



Date: 13.07.2026

Ref.No.: Exam./Quotation/2026-27/

Sub.: Quotation for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.

Madam / Sir,

Sealed quotations are invited for quotation for **New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.** 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 or before 23 July, 2026 (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 will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding books in core business for ANY 3 years (due to pandemic period of 2 years) 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.

(II) The Financial Bid should be as follows:

- a. Mentioning including all taxes
- b. Undertaking as Annexure - A.

Pariksha Bhavan, 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

1. Quotation for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.

Ref.No.: Exam/Accounts/Quotation/2026-27/

Date: 13.07.2026

2. Sealed quotations are invited for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.

The Venders 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 New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.
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	022-26615159
Deadline of submission	Monday, 23 th July, 2026 upto 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 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: www.sndt.ac.in

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

The quotations are invited for the following products:

Sr. No.	Particulars
1)	1. Quotation for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.

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 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: Technical Bid.

The envelop 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 will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding Packing and Courier Charges for distribution of answerbooks in core business for ANY 4 years (due to pandemic period of 1 years) 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.

Envelop No.2: Financial Bid.

The envelop must contain:

1. The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The **Quotation for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.**

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

-3-
 (Offer should filled on letter head)
 Annexure A

Date:

Ref.No.:

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

1. Sub.: Quotation for New chair purchase for Pariksha Bhavan 40 Chair for the period of 2026-2027 at the Women's University.

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.)	G S T	Grant Total Amount with GST (In Rs.)
I	Director Cabin Chair -1 chair(Bentley) Officer Class - I - 2 Chair (Vito) Officer Class - II - 2 Chair(Sleek Tripal) Sleek Double/Maxon Head clerk/Jr.Acct -5 Chair (Prince/robo/Tom) Clerk - - 30 Chair (Audi)	40				

UNDERTAKING :

Signature of the Tenderer

General Conditions:

- Scanned by  Camera Scanner



the Colleges, Institutions / Head of the University Departments and Superintendent of Examinations.

11. The vendor has to obtain the necessary permission and approval for dispatching the answer books by Air.
12. The list of the examinations centres will be provided to the vendor.
13. The vendor has to submit the agreement on non-judicial stamp of Rs.100/- stating security, confidentiality and on-time delivery should be maintained.
14. The vendor has to take all required safety measures for the delivery of the answer-books to all the examinations centres. If the safety measures are not taken and any compliant received from the Principal of the Colleges, Institutions / Head of the University Departments and Superintendent of Examinations the University will be compelled to terminate the work allotted to the vendor.

(Dr Sanjay Nerkar)
Director,

Board of Examinations and Evaluation