



SHREEMATI NATHIBAI DAMODAR THACKERSEY

## WOMEN'S UNIVERSITY

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### Circular

1. All Principals of the Colleges conducted by SNTD Women's University.
2. All Directors /Heads/ Co-ordinators/ Incharge of the University Departments at Churchgate, Juhu and Pune campus.

### **Subject: Procedure for invitation & finalisation of Quotation/Tender**

As per the Maharashtra Universities Account Code the procedure for inviting Quotations/Tenders has been laid down in Rule 4.6.3, 4.6.4, 4.6.5 & 4.6.6. Further as per Rules for the procurement of goods or services, where an aggregate value is above Rs. 1,00,000/- Tenders need to be invited & where an aggregate value is less than Rs. 1,00,000/- then Quotations to be called for.

2. Quotations/Tenders are also required to be invited for fixing the departmental annual rate contract or quantity contract for the various items like Xerox, printing & stationery, hire of vehicle & consumable material etc. required for the projects or academic programmes. It is economical as well as easy to enter into one time contract rather than to procure these items time & again by inviting Quotations/Tenders which is redundant process. Further the Central Purchase Organisation (e.g. DGS&D) or Industries Department of Govt. of Maharashtra conclude rate contracts with the registered suppliers, for goods and items of standard types, which are identified as common user items and are needed on recurring basis by various Central/State Government Departments or public institutions.

3. It has been noticed while granting Financial Approval that in most of the cases proper procedure has not been followed either while inviting Quotation or Tenders for procurement of various store material, equipments required for the office/ academic activities or while outsourcing of various services required to maintain the assets of the institution in the working conditions. Further it is also to be kept in mind that in respect of any budgeted item the splitting of procurement to avoid Tendering process is not permissible under the rules, since it results in unfair competition & also deprives the institution from the benefit of large/bulk purchases & getting competitive cost which may likely to cause notional loss. Therefore the purchases shall not be split up to avoid the sanction from higher authority with reference to the total value of the orders.

4. In order to overcome the shortcomings & the delay in the existing processes of inviting Quotation or Tender and to ensure timely utilization of the budgetary provisions vis-à-vis meeting the functional requirements of the store material under various academic programmes, a need was felt to simplify and streamline the process of inviting Quotations /

Tenders. Therefore the issue of streamlining the procedure of invitation & finalisation of Quotation/Tender by issuing standard guidelines was under active consideration. In view of the provisions in the rules prescribed under the Account Code it is advised that while inviting Quotations / Tenders it should be first ensured that there is sufficient budget provision & the necessary administrative approval has been obtained for the procurement as per the circular guidelines (Circular No. FAO/CR-1/2012-2013/286 dated. September-2012) along with necessary approval of the respective Technical Committee.

#### **5. Procedural Guidelines / General Principles regarding invitation & finalisation of Quotation / Tender.**

The following procedural guidelines / general principles be strictly adhered to while inviting Quotations / Tenders.

- a) All Quotations & Tenders related to purchase of material or outsourcing of services shall be called after obtaining the Administrative Approval / Approval of the concerned Technical Committee. All the purchases of books and journals shall be placed before purchase committee for approval.
- b) All Quotations & Tenders related to purchase of store material/ equipment etc or outsourcing of services shall be called after verifying that there is no idle material in stock or parallel service contract is not in existence and there is no possibility to meet the requirement of the department from any source available at SNTWU.
- c) Further before invitation of Quotation/Tenders it should also be ensured that the items are not available on Government of Maharashtra Rate Contract ([www.maharashtra.gov.in](http://www.maharashtra.gov.in)) as well as on DGS&D Rate Contract ([www.dgsnd.gov.in](http://www.dgsnd.gov.in)) the information available in the said regard is provided with detailed specification of the various range of products & specification suitable can be considered at the most economical rate to save time & cost. The Quotation/Tender Opening Committee shall follow these rate contracts to the maximum extent possible for commonly required items.
- d) Tender/ Quotation shall be invited after finalizing minimum specification and as per the specifications finally approved by the Technical Committee and only after the completion of preliminary requirement like civil work or electrical work etc. to ensure effective use of the store material / equipment. Items to be procured should have been clearly defined in terms of their specification i.e. measurement, size, colour, nature of the items such as wooden/steel/mica or gauge etc.
- e) Wherever possible concerned department of the SNTW University may be asked to provide the required articles or the required services on payment basis to retain internal earnings.
- f) Material shall be considered for purchase only after ascertaining the present stock of material available with the section/department. While purchasing equipment, the utility of similar equipment if already available with the department/other



department shall be ascertained. The old equipment shall be used if its repair is feasible and economical.

- g) The limits of purchase laid down in the Appendix refer to single article or number of similar articles to be purchased at a time therefore the items like stationary, furniture, equipments, books, etc shall be considered as an individual item & the sub items under the above items shall not be considered as the individual item e.g the group of all the stationary articles like Pen, Pencil, Paper, etc shall be considered as a single item as stationary.
- h) While ascertaining requirement of material/equipment, name of the specific company and model shall not be stated, only technical or generic specifications shall be given. The purchase indent shall be prepared only for the items required for immediate need to avoid unnecessary inventory.
- i) Purchase process shall be initiated only after taking into consideration the type of each material Proposal for centralized purchases shall be prepared taking into consideration the requirement of each type of material required by various sections and departments in a year, availability of budgetary provision etc. and after the approval of concerned Committee and administrative approval of competent authority.
- j) Articles of proprietary/special or unusual characters can be purchased directly from the specific/sole manufacturer or dealers by calling the Quotations & giving the justification for proprietary item. If there are number of firms dealing with the particular item, the quality will be ascertained and after necessary comparison, sealed Tender/ Quotation (as the case may be) shall be called by the concerned department / store section & purchase shall be effected at the lowest rate, as far as possible, keeping in view the quality and the suitability of the articles required.
- k) Proposals relating to purchase of equipment shall be first routed through technical committee, as mentioned in Appendix III. Tender/ Quotation shall be invited only after finalizing specification and the approval of Technical Committee and after the completion of preliminary requirements like civil work or electrical work.
- l) In the case of articles frequently required throughout the year, viz., stationery, hardware material etc., it is desirable to enter into Annual Rate Contract or contract for such a smaller period as may be considered necessary to avoid calling for Tenders / Quotations every now and then. The purchase rate accepted in such running contracts will be in force during the given period. Due to the consolidation of the requirements, the rates offered will usually be more competitive and favourable to the University.
- m) As far as possible, it shall be ensured that the requirements of various kinds of stores essential for each department are foreseen sufficiently in advance with a view to ensure that the normal rules for purchases are followed and to avoid the necessity of making emergent purchases at comparatively higher cost.

- n) Purchases should be made in transparent, competitive and fair manner. The time and date for submission of the Tender should be clearly indicated in the Notice and Tender. It should also be mentioned in the notice that the sealed Tenders received by the closing time will be opened on the same day, within one hour of the closing time in the presence of the Tenderers. In case of limited Tender, Tender notices should be sent only by registered post / speed post with acknowledgment due (not by certificate of posting) and proof of such dispatch should be shown to the Tender opening committee.
- o) Quotation inviting call letter shall be sent only after bearing despatch outward number through Speed Post/Registered Post, e-mail and notice inviting Quotation / Tender also to be published on the institute's web site. Proof of call letters dispatched shall be provided in the file for record & verification for consideration of the Financial Approval.
- p) Open / Global Tender enquires etc. should be published in at least one National Newspaper and the copies of the Tender notices should also be sent to the Indian Missions/Embassies of major trading countries in the case of imported stores.
- q) Quotation / Tender notices shall be put on website and e-mail address of organizations/suppliers for wide publicity & seek response.
- r) The date and time of receipt of Quotation shall be noted on the envelope of the Quotations received either by the HoD or any other responsible person.
- s) More than three sealed Quotations/Tenders/bids are must in case of open Quotation/ Tender enquiry. Mention of TIN/PAN in the comparative statement is must. Signature of the members of Purchase Committee with date is also must in the Comparative Statement, minutes/recommendations of the Committee, all original Quotations/Tenders and also in the concerned envelopes.
- t) Sealed Quotations/Tenders shall be opened only in the presence of members of the Quotation/Tender Opening Committee which shall be recorded in the minutes of the purchase committee.
- u) Quotation/Tender shall be opened within one hour after closure of the receipt of the Quotations/Tenders on the same day, if possible, in the presence of the members of the Quotation/Tender Opening Committee; in case of any of the members of the Quotation/Tender Opening Committee including Chairperson is not available on the prescribed date and time they should nominate another officer/faculty in their place to avoid any excuse delay in opening the Quotations/Tenders at the date and time prescribed. Presence of at least two members of the Quotation/Tender Opening Committee is must.
- v) Further the Equipment/Material delivered to the Store Section shall be recorded in the Central Dead Stock Register maintained at Store before the delivery to user department /section. It shall be the duty of the head of the Store Section to ensure that the material delivered is as per specifications mentioned in the supply order.



When material / equipment is delivered directly to a department/section the department/ section shall prepare inventory records. It shall be the duty of the head of the concerned Section/department to ensure that the material is as per specifications mentioned in the supply order and will forward a property record with all information regarding serial number, current location etc. to the Stock Verification Section.

#### **6. Procedure for purchase of material up to Rs. 5000/- without inviting Quotations**

Purchase of goods/ procurement of service valued up to Rs.5000/- on each occasion may be made without inviting Quotations / bids on the basis of a certificate to be recorded by the Faculty in-charge/HODs/Section Heads/Project Holders/Course Coordinators etc. in the following format. This may be met from Imprest account. A suitable stamp can be enface behind the bill.

"I, ..... am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price"

#### **7. Tender/Quotation Opening Committee**

a) To facilitate the opening of the Quotations in respect of the purchase of goods valued above Rs.5000/- and upto Rs.1,00,000/- a Local Committee of 3 members is constituted as follows:

- i) Faculty in-charge /HOD/Project Holder/Course Coordinator / Section Heads.
- ii) One member from the other department.
- iii) One member from the same department as suggested by the Faculty in-charge /HOD /Project holder/Course Coordinator / Section Heads.

The Faculty in-charge / HOD / Project Principal Investigator / Course Coordinator / Section Heads will be the convenor & Chairperson of the Quotation Opening Committee.

b) For the purchase of goods above Rs.1,00,000/- (both for limited Tender and open Tender the Tender Opening Committee is constituted as follows:

- i) HOD / Project Principal Investigator/Course Coordinator.
- ii) Dy. Finance & Accounts Officer /Asst. Finance & Accounts Officer /Accountant.
- ii) HOD from other department / Dy. Registrar or any other member as nominated by the Hon. Vice-Chancellor.
- iv) Two members from the same department.

The HOD / Project holder / Course Coordinator will also be the convenor & Chairperson of the Tender Opening Committee.

In the case of purchase of sophisticated item of equipment, one technical expert from outside the SNDTWU will be included in the Tender Opening Committee, if desired & with prior approval of the Vice-Chancellor.

**8. Procedural Guidelines for inviting & finalising the Quotations for Purchases and Services:**

- a) Quotations need to be invited for the procurement of goods or services, where an aggregate value of material or service is above Rs. 5,000/- & up to Rs. 1,00,000/-.
- b) In order to obtain competitive rates & reliable genuine product as far as possible the Quotations shall be called from the maximum firms / suppliers by obtaining information on the web preferably of the authorised dealers/ distributors of the product / services to be procured.
- c) Quotation Inviting Letter should ask for the following minimum commercial details from the Supplier:-

Sr. No.	Particulars of Service & Technical Specification	Period of Service/ AMC	Rate per Unit	Total Price Inclusive of all Taxes (In Rs. words & figures)

- d) Details of basic technical information to be asked for the Quotation & proforma thereof:

Sr.No.	Particulars	Details Number etc.	Attachment with Quotation
1.	Name & Address with proof		Yes / No
2.	Work Experience Certificate / Registration Certificate details		Yes / No
3.	Certificate of Dealership		Yes / No
4.	Sales Tax VAT Number		Yes / No
5.	Shop Act Licence Number		Yes / No
6.	I T PAN/TAN Number		Yes / No

- e) Proforma of general basic standard Terms & Conditions while inviting the Quotation:
- i) The sealed Quotation to be submitted on the office address on or before xxxx date during the working hours. Quotations received after the due date shall not be considered.
- ii) Conditional Quotations shall not be considered.
- iii) Right to accept any Quotation fully or partially shall be reserved by the undersigned.
- iv) Payment shall be made after inspection of the material & after the material is received in good condition within 15 days.
- v) Any defective material shall be rejected at any time found so during the inspection. Material to be provided at the Store/office at xxxxxxxxx.
- vi) Due penalty upto 10% of the total order value shall be deducted from the bill incase of delay or material is not provided within 10 days of work order.
- f) Proforma for details of Specification of Store Material / Equipment etc. to be provided in the Quotation invitation letter:



- g) Proforma for Details of Outsourcing of Service / AMC Contract to be provided in the Quotation invitation letter:

Sr. No.	Particulars of Item & Technical Specification	Quantity	Rate per Unit	Total Price Inclusive of all Taxes (In Rs. words & figures)

- h) Quotation Invitation Notice should be issued in the proforma – I prescribed in the said regard and said Quotation inviting letter to be issued through Outward Register bearing Outward Number for each of the Quotation Letter issued to the Supplier/ Vendor.
- i) Further the Quotations received if any on or before due date shall be first entered & received through Inward Register only bearing Inward Stamp & number & date preferably shall be recorded in the Central Inward and Outward Register.
- j) For consideration of the purchase of Store Material minimum three valid Quotations must have been received.
- k) The Quotations received shall be counted & marked in total number & strictly to be opened before the Departmental Committee or any other Committee specifically constituted headed by the HoD concerned. The each Quotation should bear the Stamp as "Opened Before Us on xxxx date" & shall bear signatures of the minimum 3 members before whom the Quotations were opened.
- l) The Comparative Statement shall be prepared keeping in mind both Technical Comparative Bid & Commercial Bid into account and submitted for approval of the Competent Authority after evaluating on Technical parameter.
- m) As far as possible, purchase of material/ equipment shall be effected through the lowest bidder who fulfils all the conditions & whose rates are reasonable in comparison with market rates only. If material is to be purchased from other than lowest or Quotations received that are less than three, after requotation invitation, it shall be purchased after the approval of the authority mentioned in Delegation of Powers upon certification by the concerned HoD about the reasonability of rates & good quality.
- n) Time Table to be followed for processing Quotation Enquiry is as follow:

Invitation letter for Quotation	Submission of Quotation	Opening of Quotation	Approval to Quotation	Work order
Within 10 days after grant of Administrative Approval	Within 10 working days	On same or Next Day	2-3 days	On the day of Approval

#### **9. Procedural guidelines for opening of Quotations:**

- i. The date and time (if necessary) of receipt of Quotations shall be noted on the envelope of the Quotations received either by the purchasers (HOD/PI) or any other responsible person. If the Tender is received in person, it should be put only in the Tender box kept in the custody of the Registrar or his representative (convenor of the committee).
- ii. After the last date and time prescribed, the sealed Quotations received shall be opened in the presence of Local / High level purchase committee members and the bidders available at the time of opening of Quotations notified in the Quotation call letter.
- iii. The local / high level purchase committee members shall put their signatures with the date in the envelopes of the Quotations received and the Quotations.
- iv. In case for any reason, any of the members including the Chairman of the Tender opening committee, is not available on the prescribed date and time, they should nominate another officer/faculty in their place. In any case, the available members (not less than two) should open the Tenders at the prescribed time and absence members should not be used as an excuse for delay in opening the Tenders.

All the concerned HoDs should adhere to the timetable as above to avoid procedural delay & procedure to invite & process Quotations to be completed under their supervision & signature.

#### **10. Procedural Guidelines for inviting & finalising the Tenders for Purchases and Services:**

- a) All purchases exceeding Rs.1,00,000/- for each item including services shall be made only after inviting sealed Tenders by giving wide publicity through newspapers and website and orders shall be placed with those firms whose offer is most beneficial. All Tenders shall be invited in Two Bid Envelop System i.e. Technical Bid & Commercial Bid as under:-
  - i. Technical bid consisting of all technical details along with commercial terms and conditions; and
  - ii. Financial bid indicating item-wise price for the items mentioned in the technical bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should be sealed and duly super scribed.
  - iii. The technical bids are to be opened by the Purchase Committee at the first instance and evaluated by them. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

#### **b) The Technical Bid & Commercial Bid should contain the specific documents**



**required to consider appropriate eligibility & generally the Tender Notice should have following minimum components of terms & conditions:**

