



**SNDT Women's University**

स्वतंत्रता प्रतिष्ठान संस्कार चारुबाग, विस्मय की University



Ref. No. Pune campus/EPBX/2018-19/

July 30, 2019

Sub: Request for quotation for non comprehensive AMC of EPBX System,

Sir/Madam,

The University wishes to give non comprehensive maintenance contract of its I-EPBX system installed at the Pune campus of the University. The details of the I-EPBX system are as follow:

**1. Eternity GE (IP-EPABX System)**

The quotations are invited in two parts under Three Envelop System. Technical envelope 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 tenderer shall be written in block letters. On the top of it envelop name of the tender should be mentioned.

The envelope should be addressed to the Registrar, SNDT Women's University, Campus Office, Maharshi Karve Road, Kothrud, Pune and submit along with following documents on or before **August 16, 2018 by 3.00pm.**

**Essential Qualification & Minimum criteria for the Eligibility:**

The technical envelope should contain the following documents. In the absence of the said documents, the commercial bid would not be opened.

- A. The applicant should have valid GST registration, PAN and required valid Permissions, if any on the date of submission of the tender.
- B. Should be in continuous existence in core business for the last five (5) Years. A certified copy of the valid Shop Act License should be enclosed.
- C. Should have minimum turnover of Rs.5,00,000/- (Rupees Five Lac Only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2016. A Certified copy of the Annual Audited Accounts for each year duly signed by the Chartered Accountant should be enclosed.

**Procedure for opening of quotations:**

The Tenders shall be opened in the presence of tenderers, if they who wish to be present and officers of SNTD Women's University, Mumbai. Sealed tender No.3 shall be opened first. It must contain two Envelops - Envelop No.,1 & 2. Envelop No.1 is technical envelope which will be opened first and if it contains all the papers required Envelop No.2, containing the schedule of rates shall be opened. If it is found that all the papers are kept together in single envelop ignoring instructions given above, the tender may be rejected forthwith.

**ENVELOP NO.1 : Must carry;**

1. Certified copy of GST registration
2. Pan Card No of the Bidder Company / firm
3. Services/ Experience Certificate.
4. Certified copy of the Annual Audited Accounts for three years duly signed by the Chartered Accountant should be enclosed.
5. Detailed information about Institution (Agency), name of proprietor, telephone no. In case of partnership firm name and address of the partners and copy of Partnership Deed.
6. List of clients

**ENVELOP NO. 2 : Must carry; Financial Bid**

The financial bid may be submitted in the prescribed format as above on the letter head of the bidder. Kindly give your sealed quotations on or before September 08, 2017 before 5.00pm. You are also requested to enclose the copy of the PAN and VAT Registration with the quotation.

Sr. No.	Description of material	No. of Unit	Rate for non comprehensive AMC for a year	Applicable taxes	Total price
01	Eternity GE (IP-EPABX System)	01			

*(Please use this prescribed format. Get this typed on your letterhead. Sign, seal and submit in separate envelope as require and submit on time.)*

Thank you,

*MM*  
*4-8-18*  
(Dr. Meena Kute)  
Registrar (Addl.Charge)