

**INVITATION FOR QUOTATIONS OF FOR THE PURCHASES
OF FOAM MATTRESS 3 X 6 FT. SNTD HOSTEL PUNE CAMPUS**

Sealed quotations are invited for providing **foam mattress 3 x 6 ft.** to be held at **SNTD Hostel, SNTD Women's University, Pune.** The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

Foam mattress 3 x 6 ft. 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	Foam Mattress 3 X 6 Ft.
Venue of Submission	Hostel In-charge, SNTD Women's University, Maharshi Karve Vidyavihar, Karve Road, Pune 411038.
To be Addressed to	Hostel In-charge, SNTD Women's University, Maharshi Karve Vidyavihar, Karve Road, Pune 411038.
Contact Telephone	020 25432297,9420707731
Deadline of Submission	13 th July, 2026 upto 5.00 PM

Instructions

1. Dates mentioned herein are scheduled dates for the **foam mattress 3 x 6 ft.** 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, rates, taxes and terms & conditions** mentioned in this document.
3. To view quotation notices, kindly visit the official website of **SNTD Women's University, Mumbai: www.sntd.ac.in**

The quotations are invited for the following services:

Foam Mattress 3 X 6 Ft:

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 / Firm** should be mentioned on the top of the envelope. The number of participants may vary at the time of placing the final order.

Envelope No. 1: The envelope must contain:

1. **Covering letter** with details of the bidder / catering service provider, including:

- Name of firm / proprietor
- Full address
- Contact number / mobile number
- E-mail ID
- 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:** Authorized Service Provider / Event Management / Event Setup / 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 / Work Orders / Service Completion Certificate** (at least from one client)
7. The details about the **foam mattress 3 x 6 ft.** should be submitted in the prescribed format on the letterhead of the bidder or with the bidder's seal and signature as follows:

Description:

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Foam Mattress 3 X 6 Ft.	100			

Additional Technical Requirements

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

Technical Bid:

- The following documents are required to be submitted under technical bid.
- The Company/Firm/Holding Company should have experience in respect of the supply of foam mattresses.

Envelope No. 2: 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 Description	Quantity	Rate Per Person / Unit (INR)	Taxes (INR)	Approx. Quantity / No. of Persons	Total Estimated Cost (INR)
1	Foam Mattress 3 X 6 Ft.	100				
Total in Figures						

Financial Bid Terms & Conditions

1. The rate quoted should be **inclusive of all charges**, including preparation charges, serving charges, manpower / service staff charges, transportation charges, packing charges, utensils / disposable items / eco-friendly serving material (if applicable), and any other incidental expenses.
2. **Taxes / GST**, if applicable, should be **clearly mentioned** in the quotation.
3. The **final number of participants/quantity** may vary at the time of placing the final work order.
4. The quoted rates shall remain **valid for 45 days** from the date of submission deadline.

5. The bidder shall provide **form mattress 3 x 6 ft.** during the event.
6. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity / number of persons; and finalize the order as per institutional requirements.
7. **Preference** will be given to Pune vendors, considering the event venue at Pune.

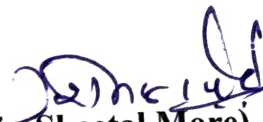
Envelope No. 3

Envelope No. 3 shall contain:

- **Envelope No. 1 – Technical Bid**
- **Envelope No. 2 – Financial Bid**

The superscription on Envelope No. 3 should be:

“Quotation for Foam Mattress 3 X 6 Ft. for SNTD Hostel, Pune”.


(Dr. Sheetal More)

Hostel In Charge

SNTD Women's University, Hostel, Pune -38

Hostel-In-charge

SNTD Women's Univ. Hostel, Pune-38