Sr.No.	Specification	Page No.
<b>Section –I</b>	<p><b>Invitation for Bid</b></p> <p><b>a) The S.N.D.T.Womens' University, proposes to procure the material / services of the following description:</b></p> <p><b>b) Tender Form Fee shall be non-refundable</b></p> <p><b>c) The aforesaid material / services to be procured on the following terms and conditions:</b></p> <ol style="list-style-type: none"> <li>1. The Tenderer will have to give the security deposit of Rs.xxxxxxx (Rupees xxxxxx Only) interest free during the period of contract. The successful Tenderer shall have to pay Security Deposit before entering into Contract Agreement &amp; the said Security Deposit shall remain with the SNDTWU during the period of contract.</li> <li>2. The Tenderer shall not be entitled sub-contract with any other party/parties. The Tenderer will have to enter in to an agreement with the SNDTW University at the cost of the Tenderer &amp; shall bear the necessary stamp duty applicable to the agreement</li> <li>3. The University authority shall have right of termination/cessation of the contract at any stage on violation of any of the terms &amp; condition of the Contract &amp; in such case the Security Deposit shall be liable for forfeiture.</li> <li>4. The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and jurisdiction at the Mumbai.</li> <li>5. The Tenderer will have to inform the Department of xxxxxxxxSNDT Women's University, Mumbai, whenever any uploading/downloading or construction activity is to be carried out in regard to said supply of material / service and any damage arising out of the above activity has to be repaired by the Tenderer.</li> <li>6. The Tenderer must cart away all the waste material immediately after the delivery of material failing to do so the same will be done at the cost of SNDT Women's University &amp; the charges on account shall be recover from the Tenderer and or from the balance amount of the Security Deposit if any.</li> <li>7. The right is reserved to open accept or select the tender in full or part without giving reasons thereof.</li> <li>8. Any defect in the material provided or deficiency in the service delivery or breach of any term &amp; condition shall liable termination of the contract or result in penalty to the maximum 10% of the value of the contract.</li> </ol>	

Section-II	<p><b>Minimum eligibility</b>  <b>Essential Qualification &amp; Minimum criteria for the Eligibility</b>  <b>The technical Bid should contain the following documents in the absence of which the Commercial Bid would not be opened.</b></p> <ol style="list-style-type: none"> <li>1. The Bidder should be a Registered Company under the Indian Companies Act Or Registered Partnership Firm under the Indian Partnership Act. A certified copy of the Registration should be enclosed.</li> <li>2. Should be in continuous existence in core business of xxxxxx for the last five (5) Years. A certified copy of the valid Shop Act License should be enclosed.</li> <li>3. Should have minimum turnover of Rs. xxxx Lakh per annum out of Indian Operations for the last 3 consecutive years ending March, xxxxx. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year.</li> <li>4. The company should have acquired licenses such as VAT &amp; Service Tax registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate/ License should be enclosed.</li> <li>5. Demand Draft for the Earnest Money Deposit of Rs xxxxxx Rupees xxxx Only drawn on Nationalised Bank in the name of Registrar SNTD Women's University.</li> </ol>	
Section-III	<p><b>Procedure for submission of Bids</b></p> <ol style="list-style-type: none"> <li>1. It is proposed to have a Two envelope System for this Tender <ol style="list-style-type: none"> <li>(a) Technical Bid in one envelope.</li> <li>(b) Commercial bid in one envelope.</li> </ol> </li> <li>2. Technical Bid of the Tender should be enveloped in a separate sealed envelope super scribing the wordings "Technical Bid".</li> <li>3. Commercial bid of the Tender should be enveloped in a separate cover super scribing the wordings "Financial Bid". Commercial bid should only indicate amount of the lease.</li> </ol> <p>All the two documents viz. Technical Bid cover and commercial bid Cover prepared as above are to be kept in a single sealed cover super scribed with "Tender document for." <b>Tender Document for xxxxxxxxxxxx.</b></p>	
Section-IV	<p><b>Specifications of Requirements</b>  <b>Detailed Technical Specification as approved by the Technical Committee to be mentioned.</b></p>	



