

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

Quotation No.: 24/2019-20

Date: 17/07/2019

EMERGENT NOTICE INVITING QUOTATION

Sealed Quotations are invited in prescribed format for hiring of hanger pandal, chair, Towel, gate, carpet etc in the occasion of visit of Hon'ble Vice President at Patna University Library on 04/08/2019 . 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 2:00 pm on 30/07/2019				
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 4:00 pm on 30/07/2019				
Place, Time & Date of opening quotation	Office of the University Engineer, Patna University, Patna at 4:30 pm on 30/07/2016				
Sr. No.	Particular	Quantity	Cost of quotation document (₹)	EMD (₹)	Period of supply and installation
1	Hiring of hanger pandal, chair, Towel, gate, carpet etc in the occasion of visit of Hon'ble Vice President at Patna University Library on 04/08/2019	As per price bid	1,250/-	20,000/-	2 Days

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - Registration, (ii) GST & PAN, (iii) Experience related document, (iv) ITR Return file: at last three years
- Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of The University Engineer Patna University, Patna of ₹ 20,000/- (except MSME/NSIC registered agency) which is refunded after expiry of warranty period without interest.
- Period of supply and installation: 2 Days**
- Payment – 100% against completion of supply and 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.
- 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. The quotation document can also be downloaded from the website 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
9. At the time of opening of tender only participant quotationer or his single authorized representative with authority letter will be allowed to present.
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.in**
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.: 112/UE

Date: 17/07/2019

Copy to:

1. Pro Vice-Chancellor, Patna University, Patna, 2. Financial Advisor, Patna University, Patna 4. Registrar, Patna University, Patna, 5. Finance Officer, Patna University, Patna, 6. Budget and Accounts Officer, Patna University, Patna, 7. Librarian, Patna University Library, 8. 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. 9. Er. C.B. Choudhary, Engineer Assistant, Patna University, Patna, 10. Mr. Manoj Kumar Mahto, Draftsman Gr-2, Works Department, Patna University, Patna, 11. Notice Board of Works Department and Patna University Library for display.

Sd/-

University Engineer
Patna University, Patna

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

Hiring of hanger pandal, chair, towel, gate, carpet etc in the occasion of visit of Hon'ble Vice President at Patna University Library on 04/08/2019

BID DOCUMENT

Cost of quotation document		
DD No.	Date	Amount
		₹ 1,250/-
EMD Amount		
DD No.	Date	Amount
		₹ 20,000/-
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) 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./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)

3. PAN : _____ enclosed. (Pl. specify)

4. GST : _____ enclosed. (Pl. specify)

5. 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 _____

6. Experience certificate of similar work: Value: ₹ _____ completion of year: _____

Name of Govt. Org./University: _____

Signatures of authorized person

Name _____

Designation _____

Annesure-2

Financial Bid

Hiring of hanger pandal, chair, towel, gate, carpet etc in the occasion of visit of Hon'ble Vice President at Patna University Library on 04/08/2019

S. N.	Particular	Qty	Unit	Rate (in ₹)	Amount
1	Hanger Pandal size 80'0x300'0	24000 sft	Per sft		
2	Dunlop chair	1000 pcs	Each		
3	Fiber Chair	2000 pcs	Each		
4	VVIP Chaie with Towel	20 pcs	Each		
5	Double gate	4 pcs	Each		
6	Carpet	30000 sq ft	Per sft		

Signatures of authorized person
Name
Designation
Seal

Special Terms & Conditions :

1	All items to be supply and fitting on site with in 2 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 30 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 more than 2 days @ 10% .
7	If work will be awarded then Earnest money of ₹ 20 ,000/- is converted into Security deposit which is refunded after completion of event.

Place.....

Signatures of authorize

Date.....

Name _____
Seal: