

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

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

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

Telegram : UNIWOMEN

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Finance&Accounts/2025-26 | 52

Date: - 23<sup>rd</sup> April 2025

**URGENT**

## **CIRCULAR**

To,

1. All Principals of the Colleges conducted by SNTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

**Sub: Revised Schedule for Quotation Opening Committee Meetings – Effective Immediately**

**Ref: i) Circular - Ac/Finance/2023-24/436 dated 28.08.2023**

**ii) Orders of Hon'ble Vice chancellor madam vide letter Finance&Accounts/2025-26/49 dated 05.04.2025**

Sir/Madam,

With reference to Circular No. Ac/Finance/2023-24/436 dated 28th August 2023, regarding the revised delegation of powers for the opening of quotations and Tender/GeM procedures, all concerned departments were duly informed. (A copy of the said circular is enclosed herewith for your ready reference.)

Further, in continuation of the above and as per the directions of the Hon'ble Vice-Chancellor, conveyed through Letter No. Finance&Accounts/2025-26/49 dated 5th April 2025, the following revised schedule for the Quotation Opening Committee meetings has been approved and shall be implemented **with immediate effect**:

1. The Quotation Opening Committee shall meet once every 15 days. Departments with pending tenders/quotations must schedule their cases to be considered on the designated day.
2. Campus-wise scheduling shall be followed as under:
  - i) **Churchgate Campus:** Meetings may be scheduled during the 1st and 3rd weeks of the month.

ii) **Juhu Campus:** Meetings may be scheduled during the 2nd and 4th weeks of the month.

3. In case of any urgent requirement at the Juhu campus, the quotation opening process may be conducted at the Churchgate campus.

Please note that the above revised procedure **will not be applicable in the case of PM USHA works.**

You are requested to take note of the revised procedures and ensure compliance in all relevant matters. Your cooperation in streamlining the quotation opening process is greatly appreciated.

  
(Vikas Vinayak Desai)

Finance and Accounts Officer

Copy submitted to:-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai – 400 020.
2. The Dean, Faculty of Humanities, S.N.D.T. Women's University, Mumbai – 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai – 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.
5. Director, Innovation, Incubation and Linkages
6. Director Physical Education and Sports
7. All Deputy Registrars, Assistant Registrars
8. University Engineer
9. Deputy Finance and Accounts Officer
10. Assistant Finance and Accounts Officer
11. Accountant
12. Asst. Dean of Students
13. Secretariats of Hon. Vice-Chancellor, Pro.Vice-Chancellor, Registrar, DOEE.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section – Standing Order File.