

224

OFFICE OF THE UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA -800 005
EMERGENT NOTICE INVITING QUOTATION

Quotation No.: 01/2021-22

Date: 07/04/2021

Designation of officer inviting quotation		University Engineer, Patna University, Patna	
Last Date of Issue/download of Quotation document with Time		Office of the University Engineer, Patna University, Patna up to 5:00 pm on 16/04/2021	
Place, Time & Date of receiving of Quotation		Office of the University Engineer, Patna University, Patna up to 3:00 pm on 17/04/2021	
Place, Time & Date of opening Quotation		Patna University, Patna at 3:30 pm on 17/04/2021	
Sr. No.	Particular	EMD	Cost of Quotation Document
1	Comprehensive Annual Maintenance contract in respect of Window/split and package unit Air Condition located in different buildings of Patna university, Patna	@2% of Gross Quoted Amount	500/-

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - Registration Certificate of Firm/Agency
 - Copy of PAN
 - Copy of GST
 - Experience of similar work
- The agency/ firm should have submit last three years ITR certificate (attached copies with the bid)
- 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

223

given hereunder. The requisite details shall be filled in by the Bidder in the quotation Document wherever required.

4. The agency should have experience of similar type of work at any Govt. Departments/ organization / Universities.
5. 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. The cover containing the quotation should be super scribed as **Comprehensive Annual Maintenance contract in respect of Window/split and package unit Air Condition located in different buildings of Patna university, Patna**
6. Earnest money is to be deposited in the shape of NSC ,Post office time deposited duly Pledged to The University Engineer Patna University, D.D./ Banker's cheque in favor of The University Engineer Patna University, Patna @ 2% of quoted amount. Cost of Quotation document(Nun refundable) to be deposited through D.D/Banker's cheque in favour of The University Engineer P.U,Patna.
7. At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.
8. The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
9. 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.
10. All the matters subject to the jurisdiction of Patna High Court.
11. Bidders should submit details in the format given at Annexure-1 and should quote the rates in the format given at Annexure-2. Rate submitted in Annexure 3 for Compressors. List of installed Ac/Locations in Annexure 4. 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

(Please sign on each

222

permissible. Submission of Quotation will signify the acceptance of all terms and condition of contract as above. it will not be obligatory for this office to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation to any quotation. No query after submission of the quotation shall be entered. In case of withdrawal of bid, the EMD will stand forfeited.

- 12 The price quoted by the firm participating in the quotation process should be valid for contract period.
- 13 Scope of work:-The selected agency/firm shall be responsible to provide comprehensive annual maintenance of all Ac unit. The comprehensive AMC will include (i) wet services of all Ac unit once in a quarter, (ii) periodical preventive maintenance on monthly basis (iii) all repairs(except compressor), (iv)all spares (except compressor) (v) gas charging.
- 14 Validity of Contract:- The period of comprehensive annual maintenance contract shall be valid for a period of one year w.e.f date of issued work order and shall be extended for next two year on basis of contract period satisfactory service performance .
- 15 Responsibility of the Firm/agency:- (i)The selected firm shall be responsible for all preventive checkup including the wet servicing, (ii)The quoted amount shall include all gas leakage testing charge, gas refilling charge, repairs and replacement of parts except the Compressor, (iii)The rate of Compressor will be indicated by the firm separately which will remain valid during the CAMC period, (iv)All complaints must be attended to immediately, (v)In case the AC Unit is not repairable within the office ,the same shall be carried to your workshop at your own expenses with written permission of competent authority. (vi) The unit carried to the workshop shall be repaired within 24 hours failing which University Engineer shall be free to impose penalty @100/- per day, (vii) It shall be responsibility of the Firm to hand over the AC unit to this office under contract in working condition at the expiry of the contract. Agency must maintain the Service Log Book record during contract period.
- 16 Payment:- The Payment for AMC charges will be made in two installments(i)50% of the total AMC charges will be paid to the firm after three months and obtaining satisfactory certificate from the users; (ii)50% of the balance AMC charges after completion of contract and after submission of required service certificate signed by the university Engineer.
17. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.


University Engineer

Patna university, Patna

(Please sign on each

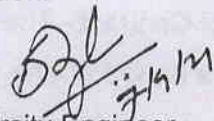
(22)

Memo: 07.1UE

Date: 7.4.2021

Copy to:

1. Financial Advisor, Patna University, Patna, 2. Registrar, Patna University, Patna, 3. Incharge, P.U.C.C. for upload of Notice Inviting Quotation Document on the website (www.patnauniversity.ac.in). Approval of the same has been taken in concerned file, 4. Assistant Engineer (Electrical), Engineer Assistant (Electrical), Mr. Manoj Kumar Mahto Sri Satyendra Kumar, UDC, Works Department, Patna University, Patna, 5. P.A. to Vice Chancellor, Patna University, Patna for necessary action.


University Engineer
Patna university, Patna

(3)

Incharge P.U.C.C.

(9)

(Please sign on each