Section-V	<b>Comprehensive Warranty &amp; Comprehensive AMC</b> <b>Details of expected period of Comprehensive Warranty &amp; Comprehensive AMC to be mentioned</b> <ol style="list-style-type: none"> <li>1.Comprehensive Warranty &amp; Comprehensive Annual Maintenance Contract shall include free maintenance of the whole systems supplied including free replacement of parts. The defects, if any shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours.</li> <li>2.The comprehensive warranty shall be for a minimum period of three years from the date of complete installation of the systems by the SNDT Women's University. The bidders should quote for comprehensive warranty of three years.</li> <li>3.The service coverage will be from 10.30 AM to 5:30 PM, Monday through Friday.</li> <li>4.The bidder shall ensure to supply the spare parts after the warranty is over for the maintenance of systems supplied if and when required for a period of 3 years from the date of Installation of xxxxxxxx.</li> </ol>							
Section-VI	<b>Financial Bid</b> <table border="1" data-bbox="560 920 1342 1167"> <tr> <th data-bbox="560 920 959 1043">Technical Specification of Items</th><th data-bbox="959 920 1086 1043">Per Unit Cost</th><th data-bbox="1086 920 1342 1043">Total Cost Inclusive of All Taxes in Rupees words &amp; figures</th></tr> <tr> <td data-bbox="560 1043 959 1167">Size: _____</td><td data-bbox="959 1043 1086 1167"></td><td data-bbox="1086 1043 1342 1167"></td></tr> </table> <p>I / we read all terms &amp; conditions laid down in the tender document &amp; hereby agreed to abide by &amp; accept the terms &amp; conditions.</p> <p>Place _____  Date _____ Signature of Tenderer &amp; Stamp _____</p>	Technical Specification of Items	Per Unit Cost	Total Cost Inclusive of All Taxes in Rupees words & figures	Size: _____			
Technical Specification of Items	Per Unit Cost	Total Cost Inclusive of All Taxes in Rupees words & figures						
Size: _____								
Section-VII	<b>General Terms &amp; Conditions</b> <ol style="list-style-type: none"> <li>1. The bidder/s should adhere with all seriousness to the time schedule provided by the S.N.D.T. Women's University.</li> <li>2. Rates quoted by the bidders should include all local taxes, VAT, duties, levies, transportation costs and insurance cost for the period.</li> <li>3. Once a contract rate is arrived at the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in foreign currency, change in the duty/tax structure, changes in costs related to the materials and labour or other components or for any other reason.</li> <li>4. The offer quoted shall be valid for a minimum period of four months</li> </ol>							

	<p>from the date of opening of the Tenders.</p> <p>5. All the statutory paymentson account of license fees / charges etc payable to Municipal/Government Authority shall be the responsibility of the Tenderer.</p> <p>6. Octroi if applicable, will be made at actual, on production of suitable evidence of payment by the Supplier.</p> <p>7. Terms of Payment The payment shall be made after receipt of material in good condition &amp; after inspection &amp; successful installation at the designated place against advance stamp receipt. No payment shall be made for the defective goods or deficiency in the service provided.</p> <p>8. Penalty to the maximum 10% of the contract value shall be levied for the delay in supply of the material or deficiency in the service.</p> <p>9. Standard Terms &amp; Conditions as laid down in Appendix III &amp; proforma Agreement as per Appendix Iv to the Account Code</p>	
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- c) Minimum 21 days notice is required to be given for submission of Tenders. If the response to the Tender notice is poor, extension to the Tender be given again for a shorter period of 7 days.
- d) In case of Tenders invited centrally by the Store Section or by the Department, the technical and financial bids shall be opened in presence of the Tender Opening Committee as constituted for the purpose. It is binding that the Technical & Commercial Comparative statement duly signed by the members of the Tender Opening Committee shall be placed before Purchase Committee for their decision.
- e) In the notice calling for Tenders, the date and time for submission of Tender shall be clearly mentioned alongwith the cost of Tender & period of sale of Tender Forms & cost thereof. Tenders received after the specified time shall not normally be considered. The Tender shall be called in two bid system, viz., Technical Bid & Commercial Bid.
- f) The Tenders / Quotations shall be invited sufficiently in advance of the actual date of receipt of material except in emergent cases so as to enable Tenders to quote competitive rates after due consideration of Tender terms & conditions.
- g) The place of delivery of material shall invariably be mentioned in the notice calling for Tenders.
- h) The articles required shall be fully described with designs and specifications. Wherever necessary, samples shall be obtained and kept to ensure the quality of the articles.
- i) It shall be mentioned in Tender notice to submit Tender in Inward Section or to be dropped in the sealed box kept with the concerned Head of Department for the said purpose. On the date of the opening of the Tenders the Tenders received shall be entered first in the Inward Register of the concerned section after removed from the drop box and



duly attested by H.O.D./Dy. Registrar. It shall be the responsibility to keep the sealed Tenders in the safe custody.

