

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

Quotation No.:05/2020-21

Date: 09/12/2020

EMERGENT NOTICE INVITING QUOTATION

Sealed Quotations are invited in prescribed format for supply, Installation and fitting of Godrej Furniture at Vice Chancellor residence & Pro Vice Chancellor Residence, Patna University, Patna. For detail terms & conditions, please visit the office of the undersigned on any working days from 10:30 A.M. to 5:00 P.M. or obtain from Patna University website www.patnauniversity.ac.in.

Designation of officer inviting quotation	University Engineer, Patna University, Patna			
Last date of issue/download of Quotation document with Time and place	Office of The University Engineer Patna University, Patna upto 5:00 pm on 21/12/2020			
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 3:00 pm on 22/12/2020			
Place, Time & Date of opening quotation	Office of the University Engineer, Patna University, Patna at 3:30 pm on 22/12/2020			
Sr. No.	Particular	Cost of quotation document (₹)	EMD (₹)	Period of supply
1	Supply, Installation and fitting of Godrej Furniture at Vice Chancellor residence & Pro Vice Chancellor Residence, Patna University, Patna	1,250/-	2% of Bid Amount	7 Days

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - GST & PAN
 - Manufactures/ Authorized Dealership Certificate from manufacturing company
 - Experience related document.
 - Catalog/Broacher of the product.
 - Return file of last three years(Gross Value-minimum 20 lacks each year)
- Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of The University Engineer Patna University, Patna (except MSME/NSIC registered agency) which is refunded after expiry of warranty period without interest.
- Period of supply: 7 Days**
- Payment – 100% against completion of supply/installation.
- 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 Government organization or Universities.

7. 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.
8. At the time of opening of tender only participant quotationer or his single authorized representative with authority letter will be allowed to present.
9. The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
10. 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.
11. All the matters subject to the jurisdiction of Patna High Court.
- 12. 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.**
13. **The details may also be seen at website www.patnauniversity.ac.**
14. **The undersigned reserve** the right to accept or reject any or all the quotation without assigning any reasons.

Sd/-
University Engineer
Patna University, Patna
Date: 09/12/2020

Memo No.: 179(a)/UE

Copy to:

1. Pro Vice-Chancellor, Patna University, Patna, 2. Financial Advisor, Patna University, Patna 3. Registrar, Patna University, Patna, 4. Finance Officer, Patna University, Patna, 5. Budget and Accounts Officer, Patna University, Patna, 6. Assistant Engineer(Civil) Patna University, Patna, 7. Dr. K.P. Singh, Incharge, Patna University Computer Centre for upload quotation document in Patna University website(www.patnauniversity.ac.in). The approval of same has been taken on concern file.
8. Mr. Manoj Kumar Mahto, Draftsman Gr-2, Works Department, Patna University, Patna

Sd/-
University Engineer
Patna University, Patna

**Supply, Installation and fitting of Godrej Furniture at Vice Chancellor residence &
Pro Vice Chancellor Residence, Patna University, Patna**

BID DOCUMENT

Cost of quotation document		
DD No.	Date	Amount
		₹ 1,250/-
EMD 5% of Bid Amount		
DD No.	Date	Amount
		₹
Registration no. (If registered with MSME/NSIC):		

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

1. THE FIRM
 - a) Name .(As per GST Registered)_____
 - b) Registration No of firm _____
 - c) Contact Person's
 - i) Name & Design. _____
 - ii) Address _____
 - iii) Tel No. Landline _____ Mobile_____
 - iv) Email ID _____
2. Authorization Letter Details: Authorized company _____ Date:_____
3. Type of Firm : Proprietorship/ Private Ltd./Public Ltd./ Cooperative/ NGO/PSU (Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation) As per GST Registration
_____ enclosed. (Pl. specify)
4. PAN : _____ enclosed. (Pl. specify)
5. GST : _____ enclosed. (Pl. specify)
6. 3 years return file: FY 2019-20- Gross Value _____ Tax Deducted _____
FY 2018-19 Gross Value _____ Tax Deducted _____
FY 2017-18 Gross Value _____ Tax Deducted _____
7. Experience certificate of similar work: Value: ₹ _____ completion of year: _____
Name of Govt. Org./University: _____

Signatures of authorized person with date

Name _____

Designation _____

Financial Bid

Supply, Installation and fitting of Godrej Furniture at Vice Chancellor residence & Pro Vice Chancellor Residence, Patna University, Patna

S. N.	Description	Qty	Unit	Rate including GST	Amount	Warranty in years
1	Godrej Morf King Pulout Stg	3	Each			
2	Godrej Chocolate Premium Bed Side Table	6	Each			
3	Godrej Chocolate Premium Dressing Table+Stool	3	Each			
4	Godrej Chocolate 3 Door Wardrobe	3	Each			
5	Godrej Mattress size 78"x72"x4" Model Ortho Regular	3	Each			
6	Godrej Crescent Dining Table	1	Each			
7	Godrej Crescent Dining Chair	8	Each			
8	Godrej Sierra King Head Board	3	Each			
Estimated Gross Total						
(In Rupees.....)						

Special Terms & Conditions :

1	Supply to be completed with in 7 days from the date of supply order.
2	Taxes inclusive as applicable according to the government of India prevailing rates.
3	Billing will be done according to supply and installation quantity counts.
4	Rates are valid for 90 days from the date of submission of quotation.
5	Extra supply will be charged as per approved prevailing rates.
6	In the event of delay in supply after the stipulated period supplier shall pay as penalty upto ¼ period of supply @2.50% and delay upto ½ of supply period @5%, delay upto ¾ period of supply @7.5% and delay upto more than ¾ period @ 10% maximum.
7	If work will be awarded then Earnest money is converted into Security deposit which is refunded after expiry date of warranty period without interest.

Place.....

Signatures of authorize

Date.....

Name_____

Seal: