

OFFICE OF THE UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA -800 005
NOTICE INVITING QUOTATION

Quotation No. : 05/2018-19

Date: 19/05/2018

Sealed Quotations are invited in prescribed format for **supply of furniture at Hathwa Hostel, Patna University, Patna**. For detail terms & conditions, please visit the office of the undersigned on any working days from 10:30 A.M. to 5:00 P.M. or obtain from Patna University website www.patnauniversity.ac.in. The quotation documents can be purchased from office of the undersigned in office hour 10:30 A.M to 5:00 P.M. on or before 11/06/2018. The last date of receipt of quotations is 12/06/2018 at 3:00 P.M. and the quotations will be opened on same day (i.e. 12/06/2018) at 3:30 P.M.

University Engineer
Patna University, Patna

हथवा कक्षा के फर्निचर की आपूर्ति के लिए सूचना

**OFFICE OF THE UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA -800 005
NOTICE INVITING QUOTATION**

Quotation No.: 05/2018-19

Date: 19/05/2018

Designation of officer inviting quotation	University Engineer, Patna University, Patna			
Last date of issue of quotation document with Time and place	Office of The University Engineer Patna University, Patna upto 5.00 pm on 11/06/2018			
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 3:00 pm on 12/06/2018			
Place, Time & Date of opening Quotation	Office of the University Engineer, Patna University, Patna at 3:30 pm on 12/06/2018			
Sr. No.	Description of Work	Earnest money (₹)	Cost of Quotation Document. (₹)	Time of completion
1.	Supply of furniture at Hathwa Hostel, Patna University, Patna	2% of Quoted Amount	1,250/-	One month

TERMS & CONDITIONS:

- The quotation documents can be purchased from office of the undersigned in office hour 10:30 A.M to 5:00 P.M. on or before 11/06/2018.
- The quotation documents can also be downloaded from the website www.patnauniversity.ac.in from intending quotations and will be submitted with cost of quotation document in the form of demand draft in favour of "University Engineer, Patna University, Patna". 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 cost of quotation document shall be dated one day prior to the last date of receipt of quotation.
- 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.
- Cost of Quotation paper ₹ 1,250/- (Nun refundable) to be deposited through D.D./Banker's cheque in favor of The University Engineer P.U., Patna**
- Earnest money 2% of quoted amount** is to be deposited in the shape of D.D., Banker's cheque duly pledged to The University Engineer P.U., Patna except those who are registered with the Central Purchase Organization /State Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Department(As per Bihar Finance Rules 2005).
- Eligibility criteria of the agency participating in the quotation:**
 - The agency must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least on the opening of quotation.

- (b) The agency shall have completed similar type of work in the field during the last three years in reputed organizations including atleast one PSU/Govt. Deptt./Institution with work order not less than 50% of quoted amount experience (i.e. work order along with stating satisfactory work completion/ execution).
- (c) Financial Turnover during the last 3 years ending 31st March 2018 should be at least 20 lacs per year.
- (d) ITR during last 3 years ending 31st March 2018.
- (e) The agency shall have the following Registrations/authorization and details of the same be provided.
 - (i) Company Registration, (ii) PAN, (iii) GST (iv) Manufactures/ Authorized Dealership Certificate from manufacturing company
- (g) Catalog/Broacher of the product must be submitted.

Note : Proof in support must be enclosed for above eligibility criteria.

- 7. 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.
- 8. **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.**
- 9. Any other information may be obtained from the office of the University Engineer, Patna University, Patna during working hours in any working day.
- 10. The supply order will issued subject to the availability of fund.
- 11. Quoting lowest rates in quotations will not be a claim of allotment for work.
- 12. Payment – 100% against completion of supply/installation.
- 13. The undersigned reserves the right to reject any quotation or distribute the work among the quotationers without assigning any reason.
- 14. **At the time of opening of quotation only participant quotationer his single authorized representative with authority letter will be allowed to present.**
- 15. Any changes w.r.t. this NIQ will be notified through website www.patnauniversity.ac.in only.

University Engineer
Patna University, Patna
Date: 19/05/2018

Memo No.: 93/UE

Copy to:

1. Financial Advisor, Patna University, Patna, 2. Head of Department, Applied Economics and Commerce, Patna University, Patna 3. Dean Student's Welfare, Patna University, Patna, 4. Registrar, Patna University, Patna, 5. Finance Officer, Patna University, Patna 6. Budget and Account Officer, Patna University, Patna, 7. Hostel Superintendent, Hathwa Hostel, Patna University, Patna, 8. Secretary to the Vice Chancellor, Patna University, Patna, 9. Er. Arvind Kumar, Assistant Engineer(Elect.), Patna University, Patna 10. Er. C.B. Choudhary, Engineer Assistant, Patna University, Patna, 11. Sri Manoj Kumar Mahto, Draftsman Gr-2, Works Deptt., Patna University, Patna, 8. Dr. K.P. Singh, Incharge, Patna University Computer Centre for upload quotation document in Patna University website(www.patnauniversity.ac.in). The approval of same has been taken on concern file.

University Engineer
Patna University, Patna

BID DOCUMENT

(To be submitted on Letter Head of the Registered Agency)

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

1. Name of Firm/Agency: _____

2. Registered address: _____

3. Branch Address, if any: _____

4. Phone/Mobile No.: _____

5. Email Address: _____

6. Type of Organization: _____
(whether sole proprietorship/partnership/society/ private Limited for Cooperative body etc. attach proof)

7. Name of Proprietor/Partners/Directors of the Organization/Firm. _____

9. Name of the Manufactures/ Authorized Dealership company: _____

Sl. No.	Documentary Proof of	Registration No. with Date & validity upto			Proof Attached (if Yes then Page no.)
1	Proof of Company registration				
2	PAN Number				
3	GST Registration Proof				
4	Manufactures/ Authorized Dealership Certificate from manufacturing company				
5	registered with the Central Purchase Organization /State Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Department				
6	Catalog/Broacher of the product	XXX			
7	Income Tax Return for the last 3 years	F.Y.	Gross Income	Tax paid	
		17-18			
		16-17			
		15-16			

8	Financial Turnover during the last 3 years ending 31st March 2018 should be at least 20 lacs per year.	F.Y.	Asset/ Liability	Gross Turnover/ Profit	
		17-18			
		16-17			
		15-16			
9	Experience similar type of work in the field during the last three years in reputed organizations including atleast one PSU/Govt. Deptt./Institution with work order not less than 50% of quoted amount experience (i.e. work order along with stating satisfactory work completion/ execution).	Amount (₹)			
		Supply Order No. & Date:			
		Name of Dept. with Address & Contact No.			

Name and signature of the authorized person of the firm along with seal

PRICE BID

S. N.	Particular	Qty	Rate (including GST) (₹)	Amount (₹)	
1	Supply and installation of Godrej Table T-31 make Godrej or similar.	48			
	Make				Model
2	Supply of Installation of Godrej Chair CH-7 make Godrej or similar.	48			
	Make				Model
3	Supply and Installation of Godrej Apo Bed make Godrej or similar.	48			
	Make				Model
4	Supply and Installation of Godrej store UP 900w Main Bond WHT Door make Godrej or similar.	48			
	Make				Model
Gross Total in Figure					
Gross Total in Words: ₹					

Signatures of authorized person
Name
Designation
Seal