



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR

(An Institute of National Importance under the aegis of Ministry of Education, Govt. of India)

NIT No. IIITBH/REG/719/2025-26/352 Dated 02.09.2025

**Short-term Notice Inviting Tender for Installation of Tent, Flower Decoration,
Provision of Audio Visual items and Photography & Videography for the
Convocation 2025 at IIIT Bhagalpur.**

Indian Institute of Information Technology Bhagalpur
Sabour, Bhagalpur-813210, Bihar
Website: www.iiitbh.ac.in

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
Sabour, Bhagalpur-813210, Bihar

NIT No. IIITBH/REG/719/2025-26/352 Dated 02.09.2025

The Indian Institute of Information Technology Bhagalpur, an Institute of National Importance under the Ministry of Education, Government of India, is dedicated to imparting high-quality technical education and fostering research in allied and interdisciplinary areas.

Online Bids in two bid system i.e. Technical Bid and Financial Bid are invited for the **Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Ceremony** under which the competent bidder shall supply/install/commission and maintain the ordered/contracted items/ services at the designated venue, i.e. Campus of IIIT Bhagalpur, Sabour, Bhagalpur-813210, Bihar. **Tenders of technically qualified firms shall only be considered for opening of the financial bid.**

1. THE SCHEDULE AND OTHER DETAILS OF TENDER ARE AS UNDER:

Description of Tender	Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the Convocation 2025 for the 2nd Convocation 2025 Function	
Date of Event	19.09.2025	
EMD Value (Rs.)	Rs. 40,000/- (Rs. Forty Thousand Only)	
Tender Publish Date & Time	02.09.2025	05:10 PM
Tender Download Date & Time	02.09.2025	05:10 PM
Bid Submission Start Date & Time	02.09.2025	05:10 PM
Bid Submission Close Date & Time	09.09.2025	05:15 PM
Opening of Technical bid	09.09.2025	05:30 PM
Opening of Financial bid	10.09.2025 at 11 AM	
Performance Security	5% of the total work order.	
Address for submission	Registrar Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar	
Site Inspection	Bidders are advised to visit the site for inspection under intimation to Dr Chetan Barde (+918839603896) before submission of the bid.	
Date & Time of Convocation Function	September 19, 2025 (Friday)	

Seal and Sign of Proprietor / Auth. Signatory/Bidder

Note: Bidders are requested to sign and stamp on each page. The duly filled in signed & stamped bid should be submitted by the bidders in an appropriate mode as prescribed in this tender document.

The tender document may be downloaded from the Institute's website www.iiitbh.ac.in. & <https://eprocure.gov.in/epublish/app>. The bidders shall submit this tender document in Technical Bid cover duly signed & stamped as per the above schedule through speed post/registered post/by hand to Office of the Registrar, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar ". All the bidders should submit a Demand Draft of Rs. 40,000/- (Rs. Forty Thousand Only) in favour of **"Indian Institute of Information Technology Bhagalpur"** payable at Bhagalpur, as the Earnest Money Deposit (EMD). The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of the contract. **The bidders/firms registered under MSMEs and NSICs are exempted from submission of EMD.**

1. GENERAL TERMS AND CONDITIONS:

- 1.1 Please read all terms and conditions carefully before submitting the bids. Incomplete bids and documents will be rejected.
- 1.2 Before submitting the tender bids, ensure that all self-attested documents are attached/uploaded in the technical bid.
- 1.3 All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the terms and conditions of this tender.
- 1.4 Tender shall be submitted through speed post/registered post/by hand to Registrar, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar. Tender Bids submitted in any other form shall summarily be rejected.
- 1.5 The bidders are requested to enclose all the requisite documents along with the Technical Bid as per Checklist at Annexure-I.
- 1.6 The name and address of the bidder shall clearly be written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein; otherwise, the tender is liable to be rejected.
- 1.7 The person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
- 1.8 The Institute reserves the right to reject any or all the bids without assigning any reason.
- 1.9 Before submitting the filled-in tender bids, the bidders may seek clarifications, if any, from on Email Id: cbarde.ece@iiitbh.ac.in or in person by visiting the Institute during working hours by taking prior appointment of the authorities.
- 1.10 The Institute reserves the right to change any condition of the tender before opening of the bids.

2. This Tender Enquiry consists of the following:

- i. Technical and Financial bids for" Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function".
- ii. The bidder should submit the bids for Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function as per the prescribed format only.

