



श्रीमती नाथीबाई दामोदर ठाकरसी महिला विद्यापीठ
निरंतर व प्रौढ शिक्षण आणि
विस्तार विभाग, पुणे उपकेंद्र

S.N.D.T. Women's University
DEPARTMENT OF
CONTINUING & ADULT EDUCATION &
EXTENSION WORK, PUNE SUB-CENTRE

Maharshi Karve Vidyavihar, Karve Road, PUNE - 411 038. TELEFAX : 020-25447336, Phone : 020-25453584, Email : caeepune@sndt.ac.in

Ref. No.: Adm. 09/2017-18/245

Date : 22-03-2018

Sub: Request for quotations

Sir/Madam,

The Dept of Continuing & Adult Education & Extension Work, Pune Sub-Centre wish to purchase the keyboards, mouse & monitors for the N Computing System.

Sr. No.	Description of Material	No. of Unit	Rate per Unit	Applicable taxes	Total price
1.	USB Keyboard & Mouse – 3years Onsite Warranty	28			
2.	USB Mouse – 3years Onsite Warranty	28			
3.	18.5" LED Monitor With VESA Mount – 3 years Onsite Warranty	28			
	Total				

The quotations are invited in two parts under Three Envelop System. Technical envelop shall be enclosed and sealed in envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes shall be kept in the Envelop No. 3, which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of tenderer shall be written in block letters. On the top of it envelop name of the tender should be mentioned.

The envelop should be addressed to The Assistant Director, Dept of Continuing & Adult Education & Extension Work, Pune Sub-Centre, SNDT Women's University, Karve Road, Pune 411038.

Essential Qualification & Minimum criteria for the Eligibility:

The Technical bid (Envelope No.1) should contain the following documents, in the absence of the said documents; the commercial bid would not be opened.

- A. The applicant should have valid GST registration, PAN and required valid Permissions, if any on the date of submission of the quotations.
- B. Should be in continuous existence in core business for the last five (5) years. A certified copy of the valid shop Act License should be enclosed.
- C. Should have minimum turnover of Rs. 9,00,000/- (Rs. Nine Lakhs Only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2017. A certified copy of the Annual Audited Accounts for each year duly signed by Chartered Accountant should be enclosed.

Procedure for submission of quotation:

The tenderer has to submit envelop No.03 at the above address on or before March 27, 2018 by 3.00 pm.

Quotations shall be opened in the presence of tenderers who wish to be present and officers of SNTD Women's University on March 27, 2018 by 4.00pm. Sealed quotations envelopes No.03 shall be opened first. It must contain two envelopes. Envelop No. 01 & 02. Envelop No. 01 is technical bid which will be opened first and if it contains all the papers required Envelop No.2. Containing the schedule of rates shall be opened. If it is found that all the papers are kept together in single envelop ignoring instructions given above, the quotation may be rejected forthwith.

ENVELOP NO.01: Must Carry:

1. Service / Experience Certificate
2. Detailed information about institution (Agency), name of proprietor, telephone no. in case of partnership firm-name and address of the partners and copy of Partnership Deed.
3. Certificate copy of GST Registration
4. PAN Card No of the Bidder Company/firm
5. List of Clients

6. Certified copy of the Annual Audited Accounts for three year duly signed by the Chartered Accountant should be enclosed

ENVELOP NO.02: Must Carry: Financial Bid

The financial bid may be submitted in the prescribed format as above on the letter head of the bidder. Kindly give your sealed quotations on or before March 27, 2018 before 03.00pm. You are also requested to enclose the copy of the PAN and VAT registration with quotation.

Thank you.

Yours sincerely,



P Chikarmane 22/3/2018
Ms. Poonima Chikarmane
Assistant Professor/Associate Professor
Associate Professor
Dept. Of Continuing & Adult Education
& Extension Work, Pune Sub-Centre,
SNT Women's University,
Karve Road, Pune-411038