

INVITATION OF QUOTATIONS

FOR THE PURCHASE OF OFFICE BAG TYPE-1, OFFICE BAG TYPE-2, SLING BAG AND BALL PENS

Ref No : UMIT/Purchase/2024-25/ 518

Date: January 02,2024

Sealed Quotations are invited for the purchase of Office bag Type-1, Office Bag Type -2, Sling Bag and Ball Pens. The above mentioned material is required for the International Conference on Climate Change (ICCC-2025) to be organized by the SNDT Women's University, Mumbai. The Secretariat of the said conference is located at the Usha Mittal Institute of Technology, SNDT Juhu Campus, Santacruz (W), Mumbai.

The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereon.

Names of the items	Office bag Type-1, Office Bag Type -2, Sling Bag and Ball Pens
Venue of the submission.	Usha Mittal Institute of Technology, SNDT Women's University, Juhu Road, Santacruz (West), Mumbai 400049
To be addressed to	Principal, Usha Mittal Institute of Technology, SNDT Women's University, Juhu Road, Santacruz (West), Mumbai 400049
Contact Telephone	9850038991, 9766642228
Deadline of submission	7th January 2025 before 5 pm

*Dates mentioned here are the scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in Tenders /Quotations' section on the University website (sndt.ac.in) below the respective quotation. To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: sndt.ac.in.

Quotations should clearly mention all Technical Specifications mentioned in this document.
Tel.: +91-22-2660 6040 (0), E-mail: umit@sndt.ac.in or office@umit.sndt.ac.in and Website : www.umit.ac.in.

The quotations are invited for the following products:

OFFICE BAG TYPE-1, OFFICE BAG TYPE- 2, SLING BAG AND BALL PENS


The quotations are invited in two parts under Three Envelop Systems.

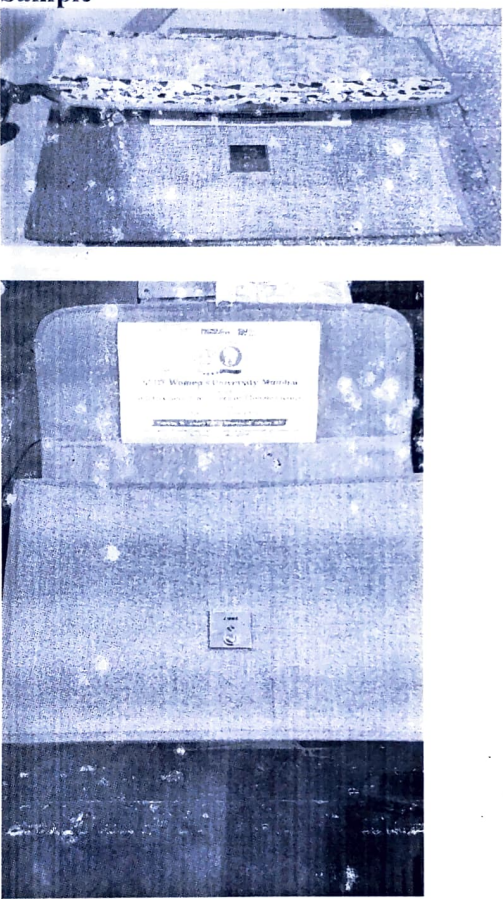
Technical envelop shall be enclosed and sealed in envelop No.1. Schedule of Rates shall be filed in and enclosed in Envelop No.2. Both the sealed envelopes shall be kept in Envelop No.3 which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

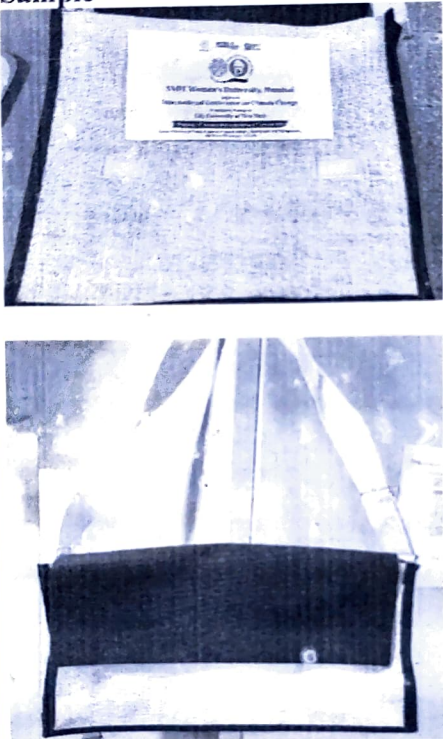

Envelop No.1:

The envelope must contain:

1. Covering letter with details of bidders: address, name of proprietor, telephone number and/or mobile number, email ID, name, signature and seal. In case of partnership firm name and address of the partners and copy of Partnership Deed.
2. Type of business entity: manufacturer/authorized dealer/reseller, any other (to be specified)
3. Certified copy of the GST registration
4. PAN Card No
5. List of main clients (minimum 3)
6. Work experience Certificate/ Delivery Challan (at least from one client).
7. **Delivery: The delivery of items shall be done at Chandrapur. Details of the address will be communicated at the time of issue of the work order.**
8. The details about technical specifications of product should submitted in the prescribed format as follows on the letterhead of the bidder or with the bidder's seal and signature:

Sr. No.	Name of Item And Required Technical Specification and Standards	Qty	Bidders Specifications
1.	<p>Office Bag Type - 1 Height: 12"; Length: 16", Width: 4", Material: Jute material (Juco); Flap: Good quality of Chain Handle: Sling with small handle; Printing: single colour screen printing.</p> <p>Sample</p> 	50 Nos.	

2.	<p>Office Bag Type - 2 Height: 12"; Length: 16"; Width: 4" Material: Jute material (Warii print) Flap: Good quality of Chain Handle: Sling with small handle; Printing: single colour screen printing</p> <p>Sample</p> 	200 Nos.	
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<p>3.</p>	<p>Sling Bag, Qty. 300 nos Height: 15"; Length: 13"; Width: 2.5" Material: Jute material; Flap: Flap with Zip Closure. Gusset and Flap in Green colour Handle: 1.5" width Cotton Tape Handle Sample</p> 	<p>300 Nos.</p>	
<p>4.</p>	<p>Ball Pen Material: Recycle eco-friendly paper Refill: two-year ink life Printing: single colour Sample</p> 	<p>600 Nos.</p>	

Envelop No.2:**The envelope must contain:**

The financial bid should be submitted in the prescribed format as above on the letterhead of the bidder.

Item	Rate per unit INR	Taxes INR	Quantity	Total estimated cost (INR)
Office Bag Type- 1			50	
Office Bag Type -2			260	
Sling Bag			300	
Ball pen			600	

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The final quantity may vary at the time of issue of purchase order.

Delivery: The delivery of items shall be done at Chandrapur. Details of the address will be communicated at the time of issue of the work order.

Y. Nerkar
2.1.2025

Dr Yogesh Nerkar

PRINCIPAL
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