

**OFFICE OF THE UNIVERSITY ENGINEER
WORKS DEPARTMENT**

(An allied unit of Patna University, Patna)

PATNA UNIVERSITY, PATNA- 800 005

Email:puer@patnauniversity.ac.in

SHORT NOTICE INVITING QUOTATION

Quotation No.:01/2025-26

Date:24/05/2025

Designation of officer inviting quotation	University Engineer, Patna University, Patna
Last date of issue of Quotation document with Time	Office of The University Engineer Patna University, Patna upto 5:00 pm on 05/06/2025
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna up to 3:00 pm on 06/06/2025
Place, Time & Date of opening Quotation	Patna University, Patna at 3:30 pm on 06/06/2025
S.N.	Description of work
1	Servicing & Repairing work of Installed Air-condition Machine at Patna University Building offices and its Allied Units.

TERMS & CONDITIONS:

1. The quotation notice (SNIQ) can be seen in Patna University website www.pup.ac. Any changes w.r.t this quotation will be Notified in Patna University web site www.pup.ac.in and Patna University Notice Board.
2. Agency should be obtained Quotation document from office of University Engineer Patna University, Patna.
3. Paper submitted with quotation:
 - (i) Copy of PAN,
 - (ii) Copy of GST
4. Payment: 100% after completion of work. The Payment will be made as per work done after submission work satisfactory certificate from under signed.
5. The agency should have experience of similar type of work at any Government organization or Universities.
6. Bidders should submit details in the format given at Annexure-1 and should quote the rates in the format given at Annexure-2. & Annexure-3. Location list in Annexure-4. 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.
7. The Price quoted by the firm participating in the quotation process should be valid for one year from date of issue work order.
8. 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 Firm/agency 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.
9. At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.
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. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

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University Engineer
Patna University, Patna

Memo No. 21/UE

Copy to:

Date: 24/05/2025

Tender Committee Members 1. Registrar, Patna University, Patna-Chairman, 2. Finance Officer, Patna University, Patna-Member, 3. Assistant Engineer (Elec.), Patna University, Patna-Member, 4. University Engineer, Patna University, Patna-Secretary

University Engineer
Patna University, Patna

Memo No. 21A/UE

Date: 24/05/2025

1. Financial Advisor, Patna University, Patna, 2. Budget and Accounts Officer, Patna University, Patna, 3. Secretary to the Vice Chancellor, Patna University, Patna, 4. In charge IT Cell for upload quotation document in Patna University website(www.pup.ac.in). The approval of same has been taken on concern file. 5. Sri Satyendra Kumar, UDC of Works Department, Patna University, Patna.

University Engineer
Patna University, Patna

Avinid Kumar

⑥ I/C. I.T. Cell
P.C. Patna.