



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

Quotation No.: 02 /2024-25

Date: 26 /10/2024

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 up to 5:00 pm on 25/11/2024	
Place, Time & Date of receiving of Quotation		Office of the University Engineer, Patna University, Patna up to 3:00 pm on 26/11/2024	
Place, Time & Date of opening Quotation		Patna University, Patna at 3:30 pm on 26/11/2024	
Sr. No.	Particular	EMD	Cost of Quotation Document
1	<b>Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna</b>	<b>@2% of Gross Quoted Amount</b>	<b>500/-</b>

**TERMS & CONDITIONS:**

- Paper submitted with quotation:  
(i) **Registration Certificate of Firm/Agency(ii) Copy of PAN (iii) Copy of GST (iv) Experience of similar work.**
- The agency/ firm should have submit last three years ITR certificate (attached copies with the bid)
- 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. 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 **Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna**

6. Earnest money is to be deposited in the shape of NSC ,Post office time deposited duly **Pledged to The University Engineer Patna University**, D.D./ Banker's cheque in favor of The **University Engineer Patna University**, Patna @ 2% of quoted amount. Cost of Quotation document(Nun refundable) to be deposited through D.D/Banker's cheque in favour of The University Engineer P.U,Patna.
7. At the time of opening of quotation only participant quotationer or his single authorized representative with authority letter will be allowed to present.
8. The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
9. 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.
10. All the matters subject to the jurisdiction of Patna High Court.
11. Bidders should submit details in the format given at Annexure-1and should quote the rates in the format given at Annexure-2. Rate submitted in Annexure 3 for new biometric attendance machine. List of installed Attendance Biometric Machine in Annexure 4. 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 price quoted by the firm participating in the quotation process should be valid for contract period.
- 13 Responsibility and Scope of work: (i) The selected agency/firm shall be responsible to prompt call attend as receive the call from site and short within 2 hour. (ii) Free training will provided to the staff to operating printing attendance sheet through software one time each site during contract period, (iii) Up to Rs. 2500/- amount any parts (Like Battery, Adopter etc.) will be replaced during contract period., (iv) In case Machine will not repaired in the site it will be taken to service center by the permission of authority. If machine will repaired and it will installed within 48 hours, (v) **If machine could not** (Please sign on each page)

**repaired new machine will be provided after getting work order and rates will be as per quoted rate in Annexure -3,** (vi) New Employee enrollment and retired employee removal work in Biometric Machine will be done on written given to us, (vii) No extra charge will for software upgradation work during contract period.

- 14 Validity of Contract:- The period of annual maintenance contract shall be valid for a period of one year w.e.f. date of issued work order and shall be extended for next two year on basis of contract period satisfactory service performance .
- 15 Payment:- The Payment for AMC charges will be made in two installments (i)50% of the total AMC charges will be paid to the firm after three months and obtaining satisfactory certificate from the users; (ii) 50% of the balance AMC charges after completion of contract and after submission of required service certificate signed by the University Engineer.
17. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

S/d-  
University Engineer  
Patna university, Patna  
Date: 26/10/2024

Memo: 83./UE

Copy to:

1. Financial Advisor, Patna University, Patna, 2. Registrar, Patna University, Patna, 3. Incharge, IT Cell for upload of Notice Inviting Quotation Document on the website ([www.pup.ac.in](http://www.pup.ac.in)). Approval of the same has been taken in concerned file, 4. Tender Committee {a. University Engineer, Patna University, Patna, b. Budget and Accounts Officer, Patna University, Patna, c. Er. Arvind Kumar, Assistant Engineer (Electrical), Patna University, Patna, d. Er. R.K. Sinha, Assistant Engineer Assistant(Civil)}, 5. Mr. Satyendra Kumar, UDC, Works Department, Patna University, Patna, 5. P.A. to Vice Chancellor, Patna University, Patna for necessary action.

Sd/-  
University Engineer  
Patna university, Patna

(Please sign on each page)

**Technical BID**

**Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna**

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 \_\_\_\_\_

3. PAN/ No. : \_\_\_\_\_  
(Please enclose photocopy)

4. GST No. : \_\_\_\_\_  
(Please enclose photocopy)

5. Last Three year ITR Certificate : \_\_\_\_\_  
(Please enclose photocopy)

6. Experience of similar work: \_\_\_\_\_

Signatures of authorized

Name\_\_\_\_\_

Seal

(Please sign on each page)

**PRICE BID**

**Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna**

SL. NO	Description	Quantity	Unit	Rate (Inclusive all Taxes)	Amount
	Annual maintenance contract(AMC) in respect of Biometric Attendance Machine located in different buildings of Patna University, Patna	26	Each		
<b>Total</b>					

(All Taxes will be inclusive in Rate)

Signatures of authorized

Name\_\_\_\_\_

Seal

(Please sign on each page)

**Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna**

**If machine not repairable, then new machine will be supplied for bellow mentioned rate**

SL. NO	Description	Quantity	Unit	Rate (Inclusive all Taxes)	Amount
	Supply of new Biometric Attendance Machine	1	Each		
	Make:				
	Model				
	Warranty:				
<b>Total</b>					

(All Taxes will be inclusive in Rate)

Signatures of authorized

Name\_\_\_\_\_

Seal

**Annexure-4**

**Annual Maintenance Contract of Biometric Attendance Machine(BAM) installed various building of Patna University and constituent Colleges of Patna University, Patna**

**Location of Installed Machine**

Sl. No.	Place	Installed
1.	DSW Office, Patna University, Patna	1
2.	Type Section, P.U.	1
3.	Central Library, P.U.	1
4.	Works Department, P.U.	1
5.	Science College, Administrative Block. P.U.	1
6.	Science College, Statics Department, P.U.	1
7.	Zoology & Botany Dept. Science College, P.U.	1
8.	Physics Department, Science College, P.U.	1
9.	Geology Department, Science College, P.U.	1
10	Chemistry Department, Science College, P.U.	1
11	Biology Block-II, Biotech, Science College	1
12	Department of Education, Science College, P.U.	1
13	V.C., Residence, P.U.	1
14	Patna College, Administrative Block, P.U.	1
15	Vanijya Mahavidyalaya, P.U.	1
16	Department of Geography, Patna College, P.U.	1
17	Public Admirative Department, P.U.	1
18	SAP Building, Darbhanga House, P.U.	1
19	Ancient History, P.U.	1
20	Sociology Department, P.U.	1
21	B.N. College, P.U.	1
22	Central Dispensary, P.U.	1
23	Patna Training College, P.U.	1
24	Women's Training College, P.U.	1
25	Arts & Craft College, P.U.	1
26	Patna Law College, P.U.	1

(Please sign on each page)