


## NOTE SHEET

	Inward No. and Date: -	
	Department Name:- BCA Department, SNTD Arts And Commerce College for Women, Pune	
	Subject:- Uploading on our website for Purchas of Computer Lab Furniture and Tab	
	Particulars	Sign and Date
	<p>Respected Sir/Madam,</p> <p style="text-align: center;">As per requirement Ref. Proposal 02 Dated 11/01/2025 has been sanction form Madam Vice Chancellor for Web notification for Financial Quotation the Sealed Quotation invited Purchas of Computer Lab Furniture and Tab Details of the Quotation interested bidders are requested to Visit SNTD Arts and Commerce College for Women, Pune 411038 and submitted Quotation on before 10 February 2025 to the undersigned.</p> <p>Thank you</p>	 <b>PRINCIPAL</b> S.N.D.T. Arts & Commerce College for Women, Pune-38
	DEPARTMENT'S NAME SNTD ARTS AND COMMERCE COLLEGE FOR WOMEN,PUNE Uploading on our website for Furniture for Computer Laboratories.	



# S.N.D.T. Arts and Commerce College for Women

Estb. : 5 July 1916

Constituent College of S.N.D.T. Women's University, Mumbai

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.

Phone : 020-25431153 • E-mail : collegepune@sndt.ac.in • Website : www.sndtarts.ac.in


Date: 04-02-2025

**Subject :-**Request for quotation for purchase of Furniture for BCA Department Computer Laboratories.

**Respected Sir/ Madam,**

The institution wishes to purchase the following Furniture for BCA Department Computer Laboratories.

Sr. No	Name of item	Specification
01	<b>Furniture for LAB-2(Room 26)</b>	<b>Furniture Tables linear type with laminate finish for approx. 48 seating (refer layout) Size: - 17 foot (L) x 2.5 foot (H) x 2 foot (D) of 1 Linear Table Total 6 Linear Row x 8 seating each = 48 Nos (approx.) Supply &amp; fixing of modular type linear computer table with 18mm THK ply and with approved laminate finish and with Electrical points and LAN points wire provision.</b>
	<b>Office Table</b>	Size: - 5 foot (L) x 2.5 foot (H) x 2.5 foot (D) Supply & fixing of modular type office table with 18mm THK ply and with approved laminate finish.
	<b>Side Table</b>	Size: - 2.5 foot (L) x 2.5 foot (H) x 1.5 foot (D) Supply & fixing of modular type side table with 18mm THK ply and with approved laminate finish with 2 drawer and 2 shutter
	<b>Electrical and LAN cables for 48 Computer sets.</b>	Providing and making provision of Electrical points with plug and switches, LAN Cat 6 wire, UPS wiring, DB, for 48 seating points
	<b>Furniture for LAB -1 (Room No. 27)</b>	<b>Furniture stand for Computer CPU</b> Size: - 1 foot (L) x 6 Inch (H) x 6 Inch (D) Supply & fixing of computer CPU base with 18mm THK ply and with approved laminate finish and to fix on existing partition.
	<b>Projector Stand</b>	Size: - 1.5 foot (L) x 2 foot (H) x 1.5 foot (D) Supply & fixing of modular type project stand with 18mm THK ply and with approved laminate finish.

  
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College for Women, Pune-38

	<b>Glass Partition (frosted) between computer</b>	Size: - 2 foot (L) x 2 foot (H) Supply & fixing of glass partition between computers on D bracket and 2 side glass edger polish.
	<b>Metal Shoe Rack</b>	Shankar steel 5 Door 28 inches wide Single Decker Wall Mounted with Central Locking System Metal Shoe Rack

Sr. No	Description of Material	No. of Unit	Rate Per Unit	Applicable taxes	Total Price
01	Furniture for BCA LAB -1, LAB-2				


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

The envelope should be addressed to the "Principal, SNTD Arts and Commerce College for Women, Pune 411038"

**Essential Qualification and minimum criteria for Eligibility.**

Technical bid should be containing the following documents in the absence of the said document, the commercial bid could be not being opened.

1.	The bidder should have the repaired licenses to run the business, GST regeneration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate/Licences should be enclosed.
2.	The bidder should be in continuous existence in the core business of the last five (5) years.
3.	The bidder should have a minimum turnover of rupees 5,00,000(Rupees Five lakh only) per annum of Indian operation for the last 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.

  
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## Procedure for Submission of Quotation:

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

### Envelope No. 1: Must. Carry

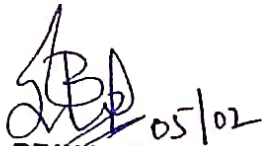
1. Services/Experience Certificate
- 2 Detailed information about Institution (Agency) name of proprietor, telephone no in case of partnership firm name and address of partners and copy of Partnership deed.
3. Certified copy of GST Registration
4. Pan Card No of the Bidder Company/ Firm
5. Certified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

Sr. No	Description of Material	No. of Unit	Rate per Unit	Applicable Taxes	Total Price
01.	Furniture for BCA LAB -1, LAB-2				

The Financial bid may be submitted in the prescribed format as above on the letter head of the bidder. Kindly give you sealed quotations on or before 10<sup>th</sup> February 2025 before 04.00 pm you are also requested to enclose the copy of PAN and VAT/GST Registration with the quotation.

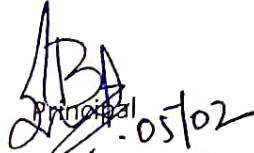
### General Condition

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in quotation.
2. The authorization letter from the manufactures authorized dealer, any other (to be specified)
3. Once a contract rate is arrived at the same shift remains from and shall not be4 subject to collation what reason dully in the performance of the contract.
4. The vendor should be, with seriousness to the time provided by the SNTD Arts and Commerce for Women, Pune
5. Payment be made within 15 days after successful installation. No advantage with the paid, this will be deducted as per rules.
6. Free Delivery at the Materials of SNTD Arts and commerce College for Women Pune on working days between 10.30 am to 4.30 pm
7. Penalty will be levied to the maximum 10% if the contract value for the delay in supply of the materials or delivery in the service as per the rules prescribed in the Maharashtra Universities Act 2016 and the Maharashtra Universities Accounts Code.

  
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8. The rate validity will be 45 days from the date of submission deadline.
9. All necessary documents to be handed over to the concerned department.
10. Packing and Transport charges, transit Insurance will be inclusive in the quoted rate.

Thank You,

  
Principal  
05/02  
Prof. Dr. Bharat Vhankate  
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