



PATNA UNIVERSITY, PATNA

QUOTATION DOCUMENT FOR
SUPPLY OF LAB EQUIPMENT FOR
DEPARTMENT OF GEOGRAPHY, PATNA
UNIVERSITY, PATNA

(JUNE 2026)

GENERAL TERMS AND CONDITIONS

1) APPLY PROCEDURE

- a) Quotation document should be placed in a properly sealed envelope addressed to “The University Engineer, Patna University, Patna - 800 005” with heading NIQ No.:/2026-27 dated .../.../2026 for Sr. No., Name of Work:
- b) Cost of quotation paper (Nun refundable) to be deposited through D.D in favor of “University Engineer, Patna University, Patna”.

2) 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.

3) 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. Copy of GST.
- c) The quotationer/bidders must have 20 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) Experience in Similar supply experience amount involve upto 50% of Bid Value during last five years.
- e) The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the Quotation document to participate in the quotation.
- f) The Bidder submit a written acceptance of technical specification full fill compliance letter on letterhead.

4) EARNEST MONEY DEPOSIT

The final amount of EMD will be applicable as mentioned in quotation document is to be deposited in the shape of D.D./ Banker’s cheque/TD pleased in favour of “University Engineer, Patna University, Patna” which is refundable after completion of work.

- 5) Patna University shall not be responsible for non-receipt of bid due to internet issues or any other reasons whatsoever.
- 6) The Bidder should inspect the site before participating in this e-quotation to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 7) The bidder is expected to examine all Instructions, Forms, Terms and Conditions in the Bid document. Failure to furnish all information required by the quotation document or submission of a quotation document not substantially responsive to the quotation document will be at the bidder’s risk and may result in rejection of his quotation document.

(Please sign on each page)

8) The bidder shall be solely liable to bear all costs and expenses associated with preparation and submission of this quotation. Patna University will in no case be responsible for payment of any costs associated with the preparation or submission of this quotation irrespective of the outcome of the bidding process as also in case entire bidding process or part thereof is nullified/cancelled due to any reason whatsoever.

9) No quotation can be modified and withdrawn after the deadline for submission of quotation.

10) The quotation document shall be evaluated by a committee constituted for this purpose by the Patna University.

11) Any clarification related to bid document may be obtained from University Engineer, Patna University, Patna on Mobile No. +919431012707 between 2- 5 PM, OR Email: puer@patnauniversity.ac.in

12) **REJECTION OF QUOTATION:** Any quotation will be outright rejected on the ground

(a) if bid is not accompanied by requisite cost of quotation paper and EMD .

(b) If required eligible criteria supporting documents in Technical Sheet are not submitted.

13) **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.

14) **PRICE SCHEDULE AND PAYMENT TERMS: -**

a) Quotationers should quote rate of all equipment as per Financial Sheet. 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% against supply of equipment.

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 8% (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 Registrar, Patna University, Patna for payment. The payment will be released only after the entire supply has been received to the satisfaction of the Registrar or authorized Committee.

15) **TERMS OF DELIVERY:-**

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

16) **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

(Please sign on each page)

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)** The University Engineer, Patna University, Patna reserves the right to accept or reject any Quotation and to the annual 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 Sheet

Sr. No. 4 Supply of Lab Equipment for Department of Geography, Patna University, Patna

Cost of quotation document			Required Earnest Money		
DD/Banker's Check No.	Date	Amount	Ref. 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 _____
 - v) 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.)
2. (i) PAN : _____ enclosed. (Pl. specify) (Attached pg no.....)
- (ii) GST : _____ enclosed. (Pl. specify) (Attached pg no.....)
- (iii) 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.)
3. Turn Over as mentioned: FY 2022-23 Turn Over: ₹ _____
FY 2023-24 Turn Over ₹ _____
FY 2024-25 Turn Over ₹ _____
(attached page no.)
4. Experience certificate of similar work: Value: ₹ _____ completion of year: _____
Name of Govt. Org./University: _____ (Attached pg. no.....)
5. Powe of Attorney authorizing the Signatories of the Quotation: _____
(Attached pg. no.....)
6. Technical Specification acceptance compliance letter : _____
(Attached pg. no.....)

Signatures of authorized person

Name _____

Designation _____

Seal:

Date:

(Please sign on each page)

FINANCIAL SHEET

SR. NO.4: Supply of Lab Equipment for Department of Geography, Patna University, Patna

Name of agency:					
Address:					
SI No.	Instrument	Qty	Rate	Unit	Amount
1	Prismatic Compass	6		Each	
2	Theodolite	2		Set	
3	Alidade (Sight Vane)	4		Set	
4	Dumpy Level	1		Set	
5	Spirit Level	5		Each	
6	Trough Compass	5		Each	
7	Measuring Tape	5		Each	
8	Handheld GPS	1		Each	
9	Protractor	20		Each	
Bid Amount in figure ₹					
In word: Rupees					
Note:					
1. Rate quoted in Indian Rupees inclusive GST.					
2. The quantity of the above equipment may increase or decrease as a time of issue of supply order.					
Instruction: Bidder should quote the rate in given Financial Sheet and upload the sheet in price break-up section of BOQ Tab and also quote Gross Total in rate section of BOQ Tab					

Signatures of authorized person

Name _____

Designation _____

Seal:

Date:

TECHNICAL SPECIFICATION

Sr. No. 4. Supply of Lab Equipment for Department of Geography

Sl. No.	Instrument	Specification
1	Prismatic Compass	Made of Brass with Tripod
2	Theodolite	Digital Theodolite Accesseries N
3	Alidade (Sight Vane)	18" Brass
4	Dumpy Level	Digital Auto Level RL-15 Robust
5	Spirit Level	6" Brass
6	Trough Compass	6" Brass
7	Measuring Tape	Fiberglass, 30 Meter Freeman
8	Handheld GPS	Model Etrex 10
9	Protractor	6" Circular