- j) In the case of purchase by open Tender of engineering stores, furniture, paper, equipment, etc exceeding Rs.1,00,000/-, earnest money in the form of bank draft drawn on nationalised bank will invariably be demanded, which will normally be 1% or 2 % of the cost of stores & mentioned in the rupees in words & figure instead of percentage.
- k) To safeguard against a bidder's withdrawing or altering the bid during the bid validity period in the case of advertised or limited Tender enquiry **Bid security** normally range between two percent to five percent of the estimated value of the goods to be procured is to be obtained from the bidder. The bidders should be asked to furnish the bid security along with their bids. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. Further the Security Deposit shall be 2% to 5% of the value of Work Order. In the event of failure to comply with the supply order, the earnest money will have to be forfeited. In the case of defective supply received or defects noticed within a specified period (Say three months or any other time specified in the Tender condition) the supplier will be required to repair / replace the materials, furniture, equipment, etc. failing which the materials, furniture, equipment etc. will be repaired/purchased from another agency and the difference in cost, if any, adjusted from the security deposit. The earnest money of the fourth lowest & above to be returned immediately after the decision of Purchase Committee. The earnest money of the second & third lowest Tenderer may be returned after execution of an agreement with the lowest / selected Tenderer.
- l) In the notice inviting the Tenders, it shall be specifically stated that the University has the right to accept / reject any or all the Tenders without assigning any reason. To ensure that contractors/ suppliers shall be careful in quoting the rates for each article quite independent of the rates of other articles, it will be the right of the university to accept the offer fully or partially. The Tenders received shall be serially numbered & entered in the Tender Calling Register.
- m) Comparative statement of Technical Evaluation as well as Commercial Evaluation of the Tenders shall be prepared and signed by the Tender Opening Committee Members & the concerned HoD clearly mentioning the recommendation on the Comparative Statement. The comparative statement of Tenders along with the rejected Tenders shall be kept on record for audit purposes.
- n) The date by which the stores are required shall be indicated in the notice calling for Tenders / Quotations. The specific clause regarding penalty per day maximum to 10% of the value of goods be specifically mentioned in the Tender Form if material is not provided within specific timeline.
- o) Normally lowest rates shall be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable, the purchase may be made at other than

the lowest rates but reasons thereof for the specific performance shall be recorded on the comparative statement of Tenders & to be duly recommended by the HoD concerned.

- p) The alterations / overwriting in the Tenders noticed at the time of their opening shall be specified on each Tender and initialled by officers / members opening them. The Tender Envelop should bear the details of date of opening & time of opening alongwith signatures of the Tender Opening committee Members present during opening.
- q) Due to inadequate publicity or other reasons, if reasonable rates have not been received, fresh Tenders shall be invited and efforts shall be taken to bring the invitation to the notice of all possible Tenderers.

#### 11. Single Tender Enquiry

Procurement from a single source may be resorted to in the following circumstances:-

- a) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- b) In a case of emergency, the required goods are necessarily to be purchased from a particular source only and the reason for such decision is to be recorded and prior approval of the Vice-Chancellor is to be obtained.
- c) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and as approved by the competent authority), the required item is to be purchased only from a selected firm.

**Note:-** Proprietary Article Certificate in the following form is to be provided by the Purchase Committee before procuring the goods from a single source.

- i) The identified goods are manufacture by M/s .....
- ii) No other make or model is acceptable for the following reasons:-

.....

- iii) Concurrence of Finance & Accounts Section to the proposal vide:-

.....

- iv) Approval of the Competent Authority vide : .....

