

# OFFICE OF THE UNIVERSITY ENGINEER

PATNA UNIVERSITY, PATNA -800 005

## EMERGENT NOTICE INVITING QUOTATION

Quotation No.: 27/2019-20

Date: 17/08/2019

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 5:00 pm on 30/08/2019			
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna up to 3:00 pm on 31/08/2019			
Place, Time & Date of opening Quotation	Patna University, Patna at 3:30 pm on 31/08/2019			
Sr. No.	Particular	Cost of Quotation paper	EMD	Validity of Quotation
1	100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna University, Patna	₹ 250/-	₹ 2,500/-	Six months

### TERMS & CONDITIONS:

1. Paper submitted with quotation:(i) PAN/GST, (ii) Reputed Firms/Manufactures/ Authorized Dealer /Registered contractor of Govt. of Bihar/CPWD/MES for appropriate category for Civil work & Electrical License/Working Contractor of Patna University are applicable for said work.
2. The agency firm should have a minimum turnover of Rs 10 lakh year during the last three years. (attached copies to be attached with the bid).
3. Cost of Quotation Paper and Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of The University Engineer Patna University, Patna (EMD exempted MSME/NSIC registered agency) which is refunded after completion of work.
4. 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.
5. The agency should have experience of similar type of work at any Govt. Departments/ organization / Universities.
6. 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 and EMD 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
7. 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 , at the designated time and place. The Quotation documents can also be downloaded from the website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in). If the fixed date turns out to be the holiday, the date of opening will be the next day. The cover containing the quotation should be super scribed as **Annual Maintenance contract in respect of 100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building ,Patna University, Patna**
8. At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.
9. 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.
10. All the matters subject to the jurisdiction of Patna High Court.

11. Bidders should submit details in the format given at Annexure-1 and should quote the rates in the format given at Annexure-2. Bidder should see the site in List of location at Annexure-3. 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. Submission of Quotation will signify the acceptance of all terms and condition of contract as above. It will not be obligatory for this office to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation to any quotation. No query after submission of the quotation shall be entered.
12. The price quoted by the firm participating in the quotation process should be valid for contract period.
13. **Scope of work:-**The selected agency/firm shall be responsible to provide annual maintenance of all Annual Maintenance contract in respect of Annual Maintenance contract in respect of **100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna University, Patna**. The AMC will include services of periodical preventive maintenance on monthly basis.
14. **Validity of Contract:-** The period of annual maintenance contract shall be valid for a period of one year i.e. twelve month from the date of acceptance of work order.
15. **Responsibility of the Firm/agency:-** (i) The selected firm shall be responsible for all preventive checkup, (ii) All faults & breakdowns report must be attended promptly and parts required for rectification will be charged above Rs 3000/- (three thousand) only (iii) Engine servicing as required and indicating by service meter and visual inspection. (iv) In case the DG set other accessories not repair within the office, the same shall be carried to your workshop at your own expenses with written permission of competent authority. (v) The unit carried to the workshop shall be repaired within 24 hours failing which University Engineer shall be free to impose penalty @100/- per day, (vi) It shall be responsibility of the Firm to hand over the DG set to this office under contract in working condition at the expiry of the contract. (vii) Minimum duration of the contract shall be 12 month and total 12 visits including 4 preventive maintenance ((a) Filters for lubricating oil, (b) filters for Fuel, Primary & Secondary (c) Coolant additive (d) Lubricating oil full service and top up (e) Air Cleaner Element (f) Air Cleaner Element (g) battery water (h) Fan & Charging alternator belts (i) Fuses).
16. No interim payment will be made.
17. **Payment: -** The Payment for AMC charges will be made in two installments (i) 50% of the total AMC charges will be paid to the firm after six months and (ii) 50% of the balance AMC charges after completion of contract and after submission of required service certificate signed by the university Engineer.
18. Any changes w.r.t. this tender will be notified through [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)
19. L-1 will be decided on the basis of cost of all items.
20. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

Sd/-  
University Engineer  
Patna University, Patna  
Date: 17/08/2019

Memo:213/UE

Copy to:

1. Financial Advisor, Patna University, Patna
2. Registrar, Patna University, Patna
3. Proctor, Patna University, Patna
4. Finance Officer, Patna University, Patna
5. Budget and Accounts Officer, Patna University, Patna
6. Personal Assistant to the Vice Chancellor, Patna University, Patna
7. Incharge, P.U.C.C. for upload of Tender Document on the website ([www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)). Approval of the same has been taken in concerned file.
8. Assistant Engineer/ Engineer Assistant, Sri Manoj Kumar Mahto, Draftsman Gr-2 and Sri Satyendra Kumar, UDC, Works Department, Patna University, Patna

Sd/-  
University Engineer  
Patna university, Patna

**Technical BID**

**100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna  
University, Patna**

Cost of quotation document		
DD No.	Date	Amount
		₹ 500/-
EMD Amount		
DD No.	Date	Amount
		₹
Registration no. (If registered with MSME/NSIC):		

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

## 1. THE FIRM or AGENCY

a) Name \_\_\_\_\_

b) Address \_\_\_\_\_

c) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

d) Email ID \_\_\_\_\_

2. PAN/ No. : \_\_\_\_\_

(Please enclose photocopy)

3. GST No. : \_\_\_\_\_

(Please enclose photocopy)

4. License No : \_\_\_\_\_

(Please enclose photocopy)

5. Experience : \_\_\_\_\_

(Please enclose photocopy)

9. Turn Over Last Three Financial Years: \_\_\_\_\_

(Please enclose photocopy)

Signatures of authorized

Name.....

Seal

**ANNEXURE-2****FINANCIAL BID**

**100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna University, Patna**

<b>Sr. No.</b>	<b>Description</b>	<b>Total DG Set</b>	<b>Rate (Including all taxes)</b>	<b>Unit</b>	<b>Amount</b>
1	100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna University, Patna	1 nos			
<b>Total ₹</b>					

Signature of Quotation/Vender with seal

**ANNEXURE-3**

**LIST OF LOCATIONS**

<b>S. N.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Place</b>
1	100 KVA, three Phase, Mahindra Make D.G Set of Main administrative Building, Patna university, Patna and 25 KVA, 3 phase Kirloskar at V.C. residence, P.U., Patna	1 nos	Main Administrative building Patna University, Patna

Authorized Person Signature of the Agency

**DECLARATION**

1. I/We have read the instructions in the above form and also the terms and conditions mentioned in the form. I/We understand that if any false information is revealed at a later date, any contract made between our-selves and the P.U., on the basis of the information given by me/us can be treated as invalid at sole discretion of the P.U. and I/We will be solely responsible for the consequences.
2. I/We understand and agree that the appropriate Patna University, Patna Authority has the right as he may decide not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Patna University, Patna list of contractors/agencies in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Patna University, Patna Authority shall be final and conclusive.
3. I/We certify that the particulars furnished in the above form are correct and that should it be found that I/We have given a false certificate or that if I/we fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Patna University, Patna may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.
4. I/We agree that I/We have no objection, if inspection of my/our premises/workshop, shop etc. is done by the officials of the P.U.
5. I/We agree that the decision of Patna University, Patna in selection of contractors will be final and binding to me/us.

Dated at .....this .....day of ..... 2019.

Authorized Signatory

Signature:

Name: