payment under the Guarantee shall be made on the Bank by the Employer in writing at **The Name of Bank** \_\_\_\_\_ with address \_\_\_\_\_ and shall be deemed to have been sufficiently made by the Employer if the writing containing the demand is sent and received by the Bank by registered post to the address as aforesaid or sent to the Bank by hand delivery at such address and written acknowledgement obtained to such delivery.

5. The guarantee obligations of the Bank hereunder shall continue in force and effect and be binding on the Bank in accordance with its terms up to .....

6. As between the Bank and the Employer (but without affecting the Contractor's obligations) the bank shall be liable under this Guarantee as if it were the sole Principal Debtor. The bank's liability hereunder shall not be discharged nor shall its liability be affected by:

- (i) Any time, indulgence, waiver or consent at any time given by the Employer to the Contractor;
- (ii) Any amendment to the Agreement;
- (iii) The making or the absence of any demand by the Employer on the Contractor or any other person for payment;
- (iv) The enforcement or absence of enforcement of the Agreement or of any security or other guarantee or indemnity;
- (v) The illegality, invalidity or unenforceability of any defect in any provision of the Agreement or of any of the Contractor's obligations there under;
- (vi) The dissolution, amalgamation, reconstruction or reorganization or appointment of any administrative receiver of the contract or

Provided that nothing contained hereinabove extends or enlarges the liability of the bank under this guarantee.

7. The Guarantee herein contained shall not be determined or in any way prejudiced or affected by any change in the constitution of the Bank or by any merger or amalgamation or reconstruction or the Bank but shall be enforceable against the merged, amalgamated or reconstructed body.

8. The Bank hereby expressly and irrevocably waives all claims of waiver, release, surrender or compromise, defenses, setoffs, counter claims, recoupment, reductions, limitation and impairments.

9. The Employer shall be at liberty to vary, and alter or modify any of the terms and conditions of the Agreement including without limitation to extend from time to time the time for the performance of the Agreement by the contractor or to postpone from time to time any of the powers exercisable by the Employers against the contractor, to forbear or to enforce any of the terms and conditions of the Agreement, without in any manner affecting this Guarantee and without notice to or assent of the Bank provided that nothing contained hereinabove extends or enlarges the liability of the Bank under this guarantee.

10. The Bank waives any right requiring the Employer to proceed first against the Contractor or requiring the employer to first enforce any other security or any other guarantee.

11. The Bank agrees and confirms that its obligation to make payment to the Employer on demand hereunder and discharge of such obligation shall not be delayed, exercised or avoided by reason of any act or omission on the part of the Employer the legal consequence of which may be the discharge of the Bank as guarantor.

12. The Bank declares and confirms that the Bank has taken all necessary corporate action to authorize the execution delivery and performance of this Guarantee in accordance with the terms hereof and that the bank has full power to enter into and performance and discharge its obligations undertaken hereunder and this his Guarantee constitutes legal, valid and binding obligation of the Bank, enforceable in accordance with its terms.

# Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001, Tel. No. +91-612-2352300, Fax No. : +91 -612-2352315

Website: <https://www.cnl.u.ac.in>, E-mail: [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in)

NIQ No. -90/2025-26

Date: 06.03.2026

13. This guarantee shall be governed by and construed in all respects according to the laws of the India and shall be subject to the jurisdiction of the court in Patna

14. All notices, demands or communications required or permitted to be given hereunder shall be in writing and shall be valid and sufficient if dispatched and acknowledged as received as follows:

## IF to the Bank:

The Name of Bank and Address

\_\_\_\_\_  
\_\_\_\_\_

## IF to the Employer:

The Registrar,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur, Patna-800001

Any party hereto may change its address by a notice given to the other party hereto in the manner set forth above, all notices, demands and other communications shall be deemed to have been duly given (i) on the expiry of immediately after the date of transmission with confirmed answer back if transmitted by e-mail, telex, cable or facsimile, whichever shall first occur.

15. Any forbearance or indulgence on the part of the Employer in the enforcement of the covenants, agreements, conditions and provisions express or implied on the part of the Contractor to be performed, observed or complied with by the Contractor under the Agreement shall in no way relieve the Bank of its liability under the Guarantee provided that nothing contained hereinabove extends or enlarges the liability of the bank under this guarantee.

16. Terms and expression defined in the Agreement and used herein shall have the meanings assigned to them therein save and except where the context otherwise require.

Notwithstanding anything contained herein above

- (i) Our liability under this guarantee shall not exceed Rs. \_\_\_\_\_
- (ii) The Bank guarantee shall be valid up to **Contract period (+) 3 months i.e. \_\_\_\_**  
and
- (iii) It is a condition to our liability for payment of the guaranteed amount or part any thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before **till expiry date**, failing which, our liability under this bank guarantee will automatically cease.

IN WITNESS WHEREOF THE BANK HAS SET ITS HAND AND SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

For Name of Bank \_\_\_\_\_

Manager

Place: Patna.

Date: \_\_\_\_\_

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Annexure-16

## Financial Bid

### SCHEDULE OF RATES (To be submitted in Financial Bid)

Job Description	Comprehensive amount (excluding Taxes)		
	(A)	(B)	(A+B)
Comprehensive Contract for Operation and Maintenance (O&M) of Audio-Visual Systems, Audio-Video Conferencing, Air Conditioning System, Stage Lighting and other Lighting, Chairs and other Furniture, carpet installed in Auditorium, CNLU, Patna	Comprehensive amount for 1 <sup>st</sup> year (excluding Taxes)	Comprehensive amount for 2 <sup>nd</sup> year (excluding Taxes)	Total amount of 1 <sup>st</sup> and 2 <sup>nd</sup> year (excluding Taxes)
Estimated/ approximate deployment plan-			
Minimum Requirement Supervisor/Technician- 03 No. Reliever extra			
Total (Min.) - 03 No.			
Total Amount in words (A+B):			

Name of Bidder :

Address of the Firm :

Mobile No. :

Email ID :

Seal and Signature of the Bidder

