



Web notification for Organizing one-day Short Courses under PM-USHA (MERU) Project

SNDT Women's University
(Churchgate, Juhu & Pune Campuses)

1. Introduction

SNDT Women's University, Mumbai, invites sealed quotations from reputed educational event management agencies or edutech companies for providing end-to-end event management services for organising one-day short courses under the **PM-USHA (MERU) Project** during the period **June 2025 to December 2025** across its campuses: **Churchgate, Juhu, and Pune**.

2. Scope of Work

The selected agency will be responsible for managing the following services for **each short course**:

2.1. Organisational support (15% of the total budget of the course):

a. Event Branding and Printing

- **Banners:** 1 (PVC Vinyl, size 8x6 ft or as per venue requirement)
- **Standeers:** 1 (PVC Vinyl, roll-up standees, 3x6 ft)
- **Brochure:** 1 (only soft copy, design, and layout to be approved by SNDTWU)

b. Study Material Kits (for 25 participants)

Each **study kit** should include:

- 1 Pencil
- 1 Eraser
- 1 Sharpener
- 1 Ballpoint Pen
- Printed study material (up to 100 pages, back-to-back printing, A4 size)
- 1 Notepad (40-60 pages)
- 1 folder to carry all material (preferably eco-friendly Cloth/Jute, with FDP branding)

C. Logistical Support:

- Arrangement of Auditorium/committee room/Hall/ Lab, etc., as per the requirement of the programme.
- Providing technical support (audio-visual equipment, projector, mic, etc.) if required.

d. Certification:

- Design and printing of certificates (A4 size, 200 gsm glossy paper) after the host institution's approval.

2.2. Hospitality Services (up to 50% of the total budget of the course)

a. Tea, snacks, and Food

Breakfast, Lunch, and Evening Tea/Coffee with Snacks per day for 25 (10% ±) + 05 organising team members.

Menu to be healthy and varied across days as follows; sample menus to be shared with tender

Breakfast: Idly/Vada sambar chatni, Kanda Pohe, Upma, sabudana khichadi

Lunch: Bhaji 1. Paneer with gravy, 1. seasonal vegetable, Pulka/Puri/Roti, Dal plan/tadka tadka/Kadhi, Rice plan/Jera Rice/Pulao, with Salad, Papad, Pickle **(Unlimited).**

Sweet: Gulab jamun/ Halva/ Jalebi/ Rasogula/ Amras/ Shrikhand **(Limited)**

b. Accommodation for Resource Persons:

Hotel accommodation (near campus, within a 5 km radius) for **1 resource person** for a maximum of **2 nights each**.

Minimum 3-star hotel, single occupancy rooms, including breakfast.

1.3. Payment of Travel expenses to Invited Resource Persons (up to 20% of the total budget of the course)

- The agency must manage the immediate payment of **travel expenses reimbursement** to the invited resource persons as per the amount communicated by SNDTWU.
- Approximately 1 to 2 resource persons per course.
- Mode of payment: Bank transfer or cheque (as required), with a receipt to be collected from each resource person.
- The University shall release the approved honorarium amount to the agency within 15 days of the submission of all requisite documents, along with the payment vouchers.

1.4. Payment of Honorarium to Invited Resource Persons (up to 10% of the total budget of event-course) and it will be decided by SNDTWU

- The agency must manage the payment of **honorarium** to invited resource persons as per the amount communicated by SNDTWU.
- 4 to 6 approximately number of resource persons per course.
- Mode of payment: Bank transfer or cheque (as required), with a receipt to be collected from each resource person.

- The University shall release the approved honorarium amount to the agency within 15 days of the submission of all requisite documents, along with the payment vouchers.

