

**OFFICE OF THE UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA -800 005**

EMERGENT NOTICE INVITING QUOTATION

Quotation No. : 13/2018-19

Date: 06/09/2018

Sealed quotations are invited for **Maintenance of University Data on Web Server and Development / Processing of Online Application Systems** under two bid systems (Technical & Financial) for Patna University, Patna. For detail of works along with terms & conditions please visit the office of the undersigned. The quotation document can be purchased from office of the undersigned in office hour 10:30 A.M. to 5:00 P.M. on or before 14/09/2018. The last date of receipt of quotation is 15/09/2018 at 3:00 P.M. and the quotations will be opened on same day (i.e. 15/09/2018) at 3:30 P.M. Quotation document can also be downloaded from the website www.patnauniversity.ac.in.

Sd/-
University Engineer
Patna University, Patna

OFFICE OF THE UNIVERSITY ENGINEER PATNA UNIVERSITY, PATNA

QUOTATION NO.: 13/2018-19

DATE:06/09/2018

Emergent Notice Inviting Quotation for Maintenance of University Data on Web Server and Development / Processing of Online Application System of Patna University, Patna

| Designation of officer inviting quotation | | University Engineer, Patna University, Patna | | |
|---|--|---|-------------------------|-----------------------|
| Last date of issue of quotation Paper with Time and place | | Office of The University Engineer, Patna University, Patna upto 5.00 pm on 14/09/2018 | | |
| Place, Time & Date of receiving of quotation Paper | | Office of The University Engineer, Patna University, Patna upto 3.00 pm on 15/09/2018 | | |
| Place, Time & Date of opening Technical Bid | | Office of The University Engineer, Patna University, Patna at 3.30 pm on 15/09/2018 | | |
| Sr. No. | Description of Work | Earnest Money Deposit (EMD) | Cost of quotation paper | Validity of Quotation |
| 1 | <p>VPS Servers</p> <p>Quad Core Xeon E3-1230v3, 3.3GHz, RAM-16 GB Dedicated IP address, WHM/Plesk panel license.</p> <ul style="list-style-type: none"> • Operating System – Windows Server 2008 • MS SQL Server : Version 2014 • Hosting Space – 100 GB • Monthly bandwidth – 500 GB <p>Emails – Unlimited (under allocated space)</p> | Rs. 20,000/- | 1,000/- | Six Months |
| 2 | Online processing of various student-centric academic applications/development, Fee Collections, right from Admission upto Migration/Official Transcript related to UG/PG (Regular/Self-financing) around 70 courses for more than 20,000 students in the University. | | | |
| 3 | I-Card for Post Graduate (Regular/Self Financing) students including Ribbon, Holder, Single side printing on PVC Card for approximately 5000 students (as per sample kept in the University) | | | |

Note:-

1. Quotations should be placed in a properly sealed envelope addressed to **“The University Engineer, Patna University, Patna - 800 005”**.
2. The Bidders as per Technical Specifications mentioned in the Quotation should submit bids in three sealed covers. One for Technical Bid superscribed as **“Technical Bid for Online University Applications of P.U.”** Another for Financial Bid superscribed as **“Financial Bid for Online University Applications of P.U.”** and the third envelop containing DDs of EMD/Quotation Fee superscribed as **“EMD/Quotation Fee for Online University Applications of P.U.”** The above three sealed envelopes should be inserted together in a large envelope, sealed and superscribed as **Quotation for Online University Applications of P.U.**
3. The sealed quotation(s) 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. Patna University would not be responsible for any delay or loss of the quotation document, The quotation(s) will be opened in the office of the undersigned by the duly constituted committee as per the above mentioned schedule in presence of any intending bidder 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.
4. Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “University Engineer, Patna University, Patna”.
5. **Cost of Quotation Paper Rs. 1,000/- (Nun refundable) to be deposited through D.D in favor of “University Engineer, Patna University, Patna”.**
6. The quotation documents can also be downloaded from the website www.patnauniversity.ac.in for intending quotation and will be submitted with cost of quotation in the form of demand draft in favour of “University Engineer, Patna University, Patna”. Quotation submitted without cost of quotation 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 quotation fee shall be dated one day prior to the last date of receipt of quotation.
7. **Any changes w.r.t. this quotation will be notified through website www.patnauniversity.ac.in only.**
8. At the time of opening of quotation only participant bidder or his single authorized representative with authority letter will be allowed to present.
9. Bidders are advised to see the sites before submitting the quotation.

