



**OFFICE OF THE REGISTRAR**  
**PATNA UNIVERSITY, PATNA – 800005**  
Phone No.: 0612-2670531, Email: registrar-pu-bih@nic.in  
Website: www.pup.ac.in

Tender No.: 01/R/2024-25

Date: 18/03/2025

**Notice Inviting e-Tender**

Sealed tenders in e-tendering mode are invited from eligible registered and authorized firms/agencies in Two Bid System (Technical and Financial) for following services (as per details given in the Tender Document) in Patna University, Patna

1	Designation of officer inviting tender	Registrar, Patna University, Patna	
2	Advertisement of tender	18/03/2025	
3	Period of download and upload of tender document with time and place	From 11/04/2025 to 21/04/2025 at 15:00 hours from <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>	
4	Last date and time of upload of tender by agency	Up to 15:30 hours on 21/04/2025 on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>	
5	Last date of submission of hard copy of EMD	Up to 15:00 hours on 22/04/2025 at Registrar Office, Patna University, Patna	
6	Time & Date of Pre-Bid Meeting	Office of The Registrar, Patna University, Patna at 15.00 hours on 12/04/2025	
7	Time & date of opening of Technical Bid of tender	At 15:30 hours on 21/04/2025 on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>	
8	Time & date of opening of Financial Bid of tender	After disposal of Technical Bid on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>	
9	Validity of tender	180 Days from Opening of Financial Bid of Tender Document	
Sr. No.	Description of Work	Earnest Money Deposit (EMD)	Cost of tender paper (₹)
1	Hiring of agency for providing Manpower, Manual & Mechanized Cleaning and Housekeeping Services at Patna University, Patna	₹ 17,54,300/-	₹ 10,000/-
2	Hiring of agency for providing Security Services at Patna University, Patna	₹ 8,40,600/-	₹ 10,000/-

- The tender will be obtained from the e-tender portal <https://eproc2.bihar.gov.in>
- To participate in the e-tendering process, the agency have to register on <https://eproc2.bihar.gov.in> and they will be issued a user ID(Password) and a Digital signature. This will enable them to participate in the download process from the website.
- E-tender form can be obtained from the website <https://eproc2.bihar.gov.in>. The agency has to fill the electronic tender form on the website only after getting the Technical Bid and Financial Bid form the above mentioned website and send it. It is mandatory to scan all other important documents/bank draft/advance amount/all certificates which are necessary for the tender and attach mandatory them with the e-tender.
- EMD & Tender Document:** EMD Can be paid through e-Payment mode i.e. "Internet payment gateway (Credit/Debit Card), Net banking, NEFT/RTGS" or Bank Guarantee(validity for 180 days). The EMD shall also be accepted only as recently issued Demand Draft of any scheduled Bank in favour of the Registrar, Patna University, payable at Patna. Soft copy of the Demand Draft shall be uploaded with Technical Bid, and hard copy must be submitted along with other copies of Technical Bid on or before scheduled date.
- E-tender processing fee:** Beltron Bid Processing Fee as appeared on the e-tendering website:- [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) & cost of tender paper as mentioned is mandatory to be paid through e-payment mode i.e. Internet Payment Gateway, (Credit/Debit card), Net Banking, NEFT/RTGS" (Bids along with necessary online payments must be submitted through e-procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date and time specific in the NIT/Corrigendum. The department doesn't take any responsibility for the delay/Non-submission of Tender/ Non Reconciliation of Online payment caused due to Non-availability of Internet Connection, Network Traffic/Holidays or any other reason.

6. Before uploading document, the agency shall mark the number of scan document while listing them, so that a particular document can be search quickly on the basis of serial number/page number. All document should be uploaded in PDF, MS Office(Compatibility Mode), JPEG, ZIP format only. No claim will be accepted if the document uploaded in other formats cannot be downloaded/opened. The agency shall be fully satisfied with the download ability/visibility of the scanned and uploaded documents.
7. In case of multiple successful tenderers quoting lowest and equal tender rates in the Financial Bid, the successful tenderer will be selected through lottery in accordance with Bihar Public Works Department Code.
8. For any information related to e-tendering process, may be contacted during office hours: eProc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2<sup>nd</sup> Floor Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800014, Bihar Toll Free Number: 18005726571
9. Any changes/corrigendum/addendum w.r.t. this tender will be notified through website.
10. At the time of pre-bid of tender only authorized representative (with valid Identity card of agency) will be allowed to present.
11. All the matters subject to the jurisdiction of Patna High Court.
12. The undersigned reserves the right to accept or reject any or all the tender without assigning any reasons.
13. The University reserves the right to close the contract at any stage without assessing any reason for the action.
14. All pages of this document is required to be accepted and signed by the bidders and these documents will form integral part of the contract when awarded.

*Shalini*  
18-3-2025  
Registrar

Patna University, Patna

Date: 18/03/2025

Memo: *Ac/484/R*

Copy to: 1. E-Tender Procurement Officials for information and necessary action, 2. In charge, IT Cell for upload of NIT and NIT document on Patna University website with e-tender link <https://eproc2.bihar.gov.in>.

*Shalini*  
18-3-2025  
Registrar

Patna University, Patna

Date: 18/03/2025

Memo: *Ac/484/R*

Copy to: 1. Financial Advisor, Patna University, Patna, 2. University Engineer, Patna University, Patna 3. Finance Officer, Patna University, Patna, 4. In charge, Outsourcing, Patna University, Patna, 4. Budget and Accounts Officer, Patna University, Patna, 5. Personal Assistant to the Vice Chancellor, Patna University, Patna, 6. P.A. to Registrar, Patna University, Patna for information.

*Shalini*  
18-3-2025  
Registrar

Patna University, Patna

*Shalini*  
18/03/25