



OFFICE OF THE UNIVERSITY ENGINEER

WORKS DEPARTMENT

(An allied unit of Patna University, Patna)

PATNA UNIVERSITY, PATNA- 800 005

Phone No.: 0612-2678840, Email:puer@patnauniversity.ac.in

SHORT NOTICE INVITING QUOTATION

Quotation No.:01/2024-25

Date:01/04/2024

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 18/04/2024
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 3:00 pm on 19/04/2024
Place, Time & Date of opening Tender	Patna University, Patna at 3:30 pm on 19/04/2024

S. N.	Description of work	EMD	Cost of Document	Time of Completion
1	Supply and Installation of Biometric System for IPRS and Home Science of Patna University, Patna	₹ 1,400/-	250/-	7 Days

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - Registration certificate of firm/agency
 - Copy of PAN,
 - Copy of GST
 - Copy of 3 Years ITR
 - Catalogue/Broacher with product picture.
- Time of Completion: 7 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.pup.ac.in from intending quotationer and will be submitted and the last date for downloading the quotation document from the website is one day prior to the last day 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.
- 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.
- All the matters subject to the jurisdiction of Patna High Court.
- Bidders should submit details in the format given at Annexure-1 for all four work 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.**

11. The details may also be seen at website www.pup.ac.in
12. **The undersigned reserve** the right to accept or reject any or all the quotation without assigning any reasons.

University Engineer
Patna University, Patna

Memo No.:01/UE

Date:01/04/2024

Copy to:

1. Director, IPRS, Patna University, Patna, 2. HoD, Home Science, Patna University, Patna, 3. 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. Electrical Assistant Engineer, Patna University, Patna, 8. Electrical Engineer Assistant, Works Department, Patna University, Patna, 9. Secretary to the Vice Chancellor, Patna University, Patna, 10. Incharge, I.T. Cell, Patna University, Patna for upload quotation document in Patna University website(www.pup.ac.in). The approval of same has been taken on concern file. 10. Mr. Satyendra Kumar, UDC of Works Department, Patna University, Patna.

Sd/-
University Engineer
Patna University, Patna

Memo No.:02/UE

Date:01/04/2024

Copy to:

All committee members constituted vide office order memo no. 264/UE dated 18/02/2021 (for upto ₹ 15 Lakh work) 1. University Engineer, Patna University, Patna-Convener, 2. Budget and Accounts Officer, Patna University, Patna-Member, & 3. Er. R.K. Sinha, Assistant Engineer, Patna University, Patna-Secretary for present on 19/04/2024 at 3:30 PM for opening of quotation.

Sd/-
University Engineer
Patna University, Patna

BID DOCUMENT

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. 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)

3. PAN : enclosed. (Pl. specify)

4. GST :enclosed. (Pl. specify)

5. 3 years ITR file: FY 2020-21 :

FY 2021-22 :

FY 2022-23 :

7. Experience certificate of similar work:

Name of Govt. Org./University enclosed. (Pl. specify)

Signatures of authorized person

Name _____

Designation _____

Seal:

Date:

PRICE BID**Supply and Installation of Biometric System for IPRS and Home Science of Patna University, Patna**

S N	ITEM	QTY	Unit	Rate	GST	Amount
1	Supply and Installation of Biometric System	2	Nos			
	Warranty.....					
	Make:, Model:					
2	Cat 6 Cabling	100	Meter			
	Make:					
3	Installation charge	2	Nos			
Gross Amount						
In Words (Rupees only)						

Signatures of authorized person

Name _____

Designation _____

Sea: