

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

**EMERGENT NOTICE INVITING QUOTATION**

**Quotation No.: 32/2019-20**

**Date: 24/01/2020**

Sealed Quotations are invited in prescribed format for **Provision of furniture for remote sensing and GIS Laboratory in Department of Geography, 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](http://www.patnauniversity.ac.in).

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 upto 5:00 pm on 04/02/2020		
Place, Time & Date of receiving of Quotation		Office of the University Engineer, Patna University, Patna upto 3:00 pm on 05/02/2020		
Place, Time & Date of opening Tender		Office of the University Engineer, Patna University, Patna at 3:30 pm on 05/02/2020		
Sr. No.	Name of work	Cost of quotation paper ₹	Required EMD ₹	Completion of Time
1	Provision of furniture for remote sensing and GIS Laboratory in Department of Geography, Patna University, Patna	1,250/-	5% of quoted amount	Twenty Five Days

**TERMS & CONDITIONS:**

- Paper submitted with quotation:
  - Registration certificate of firm/agency
  - Registration certificate of interior decorator architect
  - Copy of PAN,
  - Copy of GST
  - Copy of 3 Years ITR
  - Experience certificate of similar work.
- Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of The University Engineer Patna University, Patna @ 5% of quoted amount (except MSME registered agency).
- Time of Completion: 25 Days
- Payment: 100% after completion of work.
- The agency should have experience of similar type of work at any Government organization or 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 quotation document can also be downloaded from the website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) from intending quotationer and will be submitted with cost of document in the form of Demand Draft in favor of University Engineer. Quotation submitted without cost of quotation document in the form of demand draft will be summarily rejected and the last date for downloading the quotation document from the website is one day prior to the last day of receipt of quotation. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of quotation.
- At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.

**भ्रष्टाचारी के दबाव में मत रहें, निगरानी विभाग से मिलकर कहें**

10. The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
11. 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.
12. All the matters subject to the jurisdiction of Patna High Court.
13. **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.**
14. The details may also be seen at website [www.patnauniversity.ac](http://www.patnauniversity.ac).
15. **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.: 402/UE

Date:25/01/2020

Copy to:

1. Pro Vice-Chancellor, Patna University, Patna, 3. Financial Advisor, Patna University, Patna, 4. Head of Department, Geography Department, Patna University, Patna, 5. Registrar, Patna University, Patna, 6. Finance Officer, Patna University, Patna 7. Budget and Accounts Officer, Patna University, Patna, 8. Assistant Engineer, Patna University, Patna, 9. Engineer Assistant, Works Department, Patna University, Patna, 10. Secretary to the Vice Chancellor, Patna University, Patna, 11. Incharge, Patna University Computer Centre for upload quotation document in Patna University website([www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)). The approval of same has been taken on concern file. 12. Mr. Manoj Kumar Mahto, Draftsman Gr-2 and Mr. Satyendra Kumar, UDC of Works Department, Patna University, Patna

Sd/-  
University Engineer  
Patna University, Patna

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**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):		

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

1. THE FIRM
  - a) Name \_\_\_\_\_
  - b) Registration No of firm. \_\_\_\_\_
  - c) Address of Office at Patna \_\_\_\_\_
  - d) Contact Person's
    - i) Name & Design. \_\_\_\_\_
    - ii) Address \_\_\_\_\_
    - iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
    - iv) Email ID \_\_\_\_\_
2. Registration certificate of interior decorator architect:
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)
 

\_\_\_\_\_ enclosed. (Pl. specify)
4. PAN : \_\_\_\_\_ enclosed. (Pl. specify)
5. GST : \_\_\_\_\_ enclosed. (Pl. specify)
6. 3 years return file: FY 2018-19- Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_  
 FY 2017-18 Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_  
 FY 2016-17 Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_
7. Experience certificate of similar work: Value: ₹ \_\_\_\_\_ completion of year: \_\_\_\_\_.  
 Name of Govt. Org./University: \_\_\_\_\_