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SCOPE OF WORK

Sl. No	ITEM	DESCRIPTION	Qty	Size (ft)
Providing, erection, installing, dismembering and dismantling after the function of TENT including various articles, of size and description mentioned below including all materials, labours, transportation etc. complete.				
1.	Pandal	Fire retardant fabric on top, fully waterproof with coolers and fans.	1 nos	50 × 200
2.	Fabricating	White and pink color fabric to cover full dimension.	1 nos	
3.	Main Stage: Including Tables and Chairs	Stage along with 2 metal stairs along with metal grilling support for the stage with carpeting.	1 nos	Length: 40 Depth: 32 Height: 3
		VIP Chairs (Non-Revolving)	6	
		Executive Chairs (Non-Revolving) for Faculty & BOG Members.	20	
		Podium with microphone	2	
		Dias (Table) in front of VIP Chairs		
		Backdrop LED Screen P2/P3	1	24 × 8
		Plasma TV	2	
		Snacks:- Water bottles with glass & Covers, Dry Fruits, Coffee and Tea, Snacks.		
4.	Flower Decoration	For stage, LED side backdrop, Dias, podium with Real and artificial flowers of good quality		
		Main entrance of convocation Pandal.	1	
		Entrance Gate of IIIT Bhagalpur	1	
		Flower bouquets	10	
		Stalls	10	
5.	Rooms: attached to main stage	Medal & Certificate Room:- Include two central table, pandal with cooler and fan.	1 nos	10×10
		VIP Green Room:- fully waterproof with coolers and two	1	10×10

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		seater sofa with central table.		
		Toilet:- Portable toilet cabin	1	
6.	Students Area	Chairs:- Dulab chair with yellow and white plain satin clean covering.	500	
		Plastic chair with cover	300	
		Sofa:- Two seater	12	
		Table:- Central Table	05	
		Coolers	20	
		Fans	20	
		Barricading		
		LED Screen	2	6×8
7.	Carpet	Red & Green:- Fully cleaned new carpets		12000 sq. ft.
8.	Audio and Visuals	Big Speaker (JBL or other company)	6 nos	
		Digital Mixture Operator	1 nos	
		Cordless Mic	2 nos	
		Stand Mic Dynamic	2 nos	
9.	Power and Electricity	Genset 125 KVA with Fuel	1 nos	
		Venue Light	40 nos	
		Tower AC for Stage	2 nos	
10.	Photo & Videography	Still Photo	2 nos	
		Videography	2 nos	
		Drone	1 nos	
		Album (50 sheets)	1 nos	Open size: - 13×48 Close Size:- 12×19
		Teaser Edited Video (3 mins)	1 nos	
11.	Miscellaneous	Selfie Zone	1	8×8 on vinyl sheet
		Flex Branding		
		Standeers:- Throughout the campus	10	

Note: The above projected quantities are approximate and may vary as per the Institute's requirements.

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The Tent, Flower Decoration, and Provision of Audio Visual items should not be removed before the night of 19th September 2025.

TECHNICAL BID ELIGIBILITY CONDITIONS AND EVALUATION

(Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function at IIIT Bhagalpur)

The Bid entitled, as “Technical Bid for Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function” should contain the Self-attested scanned copies of the following with consecutive Sl. No.: -

1. Bidder should have prior experience in tent work or similar services.
2. Bidders should have a minimum average annual turnover of Rs. 10 lakhs during the last two financial years. The proper certificate of the same, duly signed and stamped by the Chartered Accountant should be submitted.
3. The prescribed Earnest Money Deposit (EMD) i.e. Rs. 40,000/- shall be deposited with the bid documents through Demand Draft (DD) only drawn in favor of “**Indian Institute of Information Technology Bhagalpur**”, payable at Bhagalpur.

The Bidder should submit the Bid Security Declaration cum Declaration form as per the format given in the Annexure-III and the Pledge of Compliance as per Annexure-IV.

4. Copy of PAN number and GST number.
5. Details of the firm, Name of the firm & address, Contact person name and telephone/ Mobile No/email id on the letter head of the company/firm.
6. Self- Declaration of Non-Blacklisting by any department of the Govt. of India or any State and Private Organization.

TECHNICAL EVALUATION

Bidders who meet all the above mentioned conditions in Technical Bid shall be considered as technically qualified for further consideration and opening of their financial bid. If some of the above mentioned conditions are not met, their technical bid will be rejected.

ANNEXURE-I**CHECKLIST TOWARDS TECHNICAL ELIGIBILITY CRITERIA**

Name of the Bidder:

Address:

Contact No:

Email Id:

(Self-attested copies of all supporting document must be uploaded with the tender document to be filled by the Bidder)

Sl. No.	Particular	Enclosed/Uploaded (Yes/No)	Mention page no. (Mandatory)	Remark
1.	Each Page of Tender Document & all requisite documents are to be signed & stamped.			
2.	EMD of Rs. 40,000/- (Rs. Forty Thousand Only) OR Certificate of MSME/NSIC for exemption from submission of EMD.			
3.	Furnish complete details as per Annexure-III.			
4.	Furnish complete details as per Annexure-IV.			
5.	Prior experience in tent work or similar services			
6.	Minimum average annual turnover of Rs. 10 lakhs during the last two financial years. The proper certificate of the same, duly signed and stamped by the Chartered Accountant should be submitted.			
7.	Valid GST Registration Certificate			
8.	Valid PAN Certificate			
9.	Self-Declaration of non-blacklisting by any department of the Govt. of India or any State and Private Organization.			

