



OFFICE OF THE UNIVERSITY ENGINEER

WORKS DEPARTMENT

(An allied unit of Patna University, Patna)

PATNA UNIVERSITY, PATNA- 800 005

Phone No.: 0612-2678840, Email:puer@patnauniversity.ac.in

EMERGENT NOTICE INVITING QUOTATION

Quotation No.: 04/2025-26

Date:26/08/2025

Designation of officer inviting quotation	University Engineer, Patna University, Patna
Last date of issue/download of Quotation document with Time	Office of The University Engineer Patna University, Patna upto 5:00 pm on 04/09/2025
Place, Time & Date of receiving of Quotation	Office of the University Engineer, Patna University, Patna upto 3:00 pm on 08/09/2025
Place, Time & Date of opening Tender	Patna University, Patna at 3:30 pm on 08/09/2025

S. N.	Description of work	EMD	Cost of quotation document	Time of Completion
1	Supply, Installation and Commissioning of RO Water Purifier capacity 50 Liter per hour	13,800/-	1,250/-	7 Days
2	Supply, Installation and Commissioning of Water Cooler Capacity 80 Liter with cooling capacity 40 Liter per Hour	12,500/-	1,250/-	7 Days

TERMS & CONDITIONS:

1. 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.
2. The sealed quotation should also be send 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 day.
3. The quotation document can also be downloaded from the website www.pup.ac.in from intending quotationer and will be submitted and the last date for downloading the quotation document from the website is one day prior to the last day of receipt of quotation.
4. 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.
5. All the matters subject to the jurisdiction of Patna High Court.
6. Bidders should submit details as per quotation document.

7. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

Sd/-
University Engineer
Patna University,
Patna

Memo No.:74/UE

Date:26/08/2025

Copy to:

1. Dean Student's Welfare, Patna University, Patna, 2. Registrar, Patna University, Patna, 3. Finance Officer, Patna University, Patna. 4. Assistant Engineer(Elec), Patna University, Patna, 5. Secretary to the Vice Chancellor, Patna University, Patna, 6. Incharge, I.T. Cell, Patna University, Patna for upload quotation document in Patna University website(www.pup.ac.in). The approval of same has been taken on concern file. 6. Mr. Satyendra Kumar, UDC of Works Department, Patna University, Patna.

University Engineer
Patna University, Patna

Memo No : 74A/UE

Date: 26/08/2025

Copy to:

All committee members constituted vide office order memo no. 137/UE dated 17/02/2025: 1. Registrar, Patna University, Patna-Convener, 2. Finance Officer, Patna University, Patna- Member, 3. Assistant Engineer (Elec.), Patna University, 4. University Engineer, Patna University, Patna-Secretary for present on 08/09/2023 at 3:30 PM for opening of quotation.

Sd/-
University Engineer
Patna University, Patna



PATNA UNIVERSITY, PATNA

QUOTATION DOCUMENT FOR

**SUPPLY, INSTALLATION & COMMISSIONING
OF RO WATER PURIFIER & WATER COOLER
MACHINE AT VARIOUS DEPARTMENT OF
PATNA UNIVERSITY, PATNA**

(AUGUST 2025)

GENERAL TERMS AND CONDITIONS

1) QUOTATION VALIDITY

Quotation shall remain open for acceptance for a period of 180 days from the date of opening of Quotation. Quotations received for shorter validity will be rejected.

2) QUOTATIONER'S ELIGIBILITY AND QUALIFICATIONS FOR TECHNICAL BID

The Quotationer shall furnish as a part of the quotation document, following documents establishing their eligibility to participate in the Quotation and qualification to perform the contract.

- a) The bidder shall submit full details of his Agency / Firm or, if the bidder is a Proprietorship/Partnership or a Private Limited Company, full details of ownership and name of the directors.
- b) Copy of PAN card issued by the Income Tax Department and Copy of the Income Tax Return for the financial year 2022-23, 2023-24, 2024-25.
- c) The quotationer/bidders must have 5.00 Lakh turn over or received Purchase Order/Work Order payment in previous three financial years and current financial year up to the date of submission of Technical Bid.

The tenderers/bidders shall submit certificate to this effect which may be issued by the concerned client or audited balance sheet clearly showing the amount of contractual receipts and certified by a Chartered Accountant.

- d) Copy of GST.
- e) Experience in Similar supply experience amount involve upto 50% of Bid Value during last five years.
- f) The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

3) COST OF QUOTATION DOCUMENT AND EARNEST MONEY DEPOSIT

- (a) Cost of quotation document (Nun refundable) to be deposited through Demand Draft/Banker's cheque in favor of The University Engineer, Patna University, Patna which is not refundable.
- (b) Earnest money is to be deposited in the shape of N.S.C., Post office time deposit Demand Draft, Banker's cheque duly pledged or favour to The University Engineer, Patna University. Patna.

- 4) Patna University reserves the right to cancel the bid at any stage without assigning any reason.
- 5) No bid can be modified and withdrawn after the deadline for submission of bids.
- 6) Any Response which does not follow the instructions and guidelines given in this bid document is liable to be rejected without assigning any reason to the Bidder.
- 7) The Bid shall be evaluated by a committee constituted for this purpose by the Patna University.
- 8) **TIE BREAKING CLAUSE:** In case two or more bidders quote same rate then the successful bidder will be decided through lottery system as per rule.

9) PRICE SCHEDULE AND PAYMENT TERMS: -

- a) Quotationers should quote rate of all equipment as per Financial Bid. University Engineer, Patna University, Patna is not bound to accept the lowest bid or any quotation and also reserves the right

of rejecting all or any of the quotation without assigning any reason. As per Bihar Financial Rules, supply order will be given after negotiating rates with the lowest rate offering agency(L1).

b) Payment: 100% after SITC of work.

c) All payments will be made in Indian rupees only and statutory deduction as per applicable rule i.e. IT@2%, GST@2%, Security Deposit 5% (which will be refundable after expiry of warranty period or one year after supply and installation of equipment whichever is earlier) of gross amount of bill.

d) Bill in triplicate (pre-receipted) for the equipment supplied will be submitted by the Quotationer in the name of University Engineer, Patna University, Patna for payment. The payment will be released only after the entire supply has been received to the satisfaction of the University Engineer or authorized Committee.

10) TERMS OF DELIVERY:-

Free of cost delivery at Central Store, Patna University, Patna or Department/Institutions or directed by University Engineer, Patna University, Patna

11) DELIVERY PERIOD:-

The equipment available in India will be supplied as per scheduled period.

23) PENALTY CLAUSE:-

(a) **For delays**-if the supplier fails to supply as per purchase order within the time period specified in the contract, the purchaser shall deduct from contract price a sum equivalent to 0.5 percent of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 10 (ten) percent. Once the maximum reached, the purchaser may consider termination of the contract.

(b) **Termination for default:** - The purchaser may without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to deliver any or all publications ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(s) under the contract. In the event of the termination of the contract by University Engineer, Patna University, Patna in whole or in part, the University may procure, upon such terms and in such manner as it deems appropriate the undelivered equipment the supplier shall be liable to pay for any excess costs for such purchases. However, the supplier shall continue performance of the contract to the extent not terminated.

(c) **Force majeure** - The supplier shall not be liable for (a) and (b) above, if its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure(means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable). Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo. The supplier shall promptly notify the purchaser in writing of such conditions and the causes thereof.

24) INSPECTION

Supplied equipment will be accepted only after the inspection by the competent authority or any officer authorized by competent authority. Quotationers are required to comply with the above requirements and submit their Quotation complete in all respects and submit following documents along with the Quotation by the due date and time on Quotation.

- 25) No Quotation may be withdrawn in the interval between the deadline for submission of Quotations and the expiry of the period of Quotation validity. Withdrawal of a Quotation during the interval may result in the Quotationer's forfeiture of its Earnest Money Deposit.
- 26) The successful Quotationer shall not in any case sublet the contract in full or any part of it to third party.
- 27) University Engineer, Patna University, Patna reserves the right to accept or reject any Quotation and to annul the Quotationing process and reject any or all Quotations at any time prior to award of the contract, without thereby incurring any liability to the affected Quotationers or Quotationers or any obligations to inform the affected Quotationers or Quotationers of the grounds for the purchaser's action.

28) RESOLUTION OF DISPUTES

In case of a dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the Sole Arbitrator duly appointed by the Vice Chancellor, Patna University, Patna. The award of the arbitrator shall be final and binding to the parties concerned.

Technical Bid (Typical)

Name of Work :

Cost of quotation document			Required Earnest Money		
DD No.	Date	Amount	DD No.	Date	Amount
		₹			₹

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

1. THE FIRM

- a) Name _____ (Power of attorney attached pg no.)
- b) Registration No of firm _____ (Attached pg no...)
- c) Address of Office at Patna _____
- d) Contact Person's
- i) Name & Design. _____
- ii) Address _____
- iii) Tel No. Landline _____ Mobile _____
- iv) Email ID _____

2. Type of Firm : Proprietorship/ Private Ltd./Public Ltd./ Cooperative/ NGO/PSU (Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)

_____ enclosed. (Pl. specify) Pg No.

3. PAN : _____ enclosed. (Pl. specify) (Attached pg no.....)

4. GST : _____ enclosed. (Pl. specify) (Attached pg no.....)

5. 3 years return file: FY 2022-23 Gross Value _____ Tax Deducted _____
FY 2023-24 Gross Value _____ Tax Deducted _____
FY 2024-25 Gross Value _____ Tax Deducted _____
(attached page no.)

6. Turn Over as mentioned: FY 2022-23 Turn Over: ₹ _____
FY 2023-24 Turn Over ₹ _____
FY 2024-25 Turn Over ₹ _____
(attached page no.)

7. Experience certificate of similar work: Value: ₹ _____ completion of year: _____.
Name of Govt. Org./University: _____

(Attached pg. no.....)

Signatures of authorized person

Name _____

Designation _____

Seal:

Date:

FINANCIAL BID

1. SUPPLY, INSTALLATION AND COMMISSIONING OF RO WATER PURIFIER MACHINE **AT VARIOUS DEPARTMENT OF PATNA UNIVERSITY, PATNA**

Sl. No.	Items	Qty	Rate	Unit	Amount
1	RO Water Purifier capacity 50 Liter per hour	17		Nos	
	Make:				
	Model:				
	Warranty:				

Note: Rate quoted in Indian Rupees inclusive GST.

Signatures of authorized person

Name:

Designation:

Seal:

Date:

FINANCIAL BID

2. SUPPLY, INSTALLATION AND COMMISSIONING OF WATER COOLER MACHINE AT VARIOUS DEPARTMENT OF PATNA UNIVERSITY, PATNA

Sl. No.	Items	Qty	Rate	Unit	Amount
1	Water Cooler cum Water Dispenser Capacity 80 Liter with cooling capacity 40 Liter per Hour	17		Nos	
	Make:				
	Model:				
	Warranty:				

Note: Rate quoted in Indian Rupees inclusive GST.

Signatures of authorized person

Name:

Designation:

Seal:

Date:

TECHNICAL SPECIFICATION

1. RO Water Purifier

- a. Capacity : 50 L
- b. Purification technology : RO + UV + TDS Control
- c. Installation Type : Wall Mounted
- d. Body Material : ABS Plastic
- e. Power consumption : 120 W
- f. Purification Rate : 50 L per hour
- g. Maximum Duty Cycle : 250 L/ Day
- h. Booster Pump Voltage : 24 V DC
- i. Auto Flushing System and Auto Start : Yes
- j. Min. and Max. Operating PH : 6.5-8.0
- k. Membrane Type: Thin Film Composite RO (2)
- l. Input Power Supply : Single Phase 100-250 V AC 50-60 Hz
- m. Warranty : 1 Year

2. Water Cooler cum Water Dispenser

- a. Cold water storage capacity : 80 L
- b. Cooling Capacity : 40 L/Hr
- c. Material : Stainless Steel
- d. Power Requirement : 220Volt
- e. Number of faucets : 2
- f. Warranty : 1 Year