Sd/-

(Er. Ratish Kumar Sinha)

UNIVERSITY ENGINEER

PATNA UNIVERSITY, PATNA

Date:06 /09/2018

Memo: 355/UE

Copy to:

1. Pro Vice Chancellor, Patna University, Patna
2. Financial Advisor, Patna University, Patna
3. Proctor, Patna University, Patna
4. Registrar, Patna University, Patna
5. Finance Officer, Patna University, Patna
6. Controller of Examinations, Patna University, Patna

7. Deputy Registrar, Patna University, Patna
8. Budget and Accounts Officer, Patna University, Patna
9. Personal Assistant to the Vice Chancellor, Patna University, Patna
10. Incharge, P.U.C.C. for upload of Quotation Document on the website (www.patnauniversity.ac.in). Approval of the same has been taken in concerned file.
11. Er. Arvind Kumar, Assistant Engineer, Sri Manoj Kr. Mahto, Draftsman Gr-2 and Sri Satyendra Kumar, UDC, Works Department, Patna University, Patna

Sd/-
(Er. Ratish Kumar Sinha)
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA



PATNA UNIVERSITY, PATNA

QUOTATION DOCUMENT FOR

**MAINTENANCE OF UNIVERSITY DATA ON
WEB SERVER AND DEVELOPMENT /
PROCESSING OF ONLINE APPLICATION
SYSTEMS OF**

PATNA UNIVERSITY, PATNA

(YEAR 2018)

SPECIAL TERMS & CONDITIONS

1. The offer shall be in Three separate parts for the above item, containing **Technical Bid** (as per Annexure 'A') and **Financial Bid** (As per Annexure 'B') and **EMD/Quotation Fee**. Three sealed envelopes containing Technical Bid, Financial Bid and envelope containing Demand Draft of EMD/Quotation Fee separately should be inserted together in a large envelope, sealed and super scribed as **QUOTATION FOR ONLINE UNIVERSITY APPLICATIONS OF PATNA UNIVERSITY, PATNA**. The quotation will not be considered if Technical and Financial bids are submitted in one envelope.
 - A. **The Envelope No. 1** containing Technical Bid should not contain any price information. It should indicate whether the services is as per the specifications in the quotation enquiry along with Annexure 'A' and other requirements as asked with reference to General Terms & Conditions duly signed by authorized person with rubber stamp of the firm.
 - B. **The Envelop No. 2** should contain **ONLY** Financial Bid as per Annexure 'B'. It must give all the relevant price information, (both, in figures & words). The financial offer should not contradict the technical offer in any manner. The price schedule must be filled in completely without any error, cutting or alterations in rates (both in figures & words).
 - C. **The Envelop No.3** containing Demand Draft in favour of University Engineer, Patna University, Patna for Rs. 20,000/- drawn on any Scheduled Bank payable at Patna towards Earnest Money Deposit (EMD). This envelope should also contain other Demand Draft favoring University Engineer, Patna University, Patna for Rs.1,000/- (Rupees One Thousand only) payable at Patna being the non- refundable Quotation fee in case of downloaded quotation documents.
 - D. The Financial bid of only those Bidders will be opened who have deposited the Quotation Fee/EMD and qualify themselves in Technical bids.
 - E. **Demonstration may be required to be given by the bidders who qualify for Technical Bid.**
 - F. Earnest Money Deposit (E.M.D) will be forfeited in case the quotation refuses to execute the order, either full or part, if placed at the quoted rates. In that event University may decide/debar/blacklist the concerned Bidder and the decisions will be final and binding on all concerned.
 - G. EMD of unsuccessful bidders will be refunded without any interest within 21 days from the date of finalization of the orders without any interest thereon.
 - H. Once the quotation is submitted, no bidder will be allowed to withdraw the quotation. Even if, any bidder withdraws the quotation, E.M.D. of that bidder will be forfeited in full.
 - I. Any error on the part of the bidder while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of the quoted rates. For refusal of the order, the E.M.D. of the bidder will be forfeited by us.
 - J. Envelops of Technical Bids will be opened in respect of only those bidder who have deposited EMD/Quotation Fee with the Quotation form.

2. The bidder must sign each page of terms and conditions enclosed herewith as confirmation of acceptance of our terms and conditions.

3. The price to be quoted in Financial Bid should be only in Indian rupees and due taxes if any.

4. **NO PRICE VARIATIONS:** The Financial Bid shall be on a fixed price basis. **No upward revision in the price will be considered on account of subsequent increase in foreign exchange, customs duty, excise tax, sales tax, etc.** However, if there is any reduction in government levies/taxes, during the offer validity period, the same shall be passed on to the P.U.

5. Rate should be exclusive of all taxes, but taxes should be mentioned explicitly.

6. The bidder will have to submit documentary evidences confirming Registration with Sales Tax/Service Tax, GST/VAT and or any other statutory obligation required to be complied with by the bidder.

7. The bidder will have to **submit documentary evidences confirming** that they have minimum experience of 3 years in providing similar services. Copies of the similar orders are to be attached.

8. The sealed quotations should be addressed to following addressee.

**The University Engineer
Works Department,
Old Library Building
Ashok Rajpath
Patna University,
Patna 800 005, Bihar**

9. Quotation documents can be downloaded from the **website** **www.patnauniversity.ac.in** The schedules of dates are as follows:-
 - (i) Sale of Quotation Document : upto 5:00 P.M. on 14/09/2018
 - (ii) Receipt of Quotation Paper : upto 3:00 P.M. on 15/09/2018
 - (iii) Opening of Technical Bid : At 3:30 P.M. on 15/09/2018
 - (iv) Opening of Financial bid : **To be informed after Technical Bid Evaluation.**

10. **Any clarification on the documents may be obtained from:-**

| For Technical Clarification | For Quotation Information |
|--|---|
| <p>Dr. K. P. Singh Incharge Patna University Computer Centre, Patna</p> <p>Tel; 0612-2660191</p> | <p>Er. Ratish Kumar Sinha University Engineer Works Department Patna University, Patna</p> <p>Tel; 0612-2678840 Mob: 9934858260</p> |

GENERAL TERMS AND CONDITIONS

1. The quotation form should be completed and sent so as to reach our office on or before the last date. Quotation not received within the stipulated time & date will be summarily rejected.
2. The P.U. reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
3. Any dispute arising out of or relating to this quotation shall be deemed to have arisen at the P.U. placing the order and shall be subject to adjudication by a Court in Patna.
4. If, during service, it is discovered that the services provided do not conform to the specifications, such services may be rejected at the supplier's cost who will have to provide the services according to specifications and in the event of noncompliance with this condition, the P.U. shall be at liberty to take such action as it may deem fit, in addition to penalizing the supplier of such additional cost as may be incurred by it in replenishing it with supplies from other sources.
5. Any quotation not complying partly or wholly with the terms and conditions shall be liable for rejection.
6. The work executed should be got approved by the P.U. and the bidder shall rectify any mistake pointed out at any stage.
7. The work shall be carried out as per P.U.'s instructions.
8. The bidder shall give due notice to the P.U. to check the discrepancies of any work, which is likely to be hidden before covering the same.
9. Statutory deductions like income tax and other applicable taxes shall be deducted at source from each payment of the bidder.
10. In case the delay in completion of the work pertains to the P.U., P.U. will grant extension of time for completion of the work and the bidder shall not make any claim for compensation in relation thereof.
11. The P.U. is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever. **Conditional quotations are liable to be rejected.**
12. No interim payment will be made.

13. Final payment shall be made after successful completion of the work, actual work done and after adjustment of deductions mentioned herein above and deduction of GST/VAT, IT charges etc.