Note: It is mandatory to fill up all the points of the checklist.

I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Authorized Signatory with Seal)

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FINANCIAL BID

(Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function)

(To be printed on firm's letterhead)

Price Bid Format: The Price Bid Format given below is for reference only.

Bidders should quote for all the items/requirements as per the financial BoQ format only.

Sl. No.	Name of Particulars	Quoted Amount	GST	Total (Rs)
1	Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function			

Note: Rates quoted must be in Indian rupees only.

The bidders should quote price for all the above items as per the BOQ/Financial Bid format only given in CPP portal, otherwise the bid will be summarily rejected.

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UNDERTAKING

I/we undertake that the stage setup work will be completed by 01:00 PM on September 18, 2025, for rehearsals of the pre-convocation programme. All other arrangements will be completed before 04:00 PM on September 18, 2025.

I/We also undertake that all the photos and videos will be provided by us to the concerned department/committee in a pen drive immediately after the convocation is over. Also, the camera setup will be completed before 04:00 PM on the previous evening i.e., 18-09-2025. Moreover, the camera person will be present during the rehearsal and the main convocation event will be the same.

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Signatory/Bidder

Essential Details of Items/Services required

1. **Schedule of Requirements** – List of items; schedule of quantity as mentioned in this tender document.
2. **Delivery and Installation period** – Complete in all respect on the 18.09.2025 by 04:00 PM.
3. **Delivery/Maintenance/fitment/installation and Transportation** – At Supplier/Service provider's expense. No advance payment will be made for any item/service.
4. **Consignee details** – Dr Chetan Barde, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar.
5. **Liquidated Damages:** In the event of the Seller's/service provider's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract/supply. The Institute may also deduct from the contractor as agreed, **liquidated damages to the sum of 2% of the contract/invoice value** for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the contract/invoice value.

Standard Conditions of the Tender

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective delivery, commissioning and installation period: As mentioned in the scope of work for both tenders.**
3. The award of purchase/work order shall remain valid until the complete obligations by both the parties under the purchase order/agreement/contract. The deliveries, supplies, installation and performance of the items/services shall commence from the effective date of the purchase/work order issue date.

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4. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to work or performance, which cannot be settled amicably, may be resolved through arbitration subject to Bihar Jurisdiction.
5. **Penalty for use of Undue influence:** The contractor/service provider undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the contractor or otherwise in procuring the order/contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present order/contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the contractor provider or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller/Seller/Service provider) or the commission of any offers by the seller/Seller /Service provider or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller/Seller/Service provider and recover from the seller/Seller/Service provider the amount of any loss arising from such cancellation. A decision of the Buyer's/Competent Financial Authority (CFA) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller/Seller/Service provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller/Service provider towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favor in relation to this or any other contract, shall render the seller/Seller/Service provider to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
6. **Termination of Contract:** The institute shall have the right to terminate this Contract in part or in full in any of the following cases: -
 - a) The Agency shall be fully responsible for faithful compliance of the provisions of the Purchase Order/Work Order/Agreement. Any breach or failure to perform the same may result in termination of the Purchase Order/Work Order/Agreement and forfeiture of the security deposit as well as other legal recourse.
 - b) The Company providing items/services is declared bankrupt or becomes insolvent.
 - c) Any misconduct/misbehavior on the part of Employees etc. deployed by the seller/agency will not be tolerated and the same must be replaced with suitable and equivalent immediately, failing to comply with the same will lead to termination of the order/contract and due penalty shall be imposed as decided by IIIT Bhagalpur.
 - d). The Director, IIIT Bhagalpur reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof and decision of the Director, IIIT Bhagalpur shall be final and binding on the sellers/agencies in respect of any clause covered under the contract
7. **Amendments:** No provision of present proposal/contract shall be changed or modified

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in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of order/contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

8. Taxes and Duties

- a) If the Bidder is charging GST or other taxes/duties, etc., the same must be specifically stated in the financial bid. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained later.
- b) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- c) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller/Service provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller/Service provider.

9. Force Majeure clause

Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

In such circumstances, the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

If the impossibility of complete or partial performance of an obligation lasts for more than One (01) month, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 (Fifteen) days to the other party of the intention to terminate without any liability other than reimbursement on the terms

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provided in the agreement for the goods received.

