



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

SHORT NOTICE INVITING QUOTATION

Quotation No.: 24/2018-19

Date:17/12/2018

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 up to 3:00 pm on 04/01/2019	
Place, Time & Date of opening Tender		Patna University, Patna at 3:30 pm on 04/01/2019	
Sr. No.	Particular	EMD	AMC Period
1	Annual Maintenance contract of Sharp Photocopier available in Works Department, Type Section, D.O. Office, NAAC Office and Guest House of Patna University, Patna	2% of Gross Quoted Amount	One Year

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - Firm Registration
 - PAN & GST
 - Reputed Firms/Manufactures/ Authorization certificate
- The agency firm should have a minimum turnover of Rs 15 lakh per year during the last three years (attached copies to be attached 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 given hereunder. The requisite details shall be filled in by the Bidder in the quotation Document wherever required.
- The agency should have experience of similar type of work at any Govt. Departments/ organization / Universities.
- 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 **Annual Maintenance contract of Sharp Photocopier of Patna University, Patna**

6. Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favor of The University Engineer Patna University, Patna @ 2% of quoted amount.
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 and Annexure -3. 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. 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 annual maintenance of all mentioned photocopier. The AMC will
14. Validity of Contract:- The period of annual maintenance contract will be valid for a period of one year and can be extended upto 3 years if agreed by the both parties on same terms and conditions.
15. **Responsibility of the Firm/agency:-** (i) The selected firm will provide service of all spare-parts except certain consumables/items as Fax paper roll, Ink cartridge, Drum, Developer, Process Unit, Film Imaging Roll, Printing Head, Cabinet, Plastic parts, Battery, Scanner, SCNIT (Mother Card), Cutter unit, Power Cable, Wire harness etc. Above parts will provide as per approved rate(valid till AMC period) order issued by undersigned.
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 four 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, (iii) Bill submitted by the agency of consumables/items payment will be made after verification of undersigned and rate should be according to annexure-3
17. **Allocation of Fund:** (i) For Type Section, NAAC Office and D.O. Office will be allocated form contingency fund of Patna University, (ii) For Guest House will be allocated from PU Guest House account and (iii) For Works Department will be allocated from UE Account.

(Please sign on each

17. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.
18. Any other information may be obtained from the office of the University Engineer, Patna University, Patna during working hours in any working day.
19. The details may also be seen at website www.patnauniversity.ac.in
20. Any changes w.r.t. this quotation will be notified through website www.patnauniversity.ac.in only.

Sd/-
University Engineer
Patna University, Patna

Letter No : 490/UE
Copy forwarded to.

DATE: 17/12/2018

1. Pro Vice Chancellor, Patna University, 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. Budget and Account Officer, P.U., Patna
 7. Incharge Guest House, Patna University, Patna
 8. Personal Assistant to the Vice Chancellor, Patna University, Patna
 9. 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.
 10. Assistant Engineer(Electrical) and UDC and Mr. Manoj Kumar Mahto, Draftsman Gr-2 of Works Department, Patna University, Patna
- } : For information please.

Sd/-
University Engineer
Patna University, Patna

(Please sign on each

Technical BID

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

Detail of Earnest Money: Rs.....
DD No..... Date.....
Name of Bank.....

1. THE FIRM or AGENCY

a) Name _____

b) Address _____

c) Tel No. Landline _____ Mobile _____

d) Email ID _____

3. Registration of Firm PAN/ No. : _____

(Please enclose photocopy)

4. PAN/ No. : _____

(Please enclose photocopy)

5. GST No. : _____

(Please enclose photocopy)

6. Authorization Valid upto:

(Please enclose photocopy)

(Please sign on each

Annexure-2

PRICE BID

SL. NO	Description	Quantity	Unit	Rate	Amount(inclusive of Taxes) in ₹
1	AMC for Sharp Photocopier Model MX-M464 (available in Type Section and Works Department, Patna University, Patna	2	Each		
2	AMC for Sharp Photocopier Model AR-6020 (available in NAAC Office, D.O. Office and Guest of Patna University, Patna	3	Each		
3	AMC for Sharp Photocopier Model AR-5316 (available in Works Department, Patna University, Patna)	1	Each		
Total					

Signatures of authorized

Name.....

Seal

(Please sign on each

Annexure-3

Rate for items of Consumables/Items				
SL No	Name of items	Unit	Rate (inclusive GST)	Amount
1	Toner Cartridge for photocopier AR-6020	Each		
2	Drum for photocopier AR-6020	Each		
3	Developer for photocopier AR 6020	Each		
4	Toner Cartridge for photocopier MX-M464	Each		
5	Drum for photocopier MX-M464	Each		
6	Developer for photocopier MX-M464	Each		
7	Toner Cartridge for photocopier AR-5316	Each		
8	Drum for photocopier AR-5316	Each		
9	Developer for photocopier AR-5316	Each		
10	Process Unit for photocopier AR-5316	Each		

(All Taxes will be inclusive in Rate)

Signatures of authorized

Name.....

Seal:

(Please sign on each