SNDT WOMEN'S UNIVERSITY
PARIKSHA BHAVAN
Sir Vithaldas Thackersey Vidyavihar
Juhu Road, Santacruz (West), Mumbai – 400 049.

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
परीक्षा भवन
सर विठ्ठलदास ठाकरसी विद्याविहार
जुहू रोड, सांताक्रूझ (पश्चिम), मुंबई – ४०० ०४९.

Ref.No.:Exam/Accounts/Quotation/2026-27/257 Date: 12.11.2026

Sub.: Quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-2027 at the Pariksha Bhavan.

Madam / Sir,

Sealed quotations are invited for quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience for the period of 2026-2027 at the Pariksha Bhavan. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to The Director, Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 on Friday, 20th November, 2026 on or before 04:30 p.m.

(I) The Technical Bid should be as follows:

1. Scanned and certified copy of Company Profile of vendor:
   Covering letter with details of bidders, address, name of proprietor, telephone number, 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. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR copy will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding maintenance of computer and printers in core business for ANY Four years (due to pandemic period of 1 year) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
10. Annual Related Party Declaration

(II) The Financial Bid should be as follows:

1. Mentioning including all taxes
2. Undertaking as Annexure – A.

The Director, Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.

(Dr. Sanjay Nerkar)
Director,
Board of Examinations and Evaluation

Invitation for Quotations

Quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-27 at the Pariksha Bhavan.

Ref.No.: Exam/Accounts/Quotation/2026-27/257 Date: 12.11.2026

Sealed quotations are invited quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-2027 at the Pariksha Bhavan. 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 thereof.

Name of Item	**Quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-2027 at the Pariksha Bhavan.**
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
To be Addressed to	The Director, Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
Contact Telephone	022-20861745/022-26608462/93
Deadline of submission	Friday, 20th November, 2026 on or before 04:30 p.m.

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notifies 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: www.sndt.ac.in

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes. On each envelope 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: Technical Bid.

The envelope must contain:

1. Scanned and certified copy of Company Profile of vendor:
   Covering letter with details of bidders, address, name of proprietor, telephone number, 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. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR copy will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding maintenance of computer and printers in core business for ANY Four years (due to pandemic period of 1 year) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
10. Annual Related Party Declaration

Envelop No.2: Financial Bid.

The envelop must contain:

1. Mentioning including all taxes
2. Undertaking as Annexure – A.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-2027 at the Pariksha Bhavan** in the following prescribed proforma (Annexure A):

(Offer should filled on letter head)
Annexure A

Ref.No.: Date:

To,
The Director,
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai – 400 020.

Sub.: The Quotation for Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2026-2027 at the Pariksha Bhavan, Financial Bid.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1.	Comprehensive Annual Maintenance Contract for 45 Computers and 28 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience. **Term And Conditions:** 1) The total AMC Charges will be paid in 4-quarterly instalments after completion of each quarter and submitted the bill alongwith quarterly report. 2) Improper work and misbehave of resident engineer should be terminated with immediate effect, if it is not resolved amicably. 3) The vendor shall not sub-contract with any other party / parties. The vendor shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable. 4) If the Vendor wants to leave before the contract, is over, One month notice period should be given by the vendor. 5) The University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the vendor. 6) The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and subject to jurisdiction of the Courts of Law, in Mumbai.	45 Computer and 28 Printer with resident engineer				

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
	7) The vendor shall have to inform the Examinations Section of the S.N.D.T. Women's University, Santacruz (W), Mumbai 400049, and take permission for taking any part of computer and printer out of the university premises in writing for repairing of computer and printer. 8) Any deficiency in the service delivery or breach of any terms and conditions shall render the vendor liable for termination of the contract. 9) The vendor shall adhere with all seriousness to the time schedule provided by the S.N.D.T. Women's University, Mumbai. 10) **The Rate will be reduced if computer count in working condition is lesser than 45.** 11) The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, octrai and insurance cost, if any, and will not be altered under any circumstances. 12) The rates of contract shall remain firm and shall not be subject to escalation whatsoever reason during the performance of the contract. 13) Penalty up to 10% of the contract value shall be levied for the delay in supply of the material or deficiency in the service, as per the rules prescribed in the Maharashtra Public Universities Act, 2016 and the Maharashtra University Accounts Code, 2012.					
	Total Rs.					

UNDERTAKING :

I /We have read the terms and conditions of the tender and I / We hereby agree to agree to abide by the same.

Seal of the Tenderer Signature of the Tenderer

Date :

General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
2. The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
3. Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.
4. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
5. The University reserves the right to reject the quote in whole without assigning any reason thereof.
6. **Payment:** The total AMC Charges will be paid in 4-quarterly instalments before completion of each quarter and submitted the bill alongwith quarterly report. No advance will be paid. TDS will be deducted as per rules.
7. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.
8. The rate validity will be upto 45 days from the date of submission deadline.
9. All necessary documents of computer / printer to be handed over to the Exam Accounts department, Juhu campus.

(Dr. Sanjay Nerkar)
Director,
Board of Examinations and Evaluation