

# S.N.D.T. Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन्स,  
चर्चगेट, मुंबई - ४०० ०२०.

Website : sndt.ac.in

A+ Grade (CGPA 3.27)

Ref. No.: Accounts/2025-26/

Date:14/03/2026

## INVITATION FOR QUOTATIONS FOR SUPPLY OF STATIONERY & PARTICIPANTS KIT ITEMS FOR NATIONAL CONCLAVE

Sealed quotations are invited from eligible vendors / suppliers for the **supply of Stationery & Delegate Kit Items** for the **National Conclave** to be held at **SNDT Women's University, Pune Campus** on **27th and 28th March 2026**. The vendors / suppliers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The supply shall include **Stationery & Participants Kit Items** for conference participants / delegates. Failure to furnish all the information required in the quotation may result in rejection of the quotation. The University reserves the right to reject any quotation, wholly or partly, without assigning any reason thereof.

### Quotation Details

Particulars	Details
Name of Item / Service	Supply of Stationery & Participants Kit Items for National Conclave
Event Dates	27th and 28th March 2026
Services Required	Eco-friendly Jute Folder / Bag with Event Logo Print, Pen, Notebook, Pen Drive (32 GB) (Details attached)
Venue of Submission	S.N.D.T. College of Education, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
To be Addressed to	The Registrar, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
Contact Telephone	9850434589
Deadline of Submission	21st March 2026 up to 5.00 PM

### Instructions

1. Dates mentioned herein are the scheduled dates for the National Conference. Any changes in the dates of submission and processing shall be notified in the **Quotations / Tenders** section on the University website.
2. Quotations should clearly mention all the technical specifications, item details, quality specifications, rates, taxes, and terms & conditions mentioned in this document.
3. To view quotation notices, kindly visit the official website of **SNDT Women's University, Mumbai**: [www.sndt.ac.in](http://www.sndt.ac.in)

The quotations are invited for the following services:

### **Stationery & Participants Kit Items**

The quotations are invited in **two parts under the Three Envelope System**. The **Technical Bid** shall be enclosed and sealed in **Envelope No. 1**. The **Financial Bid / Schedule of Rates** shall be filled in and enclosed in **Envelope No. 2**. Both the sealed envelopes shall be kept in **Envelope No. 3**, which shall be large enough to contain both envelopes.

On each envelope, the name and address of the bidder, along with the contact number, shall be clearly written. The name of the bidder / supplier / firm should be mentioned on the top of the envelope. The final quantity may vary at the time of placing the final purchase order.

### **Envelope No. 1: Technical Bid**

The envelope must contain:

1. **Covering Letter** with details of the bidder / supplier, including:
  - o Name of Firm / Proprietor
  - o Full Address
  - o Contact Number / Mobile Number
  - o E-mail ID
  - o Signature and Seal

In case of a partnership firm, the name and address of partners along with a copy of the **Partnership Deed** should be enclosed.

2. **Type of Business Entity:**  
Supplier / Dealer / Authorized Distributor / Stationery Vendor / Any Other (to be specified)
3. **Certified Copy of GST Registration Certificate**
4. **PAN Card Copy**
5. **List of Major Clients / Institutions Served** (minimum 3)
6. **Work Experience Certificate / Supply Orders / Completion Certificate** (at least from one client)
7. **Authorization / Dealership Certificate**, if applicable (especially for branded Pen Drives)
8. The details about the **item specifications, quality standards, brand details (wherever applicable), delivery schedule, and supply arrangements** should be submitted in the prescribed format on the **letterhead of the bidder** or with the **bidder's seal and signature** as follows:

### **Stationery & Participants Kit Items**

<b>Sr. No</b>	<b>Item Description</b>	<b>Quantity</b>
<b>1</b>	<b>Eco-friendly Jute Folder / Bag with Event Logo Print</b>	<b>200 Nos</b>
<b>2</b>	<b>Pen</b>	<b>200 Nos</b>
<b>3</b>	<b>Notebook</b>	<b>200 Nos</b>
<b>4</b>	<b>Pen Drive (32 GB)</b>	<b>200 Nos</b>

## Additional Technical Requirements

### The bidder should clearly mention the following in the Technical Bid:

- Whether the Eco-friendly Jute Folder / Bag will be supplied with event logo printing
- Material, size, and quality details of the Jute Folder / Bag
- Brand and quality specifications of Pen
- Size / page quality / binding details of Notebook
- Brand, storage capacity, warranty, and technical specifications of Pen Drive (64 GB)
- Delivery schedule and timeline for supply before the conference
- Assurance regarding quality, proper packaging, and timely delivery
- Replacement policy for damaged / defective items, if any
- Envelope No. 2: Financial Bid
- The envelope must contain:
- The Financial Bid shall be submitted in the prescribed format on the letterhead of the bidder.

### Financial Bid Format

Sr.No	Item / Service Description	Rate Per Unit	Taxes	Approx. Quantity	Total Estimated Cost
1	Eco-friendly Jute Folder / Bag with Event Logo Print			200	
2	Pen			200	
3	Notebook			200	
4	Pen Drive (64 GB)			200	
	<b>Grand Total</b>				

### Financial Bid Terms & Conditions

1. The rate quoted should be inclusive of all charges, including item cost, printing charges (for logo printing), packing charges, transportation charges, delivery charges, loading / unloading charges, and any other incidental expenses.
2. Taxes / GST, if applicable, should be clearly mentioned in the quotation.
3. The final quantity may vary at the time of placing the final purchase order / work order.
4. The supplier shall ensure timely delivery of all items at SNDT Women's University, Pune Campus before the conference dates.
5. The quoted rates shall remain valid for 45 days from the date of submission deadline.
6. The bidder shall provide good quality materials, proper packaging, and ensure that all items are delivered in usable condition.
7. In case of defective / damaged / non-functional items (especially Pen Drives), the supplier shall replace the same immediately without any extra cost.

8. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity; and finalize the order as per institutional requirements.

**Envelope No. 3**

**Envelope No. 3 shall contain:**

- Envelope No. 1 – Technical Bid
- Envelope No. 2 – Financial Bid
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**The superscription on Envelope No. 3 should be:**

**“Quotation for Supply of Stationery & Delegate Kit Items for National Conclave (27th & 28th March 2026)”**



**Prof. Vilas Nandavadekar  
Registrar,  
SNDT Women's University,  
Churchgate, Mumbai -20.**