

DEPARTMENT OF POST GRADUATE STUDIES & RESEARCH
Shreemati Nathibai Damodar Thackersey Women's University
 Maharshi Karve Vidyavihar, Karve Road, Pune-411038. Ph.No.020-25424396

Ref. No. : PGSR/Purchase/2023 – 2024/ **96**

Date: - 04/12/2023

Subject: - Request for quotation Auditorium and Confrence Chair.

Respected Sir/Madam,

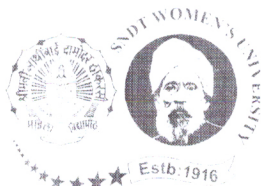
The Institute wish to purchase the following materials / equipment's.

Sr. No.	Chair Image	Specifications	
01 Auditorium Chair		01	MS Chrome Steel Finish Frame of 0.035 to 0.050 inch thickness Round Pipe with Mig Welded Structure
		02	Metal Stand Polymer Net with strong machine fitting for durability
		03	Bolted Handle at the back for moving the chair
		04	Sturdy Polypropylene Arms for long life and comfortable seating
		05	High Density 35D seat foam mould with black textured Fabric fitted on Hot pressed Ply
02 Confrence Room Chair		01	Polymer Mesh with Sturdy Machine Fitting for long life durability and 4 Way Adjustable Cushioned Lumbar Support
		02	High Density 45 D Seat Foam Contoured Mould with 7 Ply Hot Pressed Ply
		03	Metal fitting for Mechanism and Handles for Durability
		04	2D Adjustable Armrests with Metal insert and Soft ergonomic Pad
		05	Long Life and Breathable Spacer Fabric for Added cushioning and ventilation
		06	Heavy gauge certified Ratio Tilt Mechanism with Locking Facility
		07	Long Life Hydraulic assembly and Height adjustment
		08	Weight Tested Metal Powder Coated Stand with Levelled Bushes for durability and Smooth operation

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Auditorium Chair	300			
02	Confrence Room Chair	24			

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

The envelope should be addressed to the "Admin Co-ordinator of Postgraduate Studies, SNDT Women's University, Pune, Campus Pune. 411038"

Essential Qualification and 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.

1.	The bidder should have the required licenses to run the business, GST registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate / License should be enclosed.
2.	The Bidder should be in continuous existence in core business of the last five (5) Years.
3.	The Bidder should have minimum turnover of Rs. 5,00,000/- (Rupees Five Lakh only) per annum ou of Indian Operations for the las 3 consecutive years ending March, 2016. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year.

Procedure for submission of quotation:

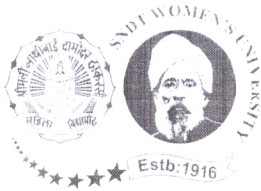
Tender / Quotation shall be opened in the presences of tenderers / bidders who wish to be present and officers of SNDT Women's University, Mumbai. Sealed Tender / Quotation No. 3 shall be opened first. It must contain two Envelopes – Envelop No. 1 & 2. Envelop No. 1 is technical tender / quotation which will be opened first and if it contains all the papers required then only the Envelop No. 2 containing the schedule of rates shall be opened. If it is found that all the papers are kept together in the single envelop ignoring the instructions given above, the tender / quotation may be rejected forthwith.

Envelop No. 1 : Must Carry

1. Services / Experience Certificate
2. Detailed information about Institution (Agency), name of proprietor, telephone no. in case of partnership firm – name and address of partners and copy of Partnership deed.
3. Certified copy of GST Registration
4. Pan Card No of the Bidder Company / Firm
5. Certified copy of Annual Audited Accounts for three years dully signed by the Charted Accountant should be enclosed.

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Envelop No. 1 : Must Carry: Financial Bid

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Auditorium Chair	300			
02	Confrence Room Chair	24			

The Financial bid may be submitted in the prescribed formate as above on the letter head of the bidder. Kindly give you sealed quatactions on or before 22th December 2023 before 05.00 pm you are also requested to enclose the copy of PAN and VAT/GST Registration with the quataction.

General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quataction.
2. Authorization letter from the manufactore, authorized dealer, any other (to be specified)
3. Once a contactr rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reason during the performance of the contract.
4. The vendor should adhare with all seriousness to the time schedule provided by the PGSR Department.
5. Payment will be made within 15 days after successful installation. No advance will be paid TDS will be deducted as per rules.
6. **Free Delievery:** At the Materials of PGSR Department SNDT Women's University Pune 411038 on working days between 10.30 am to 4.30 pm.
7. **Penalty:** Will be levied to the maximum 10% if the the contract value for the delay in supply of the materials or delivery in the service as per the rules prescribed in the Maharastra Universities Act. 2016 and the Maharastra Universities Accounts Code.
8. The rate validity will be upto 45 days from the date of submission deadline.
9. All necessary documents to be handed over to be concerned department.
10. Packing and Transport charges, transit insurance will be inclusive in the quoted rate.

Thank you,

Yours faithfully

Dr. Sheetal More

Co-ordinator

**Department of Post Graduate
Studies & Research
SNDT Women's University
Karve Road, Pune - 411 038**

