

R.N. College, Hajipur (Vaishali)  
(A P G Level Constituent Unit of B.R.A. Bihar University, Muzaffarpur)

EMERGENT NOTICE INVITING QUOTATION

No :

Date :

**Departmental & Official Equipments**

| Designation of officer inviting quotation             |   | Principal, R.N. College , Hajipur  |
|---|---|--|
| Place, Time & Date of Obtaining of Quotation document |   | Principal ,R.N. College, Hajipur between 10.30 AM to 4:00 PM on 16.08.16 |
| Place ,Time & Date of Receiving Quotation             |   | Principal, R. N. College, Hajipur, upto 2:30 PM on 17/08/2016            |
| Place,Time & Date of opening Tender                   |   | R.N. College, Hajipur at 3:30 PM on 17/08/2016                           |
| S.No.   | Particulars   | Time of Completion   |
| 1   | Office Equipments<br>(as List Enclosed with number) | One Month  |

Term & Conditions :

1. The quotationer should submit their quotations with following documents .
  - i. TIN/VAT/PAN
  - ii. Manufactures / Authorized Dealership Certificate from Manufacturing company
  - iii. Catalogue/Brochure of product.
2. Payment will be made 100% after Supplying installation, testing and functioning of the equipments which shall be verified by competent authority of the College. However , 10 % of the amount shall be held back as security for a period of 6-months and the same shall be paid after observation of the proper functioning of the equipments installed as per brochure .
3. 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. Quotation must be submitted in original and without making any additions, alternations, and as per details given in other clauses given here under. The requisite details shall be filled by the Bidder in the quotation Document whatever required.
4. The Quotationer should have wide experience of SITC of similar nature of equipments.
5. The sealed quotation may 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. R.N. College , Hajipur would not be responsible for any delay or loss of 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 at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be next working day.

6. At the time of opening of tender only participant quotationer or his single authorized representative with authority letter will be allowed to present.
7. All disputes, what so ever shall be referred to the sole arbitration of the Principal, R.N. College , Hajipur and his decision shall be final and binding on the agency.
8. All the matters subject to be jurisdiction of Patna High Court.
9. Bidder should submit details in the format given at Annexure –I and should quote the rates in the format given at Annexure-2 . Incomplete bids will summarily be rejected. All corrections and alternations in the entries of quotation documents will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
10. The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

S/d

Principal  
R.N. College , Hajipur  
B.R.A. Bihar Univ. Muzaffarpur.

Annexure-I  
**BID DOCUMENT**

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

|  |
|--|
| B. Details of Earnest Money : Rs.....<br>DD No., Date & Name of Bank<br>.....<br>..... |
|--|

1. THE FIRM

- a). Name .....
- b). Regd. Address.....
- c). Address of Office at .....
- 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  
Associations / Certificate of Incorporation )  
.....enclosed (Pl. Specify )

3. PAN/ GIR No. : .....  
(Please enclose photocopy )

4. TIN No. : .....  
(Please enclosed photocoy)

5. Experience of similar work in the field during the last five years :  
( Should have completed similar type of work in reputed organization including at  
least one PSU/ Govt. Deptt. / Institution with work order not less than (i) Rs. 10.00  
lakh/p.a in a single order; or (ii) Rs. 15.00 lakh/ p.a. in two orders ; or (iii) Rs. 20.00  
lakh/p.a. in three orders )

- a. Please submit copies of documentary evidence e.g. work order, corresponding  
satisfactory job completion certificate from clients specifying value and period  
of work order.

.....enclosed ( pl. Specify)

Annexure – 2  
PRICE BID

| Sl.No.            | Particulars                         | Nos. | Rate in Rs. |
|-------------------|-------------------------------------|------|-------------|
| 1.                | Steel Rack                          |      |             |
| 2                 | Book Self                           |      |             |
| 3                 | Office Table                        |      |             |
| 4                 | Inverter with Battery(Best Quality) |      |             |
| 5                 | Steel Almirah                       |      |             |
| 6                 | Sofa Set                            |      |             |
| 7                 | Visiting Chair                      |      |             |
| 8                 | Moving Chair                        |      |             |
| 9                 | Desktop Computer System             |      |             |
| 10                | All in Printer                      |      |             |
| 11                | Photo copier Machine                |      |             |
| 12                | Air condition (A.C.) 1.5ton         |      |             |
| 13                | Water Cooler Capacity 80 ltr        |      |             |
| 14                | Water Purifier                      |      |             |
| 15                | Solar street light                  |      |             |
| 16                | LCD Projector                       | 2    |             |
| 17                | Projector Screen                    |      |             |
| 18                | Video Camera                        |      |             |
| 19                | Electronic podium,                  |      |             |
| Total in Rs.      |                                     |      |             |
| Total Rs. in word |                                     |      |             |
| (.....)           |                                     |      |             |

(The break-up of amount quoted in respect of VAT/ ED etc. should be attached in a separate sheet )

Signature of authorised person Name  
Designation .....  
Seal