3. Programme Details (Minimum Number of Beneficiaries shall be 25 per Course)

- **Duration:** 1 day
- **Number of Programmes:** 19, Multiple locations across three campuses of SNDTWU Churchgate, Juhu, Pune) (**Annexure-I**) — Dates to be provided upon award.
- **Participants per Programme:** 25 (10% ±) + 05 organising team members

4. Deliverables Timeline

- All event branding materials, study kits, and hospitality arrangements must be completed **at least 24 hours before the event start date.**
- A soft copy of the brochure must be submitted **20 days before** for approval.

5. Admissible expenses guidelines as follows:

Expenses on different account heads should be limited as per the following breakups of total Sanction Amount for each course.

Sr. No.	Expenditure Head	Breakup
01	Honorarium to the resource person <i>(Admissible Honorarium shall be Rs. 1500/-per 90 Minutes session up to a maximum of 10% of total course expenditure, whichever is less, is admissible)</i>	10%
02	Travel to the resource persons <i>(Travelling Expenses Tickets are a mandatory requirement in support of the Claim)</i>	20%
03	Hospitality to resource persons and participants	50%
	Food <i>(tea/coffee, Breakfast, Lunch, high tea & dinner for residential participants)</i>	
	Accommodation of the resource person (In a nearby hotel) <i>(Hotel Accommodation Bill related to expenditure in support of the Claim is a mandatory requirement)</i>	
	<i>Accommodation of outstation participants at the university hostel and the guest house</i>	
04	Organizational Expenses	15%
05	Contingencies	5%
	Total Consolidated Expenditure of Course for Minimum Benchmark Number of Beneficiaries (Number of Beneficiaries 25 per course)	100%

6. Eligibility Criteria

- Experience: Minimum of at least **3 events related to educational activities/projects including own institutions** in the last 3 years.
- Must have a registered office or branch office in Mumbai or Pune, Maharashtra.
- Should be able to provide GST Invoice if applicable.
- Must submit client testimonials or work orders of similar services.

7. Submission Requirements

Interested vendors should submit the following documents, which are subject to verification by SNTDWU:

- Copy of Registration Certificate of Company/firm/Agency/Institutions with Company profile and credentials
- Experience certificates/work orders/testimonials
- Sample designs for banners, standees, and brochures (if available)
- Sample kit photo (if available)
- Proposed food menu for 6 days
- Hotel options and sample accommodation details
- Copy of PAN,
- Copy of GST Registration certificate if applicable
- **Commercial proposal with a detailed cost breakdown (submitted in a separate envelope):** Detailed Campus wise i.e. Mumbai & Pune financial quote (item-wise breakup and consolidated cost) including Administrative/Service charges with applicable taxes if any included (Inclusive Rate in consolidated cost the percentage thereof to be shown separately in Prescribed Commercial Proforma). This will be submitted in a separate envelope if not submitted in a separate envelope, then the Bid shall not be considered.

8. Technical and Commercial Bid Submission Requirements

Interested vendors are required to submit a detailed proposal including:

- Technical Details in prescribed format (**ANNEXURE -II**) with necessary attachments.
- Commercial Bid with a detailed cost breakdown shall be submitted in the Prescribed Commercial Proforma (**ANNEXURE – III**)

9. Important Terms and Conditions

- The Bidder shall deposit an Earnest Money Deposit of Rs. 50000, which shall be subsequently refunded in respect of unsuccessful Bidders and shall be converted a Security Deposit in respect of the Successful Bidder.
- The Successful Bidder shall submit a Security Deposit of Rs. 1,00,000 in the form of Performance Bank Guarantee before issue of Letter of Intent. The Security Deposit shall be refunded after successful completion of the programmes assigned.
- Annual turnover of the agency should be a minimum of Rs. 2500000/-
- The Successful Bidder will have to execute the Contract Agreement for the satisfactory programme implementation before the issue of the Work Order.
- The University reserves the right to accept or reject any or all tenders without assigning any reason.
- The Vendor who is competent & provide quote for Organizing Short courses for faculty in Higher Education at all three Campuses shall be considered for determining the eligibility of Tender.
- Payment will be made after successful completion of each course after submission of complete documents with necessary sub-vouchers, subject to fulfilment of quality norms & feedback evaluation based on satisfactory completion of the Course.
- All branding should carry SNDTWU and programme logos (templates will be provided).
- In case of non-fulfillment of deliverables within the stipulated time, the Academic Excellence Committee (AEC) shall recommend to the competent authority of the University the imposition of penalties of up to 10% of the tender amount or the withholding of payment.
- Payment of the Vendor's Bill is subject to the approval of the Course quality & satisfaction of the concluded course by the Academic Excellence Committee (AEC) of the SNDTWU.
- Course should be conducted for Minimum Benchmark Number of Beneficiaries that is 25 per courses.
- The responsibility of ensuring that the required number of participants and the designated resource person(s) are present for the activity shall lie with the Principal Investigator (PI).

10. Evaluation of Technical Bid Proposal

The Technical evaluation shall be based on the parameters are as mentioned in the Table below.

Sr. No.	Particulars	Details (Supporting Documents where applicable are required to be uploaded)
1.	The firm's headquarters or branch office is preferably located in Mumbai, Maharashtra, in Pune.	Address Proof
2.	Compulsory Conditions: Registration Details Existence for a minimum period of Five Years	Copy of Registration Certificate of Company / Partnership Deed of Firm / Agency / Institutions with profile and credentials
3.	Experience of conducting educational events or programmes.	Experience Certificates / Work Orders – Minimum 3 with value over Rs. 100000/ Testimonials for verification.
4.	As on date, bidder should not be debarred or black listed by C and AG or any State or Central Government department or organization, board or any other government agency	A self-certificate to that effect
5.	GSTIN Certificate	Copy of the Certificate
6.	Registration Certificate under Shop Act	Copy of the Certificate
7.	Details of PAN	Copy of the PAN
8	Sample designs for banners, standees, and brochures (if available)	Samples
9	Sample Kit Photo (if available)	Sample Kit Photo
10	Proposed food menu for 6 days	Details of proposed food menu for 6 days
11	Hotel options and sample accommodation details	Hotel options and sample accommodation details
12	Any other details	

NOTE: The Technical Proposal must not include any financial information regarding the Price which has to be submitted separately, failing which the Proposal will be rejected.

10.1 Preliminary Scrutiny

The University will scrutinize the offers received to determine whether they are complete and as per BID requirement, whether technical documentation as asked for and required, to evaluate the offer has been submitted, whether the documents have been properly signed

and whether items are offered as per the BID requirements. The University will inform the date, time and venue of presentation to the eligible firms, if required.

The proposals received by the University will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified below under the TECHNICAL PROPOSAL EVALUATION CRITERIA. The Bids which are securing the technical score of 15 or more marks out of a total of 25 marks shall be considered as technically qualified.

10.2 Technical Bid Proposal Evaluation Criteria

The technical proposal will be evaluated based on predefined criteria, and a score will be calculated as the predefined weightage outlined as follows:

Sr. No.	Particulars of Indicator Criteria for Evaluation	Maximum Eligible Marks for Evaluation
1.	Overall Profile of the Firm	Maximum 10 Marks Maximum 5 Marks for the Head Office or the Branch Office in Mumbai or Pune /3 Marks for the Head Office or the Branch Office in Maharashtra/ 1 Mark for the Head Office or the Branch Office in out of Maharashtra within India. Maximum 5 Marks for Profile of Company / Firm / Institution, its Partners, scale, profitability of operations, work experience, turnover, capabilities etc. will be taken into account. Presence in India - number of offices and permanent manpower.
2	Relevant experience	Maximum 15 Marks 05 Marks for each managed event up to a maximum of 15 marks

10.3 Evaluation of Financial Bid Proposal

Financial Bid proposals of only those firms who are technically qualified shall be opened on the date and time specified in the Datasheet. Lowest Price Bid shall be considered without any further negotiation subject to fulfilment of minimum eligibility Technical Evaluation Score of 15

The University will correct any computational errors in financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount (Inclusive of Taxes & administrative / service charges), or between word and figures, the former will prevail.

After opening of financial proposals, Bidder who scored highest in Techno-commercially score will be Eligible Bidder to be declared as successful and be eligible for award of the work. The method of selections are described in the Data Sheet.

Bidders are requested to visit our website regularly for any amendment / addendum corrigendum / extension until last date.

The maximum of 25 Marks are considered for the Financial Score, the Lowest Bidder shall be considered eligible for 25 Marks. The Commercial Bid shall be submitted in the Proforma Prescribed at **Annexure III**:

Accordingly, the combined score under the Commercial Bid will be calculated.

10.3.1 Techno-Commercial Evaluation Criteria

This will be a techno commercial evaluation and accordingly the technical evaluation will have 50% weightage and Commercial Bid evaluation shall have 50% weightage. These weightages shall be taken into consideration for arriving at the Successful Company / Firms / Institutions.

Two Bid System

The Bidder shall submit Technical Bid as per the Annexure – II and Commercial Bid as per Annexure III separately, Commercial Proposal with a detailed cost breakdown to be submitted in a separate envelope in the prescribed format as per the **Annexure - III**)

11. Submission Details

- **Last Date for Submission:** 23.06.2025, 5.00 PM
- **Submission Mode:** Hard copy submission in a sealed envelope.
- **Contact Person:** Dr. Mahesh Koltame- 9923917066

Annexure-I – Campus-wise List of one day Short Courses

Sr. No.	Short Courses Title	Sanction amount	Target beneficiaries	Days	Campus	Tentative Period
1	Short course for faculty: Research Methodology and Statistical Analysis	50000	25	1	Juhu	July 2025
2	Short course for faculty: Research Methodology and Statistical Analysis	50000	25	1	Pune	June 2025
3	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Churchgate	August 2025
4	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune	August 2025
5	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Juhu	August 2025
6	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune	August 2025
7	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune	August 2025
8	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Juhu	August 2025
9	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune	August 2025
10	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Chundrapur	July 2025
11	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Pune	July 2025

12	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Churchgate	July 2025
13	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	July 2025
14	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	July 2025
15	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	November 2025
16	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	November 2025
17	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	December 2025
18	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu	December 2025
		900000	400	18		

ANNEXURE – II
PRESCRIBED PROFORMA FOR TECHNICAL PROPOSAL

A. General Information

1. Name of the Agency/Firm/Institution: _____
2. Registered Office Address (Address Proof should be attached): _____

3. Contact Person Name: _____
4. Designation: _____
5. Contact Number: _____
6. Email ID: _____
7. Website (if any): _____

B. Registration and Legal Documents

8. Year of registration: _____ Number of Years Since Establishment: _____
9. Registration Certificate (Attach Copy): ☐ Enclosed
10. Registration Certificate under the Shop Act ☐ Enclosed
11. PAN Card (Attach Copy): ☐ Enclosed

12. GST Registration Certificate (if applicable): ☐ Enclosed ☐ Not Applicable

C. Experience and Work Credentials

13. Number of years in operation:

14. Experience in Educational Events (minimum 5 events):

- Event 1: _____ with value over Rs.

- Event 2: _____ with value over Rs.

- Event 3: _____ with value over Rs.

15. Client Testimonials and Work Orders (Attach Copies): ☐ Enclosed

D. Service Capabilities

16. Service coverage across campuses: ☐ Churchgate ☐ Juhu ☐ Pune

17. Availability of registered office in Mumbai/Pune or nearby area: ☐ Yes ☐ No

18. Ability to provide GST invoice: ☐ Yes ☐ No

E. Proposed Deliverables

Sr. No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be uploaded)	Tick if Enclosed
1.	The firm's headquarters should be located in Mumbai, Maharashtra, with, a branch office preferably in Pune, or vice versa."	Address Proof	<input type="checkbox"/>

2.	Compulsory Conditions: Registration Details Existence for a minimum period of Five Years	Copy of Registration Certificate of Company / Partnership Deed of Firm / Agency / Institutions with profile and credentials	<input type="checkbox"/>
3.	Experience Certificates / Successful Executed Work Orders/ Testimonials	Experience Certificates / Work Orders – Minimum 3 with value over Rs. 200000/ Testimonials for verification.	<input type="checkbox"/>
4.	As on date, bidder should not be debarred or black listed by C and AG or any State or Central Government department or organization, board or any other government agency	A self-certificate to that effect	<input type="checkbox"/>
5.	GSTIN Certificate	Copy of the Certificate	<input type="checkbox"/>
6.	Registration Certificate under Shop Act	Copy of the Certificate	<input type="checkbox"/>
7.	Details of PAN	Copy of the PAN	<input type="checkbox"/>
14.	Sample designs for banners, standees, and brochures (if available)	Samples	<input type="checkbox"/>
15.	Sample Kit Photo (if available)	Sample Kit Photo	<input type="checkbox"/>
16.	Proposed food menu for 6 days	Details of proposed food menu for 6 days	<input type="checkbox"/>
17.	Hotel options and sample accommodation details	Hotel options and sample accommodation details	<input type="checkbox"/>
18.	Any other details		<input type="checkbox"/>

F. Financial Proposal (To be submitted in a separate sealed envelope)

Itemised Financial Quote with Administrative/Service Charges and Taxes as per **ANNEXURE –**

III: ☐ Enclosed in a Separate Envelope

G. Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge. I understand that any false or misleading information may result in disqualification.

This is to certify that, as on date, the bidder has not been debarred or blacklisted by the Comptroller and Auditor General of India (C&AG), or by any State or Central Government department, organization, board, or any other government agency.

Signature of Authorized Person

Name: _____

Date: _____

Seal/Stamp of Agency: _____

NOTE: The Technical Proposal must not include any financial information regarding the Price which has to be submitted separately, failing which the Proposal will be rejected.

ANNEXURE – III

PRESCRIBED PROFORMA FOR COMMERCIAL QUOTE

Sr. No.	Short Courses Title	Sanction amount	Target beneficiaries	Days	Location	*Total Consolidated Cost for 6 Courses of 50 Nos. Participants - Campus-wise (in Rupees)		Percentage of Administrative / Service Charges and GST already included in the Total Consolidated Cost Per Course - (in Percentage)	
						Mumbai	Pune	Admin / Service Charges	GST
1	Short course for faculty: Research Methodology and Statistical Analysis	50000	25	1	Juhu				
2	Short course for faculty: Research Methodology and Statistical Analysis	50000	25	1	Pune				
3	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Church gate				
4	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for	50000	25	1	Pune				

	Research scholar also)								
5	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Juhu				
6	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune				
7	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Pune				
8	Short courses for faculties: Proposal Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)	50000	25	1	Juhu				
9	Short courses for faculties: Proposal	50000	25	1	Pune				

	Writing, Ethics, Plagiarism, Research documentation & Publication etc. (for Research scholar also)								
10	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Chundrapur				
11	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Pune				
12	Short courses for faculty, Digital Literacy - Application Software Training Programs for staff	50000	25	1	Church gate				
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14	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu				
15	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu				

16	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu				
17	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu				
18	Short courses for faculty: Hands-on Training on Analytical Instruments	50000	25	1	Juhu				
		900000	400	18					

I hereby declare that all the terms and conditions related to the present Bid are unconditionally accepted to me & I shall abide by the same.

Signature of Authorized Person

Name: _____

Date: _____

Seal/Stamp of Agency: _____