

**OFFICE OF THE UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA -800 005**

NOTICE INVITING QUOTATION

Quotation No.: 02/2018-19

Date: 12/04/2018

Designation of officer inviting quotation	University Engineer, Patna University, Patna
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 3:00 pm on 03/05/2018
Place, Time & Date of opening Tender	Patna University, Patna at 3:30 pm on 03/05/2018

S.N.	Description of work	Time of Completion
1	Supply, Installation and Testing of Vacuum Cleaner at Vice Chamber and Residence, Patna University, Patna	10 Days

TERMS & CONDITIONS:

1. Paper submitted with quotation:
 - (i) TIN/VAT/PAN/GST
 - (ii) Manufactures/ Authorized Dealership Certificate from manufacturing company
 - (iii) Catalog/Broacher of the product.
2. Payment – 100% against completion of work.
3. The Bidder should inspect the site before filling in and submitting the quotation to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Quotations must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the quotation Document wherever required.
4. The sealed quotation should also be sent through courier/Registered/Speed Post. Conditional quotation or quotations received after the due time and date shall not be entertained in any circumstances. University Authority would not be responsible for any delay or loss of the quotation document, The quotations will be opened in the office of the undersigned in presence of any intending supplier or his/her authorized representative who may wish to be present at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.
5. At the time of opening of tender only participant quotationer or his single authorized representative with authority letter will be allowed to present.
6. All disputes, what so ever shall be referred to the sole arbitration of The University Engineer Patna University, Patna and his decision shall be final and binding on the agency.

7. All the matters subject to the jurisdiction of Patna High Court.
- 8 Bidders should submit details in the format given at Annexure-1 and should quote the rates in the format given at Annexure-2. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation document will be signed in full by the Bidder with date. No erasing or over- writings are permissible.
9. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

Sd/-
University Engineer
Patna University, Patna

Memo No.: 23/UE

Date: 12/04/2018

Copy forwarded to.

1. Personal Assistant to the Vice-Chancellor, P.U., Patna
2. Financial Advisor, P.U., Patna
3. Registrar, P.U., Patna
4. Development Officer, P.U., Patna
5. Finance Officer, P.U., Patna
6. In charge, P.U.C.C., P.U., Patna: for upload of NIT on the website (www.patnauniversity.ac.in). Approval of the same has been taken in concerned file.
7. Assistant Engineer/Engineer Assistant and Sri Satyendra Kumar, UDC, Works Dept., P.U., Patna

: For information please.

Sd/-
University Engineer
Patna University, Patna

BID DOCUMENT

Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. THE FIRM
 - a) Name _____
 - b) Registration No. _____
 - c) Address of Office at Patna _____
 - d) Contact Person's
 - i) Name & Design. _____
 - ii) Address _____
 - iii) Tel No. Landline _____ Mobile _____
 - iv) Email ID _____
2. Type of Firm : Proprietorship/ Private Ltd./PublicLtd./ Cooperative/ NGO/PSU (Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)
3. Name of Manufactures/ : _____ enclosed. (Pl. specify)
 Authorized Dealership : _____ enclosed. (Pl. specify)
 Certificate from
 manufacturing company
5. PAN/GIR No. : _____
 (Please enclose photocopy)
6. TIN No. : _____
 (Please enclose photocopy)

Signatures of authorized person

Name _____

Designation _____

Seal

PRICE BID

**Supply, Installation and Testing of Vacuum Cleaner at Vice Chamber and Residence,
Patna University, Patna**

Sl.No	Description of Items	Qty	Unit	Rate	GST	Amount including GST
1	Supply, Installation and Testing of Vacuum Cleaner at Vice Chamber and Residence, Patna University, Patna make Eureka Forbes or similar	2	Each			
	Make:					
	Model No.:					
Total Rs.						
(In words: Rs.)						

Signatures of authorized person

Name _____

Designation _____

Seal