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**Prof. Sangita Shirode**  
Principal (Addl.Charge)

NAAC "A" Grade Re-accredited in 2017

Ref No./ Accounts/ 2025-26/ 696

Date :- 27.01.2026

### **Invitation for Quotations for Purchase of Computers**

Sealed Quotations are invited for purchase of Computers to be required at S.N.D.T College of Education, Pune. 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.

<b>Name of Item</b>	<b>Computer</b>
<b>Venue of submission</b>	S.N.D.T College of Education, SNDT Women's University, Pune Campus, Karve Road Pune 411038.
<b>To be Addressed to</b>	Principal, S.N.D.T College of Education, SNDT Women's University, Pune Campus, Karve Road Pune 411038.
<b>Contact Telephone</b>	9423562583
<b>Deadline of Submission</b>	03 <sup>rd</sup> February 2026 up to 5.00 PM

#### **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](http://sndt.ac.in)) below the respective quotation.

To view Quotation Notice, kindly visit following website of **SNDT Women's University, Mumbai**: [sndt.ac.in](http://sndt.ac.in) Quotations should clearly mention all Technical Specifications mentioned in this document.

The quotations are invited for the following products:

**Computers:**

The quotations are invited in two parts under Three 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 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 bidder shall be written. On the top of it envelop name of the bidder should be mentioned. The Quantity of Computers may vary at the time of placing of order.

**Envelop No.1:** The envelope must contain:

1. Covering letter with details of bidders: address, name of proprietor, telephone number and/or 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. Type of business entity: manufacturer/authorized dealer/reseller, any other (to be specified)
3. Certified copy of GST registration
4. PAN Card No
5. List of main clients (minimum 3)
6. Work experience Certificate/ Delivery Challan (at least from one client)
7. The details about technical specifications of product should submitted in the prescribed format as follows on the letterhead of the bidder or with the bidder's seal and signature:

<b>Sr. No.</b>	<b>Name of Item and Required Technical Specification and Standards</b>	<b>Bidder's Technical Specification and Standards, Brand Names and Model Numbers wherever applicable</b>
1.	Computers for Computer Lab	
	All in One Desktop (8 GB RAM/ 512GB SSD/Win11/Microsoft 365 Basic + Office Home 2024/3W*2 Speakers/5MP Camera/ wireless Keyboard & Mouse) 3 Year Warranty	

Please mention Brand/s and Model Number/s here: Brand

**Envelop No.2:** The envelope must contain:

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

ITEM (Brand Name and Model Number)	Rate Per Unit (INR)	Taxes (INR)	QTY (Total)	Total Estimated Cost (INR)
			05	

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

Free delivery, installation is required at S.N.D.T College of education, SNDT Women's University, Pune.

The rate validity will be up to 45 days from the date of submission deadline.

All necessary documents, manuals to be handed over to the S.N.D.T College of education, SNDT Women's University, Pune.

Packing and transport charges, transit insurance will be inclusive in the quoted rate.

*S. Shirode*  
Prof. Sangita Shirode  
**Principal (Addl. Charge)**  
S.N.D.T. College of Education,  
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