



**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road, New Marine Lines, Mumbai-400 020

Tel : 26604706/22031879

**NOTICE DETAILS**

Tender Reference no.	SNDTWU/ Hostel- Juhu/2017-18/04
Name of Work / Item	E- TENDER DOCUMENT FOR SANITARY VENDING AND DISPOSAL MACHINE FOR THE HOSTELS OF THE UNIVERSITY.
Cost of blank tender document & Mode of Payment	Rs. 3000/-** (Non-refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage
Last Date , Time & Place for Submission of Original Demand Draft for Tender Document Fees	To be submitted in the [Mention Office Address of Designated Tender Authority], on or before last date and time of <b>Online Bid Submission</b> stage, as given in <b><u>e-TENDER TIME SCHEDULE</u></b> , on working days.
EMD Amount & Mode of Payment	Rs.50,000/-** (Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage
Last Date , Time & Place for Submission of Original Demand Draft for EMD	To be submitted in the [Mention Office Address of Designated Tender Authority], on or before last date and time of <b>Online Bid Submission</b> stage, as given in <b><u>e-TENDER TIME SCHEDULE</u></b> , on working days.
Date ,Time and Place for Training on e-Tendering Process	On 08-08-2017 11:00 Hrs at Committee Room, SNDT Women's University, Juhu Road, Santacruz (w), Mumbai.
Venue of online opening of tender	SNDT Women's University, Juhu campus, Santacruz (West), Mumbai.
Address for Communication	Registrar, S.N.D.T.Women's University, N.T.Road, New Marine Lines, Mumbai-400020
Contact Telephone & Fax Numbers	022 – 22031879, 022 – 26604706,
e-Tendering Helpline Support:	<b>Telephone:</b> 020 - 253 155 55 <b>Email:</b> <a href="mailto:support.gom@nextenders.com">support.gom@nextenders.com</a>
Monday to Friday - 09:00 AM - 08:00 PM Saturday - 09:00 AM - 06:00 PM	

\*\* The Industry /company registered under the Micro, Small and Medium Enterprises Development Act, 2006 are exempted from payment of Tender Cost and EMD.

**SECTION-I: INVITATION:**

The University intends to procure the Sanitary Vending (Coin Operated) and Disposal Machines for the use of the Students at its Hostel at Churchgate, Juhu and Pune campus of the University. The bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid. The University reserves the right to reject the bid in whole without assigning any reason thereof.

**SECTION-II: e-TENDER TIME SCHEDULE**

**Please Note: All bid related activities (Process) like tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:**

Sr. No.	Activity	Performed by	Start		Expiry	
			Date	Time	Date	Time
1	Release of Tender	Department	04-08-2017	11.00	04-08-2017	17.00
2	Tender Download	Bidders	04-08-2017	17.01	21-08-2017	10.00
3	Bid Preparation					
4	Superhash Generation & Bid Lock	Department	21-08-2017	10.01	21-08--2017	17.00
5	Control Transfer of Bid	Bidders	21-08-2017	17.01	23-08-2017	11.00
6	Envelope Opening 1	Department	23-08-2017	11.01	24-08-2017	17.00
7	Envelope Opening 2					

*\*Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

**SECTION-III: GENERAL INSTRUCTIONS TO THE BIDDERS:**

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra**:  
<https://maharashtra.etenders.in>

The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://maharashtra.etenders.in>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

**e-Tendering Tool Kit for Bidders** (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment such as **Net Banking, Debit Card and Credit Card** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment such as **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of Rs. **1063/-** (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (SifyNexTenders) at the time of entering **Online Bid Submission** stage of the tender schedule.

If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering Help Desk on number: **020 – 3018 7500 (Pune Helpline)**, Email: [support.gom@nextenders.com](mailto:support.gom@nextenders.com)

**For a bidder, online bidding process consists of following 3 stages:**

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

**All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.**

**PURCHASE AND DOWNLOADING OF TENDER FORM:**

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://maharashtra.etenders.in>. Tender document and supporting documents may be purchased and downloaded from following link of <https://maharashtra.etenders.in> on e-Tendering website of Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making payment through **Online Payment Modes i.e. Net Banking, Debit Card and Credit Card**. Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Note - **The Tender form will be available online only. Tender forms will not be sold / issued manually from SNDT Women's University office.**

**PREPARATION & SUBMISSION OF BIDS**

Both the Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

**Online Bid Preparation**

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

### **TECHNICAL BID**

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded. These documents need to be digitally signed by individual contractor's digital signature and uploaded during **Online Bid Preparation stage**.

The list of documents for Technical Envelope is as follows:

Sr. No.	List of Documents	Compulsory / Additional
1	Scan Certified copy of the Registration	
2	Scan certified copy of the valid Shop Act License.	
3	Scan certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant for last 3 consecutive years ending on March- 2017.	
4	Scan certified copy of the C-GST, S-GST, PAN	
5	Scan copy of List of clients	
6.	Scan certified copy of the registration under MSMED Act, 2006 for claim of Tender Cost and EMD.	

### **COMMERCIAL BID**

*Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope.*

*Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage by generating the Hash Values for T1 and C1. Post this, system won't allow him/her to make any further changes or modifications in the bid data.*

All financial offers must be prepared and submitted online (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid Preparation stage**).

Any bidder should not quote his offer any where directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

*Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope. Once a bidder successfully completes the Bid Preparation stage (by generating the Hash Values for T1 and C1), system won't allow him/her to make any further changes or modifications in the bid data.*

## **ONLINE BID SUBMISSION**

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

*Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.*

## **INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION**

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of Bid Preparation, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of Bid Preparation should be completed within the pre-scribed schedule given for bid preparation.

After Bid Preparation, the bidders are required to complete Bid Submission activity within pre-scribed schedule without which the tender will not be submitted.

Interested contractors / bidders will have to make online payment (using credit card/debit card/net banking/Cash Card) of Rs. 1063/- (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (SifyNexTenders) at the time of commencing Online Bid Submission stage of the tender schedule.

Non-payment of processing fees will result in non submission of the tender and Department will not be responsible if the tenderer is not able to submit their offer due to non- payment of processing fees to the e-tendering agency.

Detailed list of different modes of online payment to e-tendering service provider (E-Payment Options) has been provided under [E-Tendering Toolkit for Bidders](https://maharashtra.etenders.in) section of <https://maharashtra.etenders.in> .

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The tenderer will not be communicated separately regarding the amendment.

**OPENING OF TENDERS :**

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure. The bidders or it's duly authorised representatives can be present, if they wish. The bidder/representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

**TECHNICAL ENVELOPE (T1):**

First of all, Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid the tenderer should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

**ENVELOPE NO. 2 :- (Financial Bid)**

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only. The tendered rates shall then be read out in the presence of bidders who remain present at the time of opening of **Price Bid**.

**Final List of Documents to be uploaded Online:**

The following documents should be uploaded by the bidders in the form of PDF Files in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage.

Sr. No.	List of Documents	Compulsory / Additional
1	Scan Certified copy of the Registration	
2	Scan certified copy of the valid Shop Act License.	
3	Scan certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant for last 3 consecutive years ending on March- 2017.	
4	Scan certified copy of the C-GST,S-GST, PAN.	
5	Scan copy of List of clients	
6.	Scan certified copy of the registration under MSMED Act, 2006 for claim of Tender Cost and EMD.	

Note: During **Online Bid Preparation**, apart from the above mentioned documents, if any need arises to upload additional documents in Technical Envelope, an option of '**Upload Additional Documents**' has been provided in the e-Tendering software which will be available to bidders during **Online Bid Preparation** stage.

#### SECTION : IV: TERMS AND CONDITIONS:

- 1 All inclusive rates are to be quoted. That is to say, the rates to be quoted should be inclusive of all taxes and levies. No request for any extra payment on any account will be considered later on.
- 2 Tenders incorporating additional conditions are liable to be rejected.
- 3 The items ordered will have to be delivered to the University's conducted colleges in at the Chuchgate and Santacruz campus FREE OF COST, as per the delivery schedule.
- 4 No payment will be made for rejected items, which do not confirm to the specifications stipulated. Such items will have to be replaced by the concerned suppliers at their own risk and cost and to the satisfaction of the University.
- 5 Bills for the items ordered and supplied shall be submitted in DUPLICATE only after all the items ordered are supplied. Payment of the bills will be made by means of a crossed cheque, within 30days from the date of receipt of bills.
- 6 **All the columns in the tender form should be filled in figures and words.** The different items can be ordered from different parties depending upon the price. The SNTD Women's University, Mumbai reserves right to accept rates per item basis.
- 7 Tenders, which do not fulfill all or any of the above conditions or incomplete in any respect, are liable to be rejected.



- 8 The tender received without the above documents or any one of the above documents are liable to be rejected.
- 9 The Registrar, S.N.D.T. Women's' University, reserves the right to accept/reject any/all tender/s partially or wholly without assigning any reasons.

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Contractor accepts the Terms and Conditions included herein, unless the Contractor notifies his objections.

**Annexure-A**

**SECTION-V: SPECIFICATION AND FINANCIAL BID**

**LIST OF EQUIPMENT**

Sr. No	Name of equipment	Quantity	Specifications	Costs inclusive of all taxes
1.	Coin Operated based Sanitary Napkin Machine	18	Dimension in mm-180D/620W/820H, Storage capacity-100--, Weight-26kg, Automatic battery Backup-3 hours, Acceptance of coin-Any coin	
2.	Sanitary disposal Machine (Incinerator-Electrical Semi Automatic)	18	Total Height 900, Body Height 750, Body Dimension 300mm x300mm, Control Box 105 mm X 155mm x 155mm (LxDxH), Ash collection tray (150mm x 290 mm x 30mm (LxDxH), Weight Maximum 20kg  (Burning capacity for used pad per day=100)  (Burning capacity per cycle)	
3.	Sanitary Pads	6000	Length 300+20mm, Pad length – 280 + 20mm, Overall width – 160+5mm, Pad width -70 +5mm, Pad thickness should not be more than 9 mm.	
			<b>Grand total</b>	
			<b>Taxes, if any</b>	
			<b>Grand Total</b>	

## **1 STANDARD TERMS & CONDITION FOR AGREEMENT / TENDER DOCUMENT**

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Contractor accepts the Terms and Conditions included herein, unless the Contractor notifies his objections.

### **1. Changes / Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the contractor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Contractor of notice of change (amendment order).

### **2. Force Majeure:**

If any service is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the contract or to execute the same from another Contractor and to charge the defaulting contractor for any loss incurred in this transaction. The University shall have the right to refuse unsatisfactory service if the contractor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Contractor's reasonable control, the University, at its option, may elect to service to pay such proportion of the contract price as it deemed reasonable.

### **3. Inspection and Acceptance**

All services covered under the contract may be inspected and tested by the University or its representatives at Contractors cost. If deemed necessary by the University, the Contractor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Service covered by this agreement shall be made available to the University during the performance of the order.

If any service covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Contractor:

(a) rescind the contract as to such non-conforming Service;

(b) accept such service at an equitable reduction in price;

(c) reject such non-conforming service and require the delivery of suitable replacements.

(d) If the contractor fails to improvise the shortcomings in the performance promptly, the university, with notice of seven business days, may replace or correct such Service and charge the contractor the additional cost occasioned thereby, or terminate this order by default. No inspection (including source inspection) test, approval (including design approval) or acceptance of service shall relieve the contractor from responsibility for defects in the performance of contract or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

04. **Indemnity**

The contractor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the Contractor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its counsel at its own expense.

05. **Assignment / Subcontracting/subject**

The contractor shall not assign the contract received; any rights under this agreement or to become due hereunder neither delegated nor subcontracted/sublet any obligations or work hereunder..

06. **Cancellations**

The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Contractor, effective when sent, in the event that the Contractor:

07. **The vendor as in an Independent contractor:**

The vendor shall perform the obligation of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto.

08. **Compliance with Laws:**

By acceptance of this agreement, the contractor agrees to comply with the requirements of all the existing laws. The contractor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Contractor's performance hereunder. The Contractor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Contractor's failure to comply with any laws, ordinance, regulations and codes. The labours engaged shall be paid minimum wages as due & admissible with the difference if any due on revision by the contractor.

09. **Law of the Contract:**

This agreement shall be governed by and interpreted in accordance with the laws in existence and the jurisdiction of the Mumbai.