10. Transportation/delivery of items/services: At contractor's expense on site i.e. the permanent campus of Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar.

11. Packing, Marking, Insurance and forwarding: At supplier expense (All inclusive).

12. Quality: The quality of the item/services must be delivered according to the present order/BoQ corresponding to the technical specifications/conditions and standards in the price bid, subject to the quality approval of IIIT Bhagalpur. Modifications, if any, will be mutually agreed to. The Seller should confirm that the item/services to be supplied under this Contract should be genuine.

13. Inspection Authority: The Inspection will be carried out by the Stage Committee/ Inspecting Authority of IIIT Bhagalpur. The mode of Inspection will be Departmental Inspection.

14. INSTRUCTION FOR PREPARATION & SUBMISSION OF BIDS:

- 14.1 This tender document will be published & available on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/epublish/app>). The bidders are required to submit bids through speed post/registered post/by hand to Office of the Registrar, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar with two bid system in two envelopes with each titled Technical Bid and Financial Bid. The two sealed envelopes should be submitted in a large envelope with super scribed "Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function at IIIT Bhagalpur".

Annexure-III

[In letter Head of the Firm]

BID SECURITY DECLARATION CUM DECLARATION FORM

Tender No. _____ Dt. _____

To,
Registrar
Indian Institute of Information Technology Bhagalpur,
Sabour, Bhagalpur-813210, Bihar

1. I/We have gone through the terms and conditions of the tender as given above and have fully understood the significance of the same.
2. I/We have visited the Institute and obtained all necessary clarifications from the concerned officials of the Institute on the work and services to be provided to the Institute.
3. I/We hereby accept all the terms and conditions and undertake to abide by the same if the contract is awarded to me/us.
4. It is clearly understood that, the persons deployed by us for the work/service in the Indian Institute of Information Technology Bhagalpur permanent campus will not be treated as employees of the Institute and I/We will be solely responsible for making all statutory payments to the persons so deployed and no employer-employee relationship will exist between the IIIT Bhagalpur and the persons so deployed.
5. The only relationship that exists between the IIIT Bhagalpur and me/us is that of a Service Provider and Principal.
6. I/We hereby agree that in case the Institute is made to suffer any loss/damage on account of any negligence or act on the part of any person or persons deployed by me/us in the IIIT Bhagalpur campus, such loss/damage shall be made good by me/us and in case we fail to make good the same, the amount can be recovered from the Security Deposit kept by me/us with the Institute and in case the Security Deposit becomes insufficient to meet such sum, the Institute can proceed against me/us for recovery of the sum, in whatever manner it deems fit.
7. I/We understand that according to your conditions, bids must be supported by a Bid Security Declaration and I have deposited the Bid Security/EMD as per this tender document.

Place:
Date:

For and on behalf of the -----
(Official Seal) (Authorized Signatory)

Seal and Sign of Proprietor / Auth. Signatory/Bidder

Annexure-IV**PLEDGE OF COMPLIANCE**

(To be given on original letterhead of the company/firm by the legal owner /authorized signatory of the company/firm)

I,.....full name,
 designation....., acting on behalf of
 M/s....., Company/Agency name & Registered
 Office's full address.....

which is an applicant for "**Installation of Tent, Flower Decoration, Provision of Audio Visual items and Photography & Videography for the 2nd Convocation 2025 Function**" vide Tender no. **IIITBH/REG/719/2025-26/352 Dated 02.09.2025** to the **Indian Institute of Information Technology Bhagalpur** hereby undertake that I/We have no criminal antecedents, never declared bankrupt, never black listed by any Govt./PSU/Autonomous dept./agency/body and we shall abide by all terms and conditions mentioned in this tender document and subsequently issued work order/Agreement against the said tender enquiry. In the event of any breach of terms and conditions of this tender and subsequently issued work order/agreement against the said tender enquiry during the entire period of contract, we shall take the full responsibilities of any loss incurred by my agency/company employees/representatives by their negligence to IIIT Bhagalpur including financial, time and reputation as assessed by competent authority of IIIT Bhagalpur and my company/agency will fully compensate to IIIT Bhagalpur for all such losses without ensuing any legal process.

Company's official seal.....

Place:

Date:

Signature:

Full Name:

Address:

.....

.....

Contact No.....

E-mail ID.....

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IMPORTANT NOTES:

1. Bid document, all brochures of respective items/accessories with sign & seal on each page and authorization letter/certificate from respective company.
2. Self-attested copy of all relevant supporting documents (**To be attached with technical bid**)
3. EMD as mentioned above.
4. Technical bid and Financial bid along with desired documents should be **submitted separately and as per the prescribed format only.**
5. Covering/Forwarding letter of the bid shall be on original letter head of the company duly ink signed and stamped with company seal, to be attached.

---END---