



PATNA UNIVERSITY, PATNA -800 005

Website: www.patnauniversity.ac.in, Email: registrar@patnauniversity.ac.in

Quotation No.: 01(Accounts)/2018-19

NOTICE INVITING QUOTATION

Date: 20/02/2019

Sealed quotations are invited for **Appointment of Chartered Accountant Agency for Patna University, Patna**. For details of works, along with terms & conditions please visit the website of Patna University, Patna. The last date of receipt of quotations are 14/03/2019 at 2:00 P.M. and the same will be opened on 14/03/2019 at 3:00 P.M. Documents can also be downloaded from the website of www.patnauniversity.ac.in.

Sd/-
(Col Manoj Mishra)
Registrar
Patna University, Patna

OFFICE OF THE REGISTRAR
PATNA UNIVERSITY, PATNA -800 005

Website: www.patnauniversity.ac.in

NOTICE INVITING QUOTATION

Quotation No.: 01(Accounts)/2018-19

Date: 20/02/2019

Designation of officer inviting quotation		Registrar, Patna University, Patna		
Place, Time & Date of receiving of Quotation		Office of the Registrar, Patna University, Patna up to 1:00 pm on 14/03/2019		
Place, Time & Date of opening Tender		Patna University, Patna at 1:30 pm on 14/03/2019		
Sr. No.	Particular	Cost of Paper (₹)	EMD (₹)	Period of Appointment
1	Appointment of Chartered Accountant Agency for Patna University, Patna	500/-	2% of quoted rate	Two Years

TERMS & CONDITIONS:

- Paper submitted with quotation:
 - Certificate of Registration of CA Agency
 - Certificate of Registration of shop
 - PAN/GST
 - 3 Financial Year IT return Filing copy
 - Experience Certificate
- 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 Govt. Departments/ organization / 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. The 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 cover containing the quotation should be super scribed as "**Appointment of Chartered Accountant Agency for Patna University, Patna**".
- Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of "The Registrar Patna University, Patna" @ 2% of the quoted amount.
- At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.
- The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
- All disputes, whatsoever shall be referred to the sole arbitration of The Registrar Patna University, Patna and his decision shall be final and binding on the agency.

10. All the matters will be subject to the jurisdiction of the 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. 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. In case of withdrawal of bid, the EMD will stand forfeited.
12. 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 favour of "The Registrar, Patna University, Patna". Quotation submitted without cost 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 document fee shall be dated one day prior to the last date of receipt of quotation.
13. The price quoted by the firm participating in the quotation process should be valid for contract period.
14. **Scope of work: (i) Income tax e-filing for all employees(Teaching/Non-Teaching) (ii) Internal Audit of all accounts of Patna University Main Office, allied units of Patna University, constituent colleges and post graduate departments of Patna University, Patna, (iii) Return file of GST and one time GST Account will be open, (iv) Filing of Royalty and Labour Cess.**
15. Payment: Quarterly work wise.
16. The undersigned reserves the right to accept or reject any or all the quotation without assigning any reasons.
17. Any other information may be obtained from the office of the Registrar, Patna University, Patna (SO Accounts/SO Budget) during working hours in any working day.
18. Any changes w.r.t. this quotation will be notified through website www.patnauniversity.ac.in only.

Sd/-
Registrar
Patna University, Patna

Memo No : AC/ACCT./502

DATE: 21/02/2019

Copy forwarded to.

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|---|---|---------------------------|
| <ol style="list-style-type: none"> 1. Financial Advisor, P.U., Patna 2. Registrar, P.U., Patna 3. Finance Officer, P.U., Patna 4. Budget and Account Officer, P.U., Patna 5. Personal Assistant to V.C., PU., Patna 6. In charge, P.U.C.C., P.U., Patna: for upload of Quotation on the website (www.patnauniversity.ac.in). Approval of the same has been taken in concerned file. 7. SO Accounts/SO Budget, Patna University, Patna | } | : For information please. |
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Sd/-
Registrar
Patna University, Patna

Technical BID

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

Detail of Earnest Money: Rs.....
DD No..... Date.....
Name of Bank.....

1. THE FIRM or AGENCY

a) Name _____

b) Address _____

c) Tel No. Landline _____ Mobile _____

d) Email ID _____

2. Registration of CA Agency : _____

(Please enclose photocopy)

3. Registration of Shop : _____

(Please enclose photocopy)

4. PAN/GST No. : _____

(Please enclose photocopy)

5. 3 Financial Year(2015-16, 16-17 & 17-18) IT return Filing copy: _____

(Please enclose photocopy)

6. Experience: _____

(Please enclose photocopy)

Signatures of authorized person

Name.....

Seal

Annexure-2

PRICE BID

SL. NO	Description	Quantities	Unit	Rate including GST	Amount (₹)
1	2	3	4	5	6 (3X5)
1	Income tax e-filing for all employees(Teaching/Non-Teaching)	1050 nos	Each nos		
2	Internal Audit of all accounts of Patna University main Office, allied units of Patna University, constituent colleges and post graduate department of Patna University, Patna	22 (approx) Accounts	Each Account		
3	Return file of GST and one time GST Account will be open	12 time	Each time		
4	Filing of Royalty of Labour Cess	Each Work	Each work		
Total ₹					

Signatures of authorized person

Name.....

Seal: