

Campus Office Pune,
Maharshi Karve Vidya Vihar,
Karve Road, Pune 411038
Phone: +91 20 25421678
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SNDT Women's University
श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
Dr. Sheetal More
Professor
Campus Coordinator (Pune)

Ref. No. : Campus Office/Maintenance/2026-27/

Date: - 13.04.2026

Subject: - Request for quotation SNDT WU Pune Campus Garden Maintenance

Respected Sir/Madam,

The Institute wish for SNDT WU Pune Campus Garden Maintenance Services.

Name of Item	SNDT WU Pune Campus Garden Maintenance
Venue of Submission	Campus Office, SNDT Women's University, Pune-411038
To be Addressed to	Campus Coordinator, Campus Office, SNDT Women's University, Pune-411038
Contact No.	--
Deadline of Submission	21.04.2026
Quantity and Technical Specification	<ol style="list-style-type: none">1. Gardener for monthly basis:<ul style="list-style-type: none">- Male/Female gardener for monthly maintenance- Task planning and supervision2. Expert guidance and supervision:<ul style="list-style-type: none">- Monthly visit by expert for guidance and supervision- Task planning and management of garden space3. Admin and operation charges:<ul style="list-style-type: none">- Monthly admin and operational costs4. Garden maintenance materials:<ul style="list-style-type: none">- Organic manure, lawn fertilizer, organic pesticides- Saplings (approx. 10 numbers, low cost)- Fuel for gardening equipment5. Organic pesticides spray:<ul style="list-style-type: none">- Monthly organic pesticides spray (humic acids, bio enzymes, NPK nutrients, etc.)6. Lawn moving and cutting:<ul style="list-style-type: none">- Once in 3 months, or as needed- Machine provided by agency (including petrol)7. Tool maintenance:<ul style="list-style-type: none">- Maintenance cost for gardening tools8. Grass cutting by brush cutter machine:<ul style="list-style-type: none">- Monthly charges for year-round cleaning- Special attention during rainy season- Machine maintenance, petrol, and other necessary materials

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Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	SNDT WU Pune Campus Garden Maintenance	03 Set			

Instructions: *Dates mentioned here, are 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.

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 envelopes. 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.

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, Pune. 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 :

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 Chartered Accountant should be enclosed.

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General Conditions:

1. **Scope of Work:** The service provider will provide garden maintenance services as outlined in the scope of work.
2. **Duration:** The contract will be valid for 1 year from the date of commencement.
3. **Payment Terms:** The client will pay the service provider a quarterly fee
4. **Services Included:** The services included are as outlined in the scope of work, including but not limited to:
 - Gardener services
 - Expert guidance and supervision
 - Admin and operation charges
 - Garden maintenance materials
 - Organic pesticides spray
 - Lawn mowing and cutting
 - Tool maintenance
 - Grass cutting by brush cutter machine
5. **Exclusions:** The following are excluded from the scope of work:
 - Major repairs or replacements of garden infrastructure
 - Removal of large trees or debris
 - Specialized services not mentioned in the scope of work
6. **Client Responsibilities:**
 - Provide access to the garden area
 - Ensure water and electricity supply is available
 - Notify the service provider of any issues or concerns
7. **Service Provider Responsibilities:**
 - Provide qualified and trained staff
 - Ensure all work is done to a satisfactory standard
 - Comply with all relevant laws and regulations
8. **Termination:** Either party may terminate the contract with 30 days written notice.
9. **Dispute Resolution:** Any disputes will be resolved through Registrar, SNDT Women's University, Mumbai

Thank you,

Yours faithfully


Dr. Sheetal More

Campus Co-ordinator
SNDT Women's Univ. Campus, Pune-38.