Signatures of authorized person

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**Annexure-2****PRICE BID**

SL.NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>A</b>	<b>COMPUTER ROOM TABLE</b>				
1.00	<b>12'0"x2'0"x2'6" TABLE</b>				
	Structure to be made out off ply/block board as and where required laminate ranging upto Rs. 1800/sheet to be provided and fixed. Necessary hardware of Godrej, Halefe or equivalent make to be provided and fixed as and where necessary. (Total value hardwares will be within Rs. 3000)	Rft.	36		
	<b>2'0"x3'0"x2'6" TABLE</b>				
	Structure to be made out off ply/block board as and where required laminate ranging upto Rs. 1800/sheet to be provided and fixed. Necessary hardware of Godrej, Halefe or equivalent make to be provided and fixed as and where necessary. (Total value hardwares will be within Rs. 3000)	Nos.	1		
3.00	<b>2'0"x3'6"x2'6" TABLE</b>				
	Structure to be made out off ply/block board as and where required laminate ranging upto Rs. 1800/sheet to be provided and fixed. Necessary hardware of Godrej, Halefe or equivalent make to be provided and fixed as and where necessary. (Total value hardwares will be within Rs. 3000)	Nos.	1		
4.00	<b>3'0"x4'0"x2'6" TABLE</b>				
	Structure to be made out off mr ply/block board as and where required laminate ranging upto Rs. 1800/sheet to be provided and fixed. Necessary hardware of Godrej, Halefe or equivalent make to be provided and fixed as and where necessary. (Total value hardwares will be within Rs. 3000)	Nos.	1		
<b>B</b>	<b>TABLE REPAIRING</b>				
1.00	<b>6'0"X2'0"X2'6" TABLE</b>				
	6mm/9mm ply to be fixed on table top and upto 6 inch all around below the table top to cover drawer openings. Laminate ranging upto Rs. 2400/sheet to be provided and fix. As per design shade and specification approved. Table legs and other wooden partition to be matching franch polish and finish.	Nos.	25		
2.00	<b>8'0"X2'0"X2'6" TABLE</b>				
	6mm/9mm ply to be fixed on table top and upto 6 inch all around below the table top to cover drawer openings. Laminate ranging upto Rs. 2400/sheet to be provided and fix. As per design shade and specification approved. Table legs and other wooden partition to be matching franch polish and finish.	Nos.	5		
3.00	<b>6'4"X2'0"X2'6" TABLE</b>				
	6mm/9mm ply to be fixed on table top and upto 6 inch all around below the table top to cover drawer openings. Laminate ranging upto Rs. 2400/sheet to be provided and fix. As per design shade and specification approved. Table legs and other wooden partition to be matching franch polish and finish.	Nos.	2		
<b>C</b>	<b>CHAIR REPAIRING</b>				
1.00	<b>1'1"X1'0" ROUND CHAIR</b>				
	6mm/9mm ply to be fixed on chair top. Laminate ranging upto Rs. 2400/sheet to be provided and fix. As per design shade and specification approved. Chair legs and other wooden partition to be matching franch polish and finish.	Nos.	100		
				<b>TOTAL</b>	
<b>In Words: Rupees .....</b>					

**Special Terms & Conditions :**

- 1 Work to be completed with in 25 working days from the date of work order.
- 2 Work schedule can be followed uninterrupted if the payment schedules are maintained.
- 3 Taxes inclusive as applicable according to the government of India prevailing rates.
- 4 Billing will be done according to final measurement and quantity counts.
- 5 Rates are valid for 30 days from the date of submission of quotation.

- 6 24-hour water and electricity to be provided free of cost at working site with power back up.
- 7 Labour wasted for reason of electricity or any local hazards agency will have to bear the cost as actual.
8. Any hazard by the police or local will have to be handled by the agency and agency will have to bear the expenses as actual.
- 9 Century sainink, Alishan or equivanet make MR ply / block board to be used.  
Godrej or Hafele or equivanet make hardware to be provided and fixed
- 10 Safe storage space to be provided by the P.U free of cost for keeping construction materials.
- 11 In the event of delay in supply after the stipulated period supplier shall pay as penalty upto  $\frac{1}{4}$  period of supply @2.50% and delay upto  $\frac{1}{2}$  of supply period @5%, delay upto  $\frac{3}{4}$  period of supply @7.5% and delay upto more than  $\frac{3}{4}$  period @ 10% maximum or  $\frac{1}{3}$  % per day.

Place.....

Date.....

Signatures of authorize

Name\_\_\_\_\_

Seal: