



**SNDT Women's University**  
Shreemati Nathibai Damodar Thackersey Women's University



Sir VitthalDasThackerseyVidhyavihar, Juhu Road, Santacruz (West), Mumbai-400049

Ref. No.SVT/2017-18/869

March 16, 2018

Sub: Request for quotation

Sir/Madam,

Sir VitthalDasThackersey College of Home Science (Autonomous) wish to purchase the following materials/furniture for its international project (Prescribed format).

Sr. No.	Description of material	No. of Unit	Rate per unit	Applicable taxes	Total price
1.	VERTICAL DEEP FREEZER Model No: VDF- 100 Exterior Measurements : 25" W x 27" D x 77" Ht. Approx Inner Measurements : 19" W x 19" D x 50 Ht. Insulation : 3" Thick rigid CFC - Free 'PUF' Storage Volume: 300 Liters Electrics : 240 Volts, 50 Hz., Single phase A.C. Warranty 1 Year	01			

The quotations are invited in two parts under Three Envelop System. Technical envelope 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 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 principal, Sir VitthalDasThackersey College of Home Science (Autonomous), SNDT Women's University, Juhu, Mumbai – 400 049.

**Essential Qualification & Minimum criteria for the Eligibility :**

The technical bid 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 tender.
- 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.5,00,000/- (Rupees Five Lac 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 the Chartered Accountant should be enclosed.

**Procedure for submission of quotation:**

The tenderer has to submit envelope No.3 at the above address on or before March 23, 2018 by 3.00 pm.

Tender shall be opened in the presence of tenderers if they wish to be present and officers of SNTD Women's University, Mumbai. Sealed tender No.3 shall be opened first. It must contain two Envelops - Envelop No. 1 & 2. Envelop No.1 is technical tender 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 tender may be rejected forthwith.

**ENVELOP NO.1 : Must carry:**

19. Services/ Experience Certificate.
20. 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.
21. Certified copy of GST registration
22. Pan Card No of the Bidder Company / firm.
23. List of clients
24. Certified copy of the Annual Audited Accounts for three years duly signed by the Chartered Accountant should be enclosed.

**ENVELOP NO. 2 : Must carry: Financial Bid**

The financial bid may be submitted in the prescribed format as given above on the letter head of the bidder. Kindly give your sealed quotations on or before March 23, 2018 before 5.00pm. You are also requested to enclose the copy of the PAN and VAT Registration with the quotation.

Thank you,

Yours sincerely,

*J Madan*  
(Dr. Jagmeet Madan)  
Principal  
16.3.2018