Activity Schedule

| S. No | Activity Details | |
|-------|-----------------------------------|--|
| 1 | Quotation No. & Date | Quotation No.: 13/2018-19, Dt. 06/09/2018 |
| 2 | EMD | EMD Amount Rs. 20,000/- (Rs. Twenty Thousand only) by way of Demand Draft drawn on payable at Patna. |
| 3 | Quotation Fee | Rs.1,000/- (Rs. One Thousand only) by way of Demand Draft payable at Patna. |
| 4 | Address for submission of bid | The University Engineer Works Department, Old Library Building Ashok Rajpath Patna University, Patna 800 005, Bihar |
| 5 | Submission of Bids Date and Time: | Bidders fulfilling the eligibility conditions of Online University Applications as per Technical Specifications mentioned in the Quotation should submit bids in Three sealed covers on or before 15/09/2018 upto 3:00 P.M. One for Technical Bid superscribed as “Technical Bid for Online University Applications of P.U.” Another for Financial Bid superscribed as “Financial Bid for Online University Applications of P.U.” and the third envelop containing DDs of EMD/QUOTATION FEE superscribed as “EMD/QUOTATION FEE for Online University Applications of P.U.” The above three sealed envelopes should be inserted together in a large envelope, sealed and superscribed as Quotation for Online University Applications of P.U. |
| 6 | Technical Bid Opening Date/Venue | The sealed covers having Technical Bids and EMD/QUOTATION FEE will be opened by the committee on 15/09/2018 at 03:30 P.M. in the presence of bidders or one of their representatives who chose to attend. Venue as in the address above. |
| 7 | Financial Bid | The Financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only. |
| 8 | Contact Details | For Technical Clarification |
| | | For Quotation Information |
| | | Dr. K. P. Singh Incharge Patna University Computer Centre, Patna Tel; 0612-2660191 |
| | | Er. Ratish Kr. Sinha University Engineer Works Department Patna University, Patna Tel; 0612-2678840 Mob: 9934858260 |
| 9 | Official Website (URL) | www.patnauniversity.ac.in |

In case there is any change in the schedule/Conditions will be displayed on our web site/intimated in writing wherever feasible.

ANNEXURE-‘A’**Technical Bid for Online University Application of Patna University**

| Sl. No. | Descriptions | Compliance Yes/No | Variation if any |
|----------------|--|------------------------------|-----------------------------|
| 1 | VPS Servers Quad Core Xeon E3-1230v3, 3.3GHz, RAM-16 GB Dedicated IP address, WHM/Plesk panel license. <ul style="list-style-type: none">• Operating System – Windows Server 2008• MS SQL Server : Version 2014• Hosting Space – 100 GB• Monthly bandwidth – 500 GB• Emails – Unlimited (under allocated space) | | |
| 2 | Online processing of various student-centric academic applications/development, Fee Collections, right from Admission upto Migration/Official Transcript related to UG/PG (Regular/Self-financing) around 70 courses for more than 20,000 students in the University. | | |
| 3 | I-Card for Post Graduate (Regular/Self Financing) students including Ribbon, Holder, Single side printing on PVC Card for approximately 5000 students (as per sample kept in the University) | | |

Signature of Authorised
Person of the Bidder

ANNEXURE-‘B’**Financial Bid for Online University Application of Patna University**

| Sl. No. | Descriptions | Amount / Rate | |
|----------------|---|----------------------|--|
| 1 | VPS Servers Quad Core Xeon E3-1230v3, 3.3GHz, RAM-16 GB Dedicated IP address, WHM/Plesk panel license. <ul style="list-style-type: none">• Operating System – Windows Server 2008• MS SQL Server : Version 2014• Hosting Space – 100 GB• Monthly bandwidth – 500 GB Emails – Unlimited (under allocated space) | Annual (Per Year) | |
| 2 | Online processing of various student-centric academic applications/development, Fee Collections, right from Admission upto Migration/Official Transcript related to UG/PG (Regular/Self-financing) around 70 courses for more than 20,000 students in the University. | Per Transaction | |
| 3 | I-Card for Post Graduate (Regular/Self Financing) students including Ribbon, Holder, Single side printing on PVC Card for approximately 5000 students (as per sample kept in the University) | Per Card | |

Signature of Authorised
Person of the Bidder