(Signature with date and designation of the Material Procuring Officer)



**12. Tender Evaluation and award of work by issue of Letter of Intent followed by Work Order:**

- a) After the Quotation/Tender rates have been approved by the competent authority, the supplier shall be informed accordingly and asked to execute an agreement as per terms and conditions. On execution of an agreement, and obtaining minimum performance security deposit (by way of conversion of E.M.D.), a written supply order shall invariably be issued indicating the requirements of various articles, rate accepted, delivery schedule and other conditions in connection with the purchases.
- b) The committee will survey the market if necessary) to ascertain the reasonableness of rate, quality and specifications.
- c) The comparative statement containing the details of the items required with specifications, rate quoted by the bidders for each item, tax levied, packing and forwarding charges, requirement of advance, etc. shall be prepared.
- d) On tabulating the Quotations received, the committee members shall recommend the company / firm / person which / who quotes the lowest rate. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against *ad-hoc* requirement is not a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- e) While submitting the proposal for the Financial Approval or for the Approval of the Purchase Committee, the purchase proposal should be submitted only after the compliance on the following check list points & in the format prescribed as per **ANNEXURE** accompanied with the following enclosures:
  - i. Original estimate & original Tender Documents invoice obtained from authorized dealers/standard suppliers with their TIN/PAN numbers (TIN for supply of goods; PAN for service contracts).
  - ii. A copy of the Quotation/Tender call letter/ advertisement and a list of addresses of suppliers to whom call letters were sent in case of quotations.
  - iii. A Certificate in the prescribed format as to the reasonableness of the price of stores/goods in comparison & conformity with the prevailing market rates.
  - iv. Status/Existing stock position of the items proposed to be purchased and justification for the new purchase and for additional purchase of the same items when old items are available.

- iv. A copy of the sealed Quotation/Tender call letter and the copy of the call letter put on website. If open/global/advertised Tender, a copy of the National Newspaper advertisement.
- v. All the original sealed Quotations/Tenders with their envelopes duly signed by all the members of the Purchase Committee with date.
- vi. A copy of the minutes of the pre-bid conference with demonstration of the items proposed to be purchased from the prospective suppliers.
- vii. In the case of two bid system, a big size sealed cover containing two separate covers i.e. one, the technical bid and the other, price bid cover duly signed by all the members of the Committee.
- viii. Comparative statement of price bids prepared based on the recommendations of Technical Committee duly signed by the members of the Tender Opening Committee with the Minutes of the Tender Opening Committee.

### **13. Payments procedure**


- a) The payment can be proposed only after obtaining prior Approval & approval of the Purchase Committee.
- b) The material/equipment shall be entered in Accession and Stock/ Dead Stock Register and the prescribed certificate to that effect is to be recorded by Deputy Registrar/Head of department/Librarian/ Coordinator/Rector on Invoice/ Bill. The details of repair work must be entered in Equipment/ Vehicle History Register.
- c) Payment to be made after inspection of the material & after the material is received in good condition & after recording entry thereof in the Stock Register.
- d) Payment can be made only through RTGS or EFT to the account of the supplier or service provider. In order to effect the payment to the supplier the required information in the prescribed proforma should be collected at the time of issuing work order.
- d) Security Deposit can be released only after the warranty period is over.

**14.** In view of the provision of the Account code and standard guidelines herein above, it is therefore obligatory on the part of the concerned Head of the Department to initiate the proposal for invitation of the Quotation or Tender for the purchase of store material/ equipment or procurement of services as soon as the Administrative Approval is obtained depending upon the availability of the Budget provision & henceforth only the proposals where due process as laid down above is followed & submitted in the prescribed proforma shall be considered for the Financial Approval as well as for the approval by the Purchase Committee.



**15.** All the concerned Head of the Departments are therefore requested to note these instructions & also bring these instructions in writing to the notice of staff working under the control.

This circular is issued with the concurrence of Hon. Vice-Chancellor S.N.D.T. Women's University.



Virendra Jadhavrao  
Finance & Account Officer  
S.N.D.T. Women's University

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:-

3. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
4. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
5. The Controller of Examination, S.N.D.T. Women's University, Mumbai - 400 049.
6. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section for record:-

1. Finance & Accounts Office - Standing Order File.

**ANNEXURE**  
**PROFORMA FOR SUBMISSION OF PURCHASE PROPOSAL FOR APPROVAL OF PURCHASE COMMITTEE**

Proposal No

Date

**Subject:- Proposal for Approval of Purchase Committee for Outsourcing of Services/Purchase of Stores Material /Equipment /Machinery etc.**

The following services/store material/equipments are required for the .....  
Department.

**A. Details of Purchase of Store Material / Equipment etc. (More details as per Enclosures )**

Sr. No.	Details of Store Material	Qty.	Estimated Cost (MRP)	Technical Specifications	Procurement Plan & Present Stock

**B. Details of Outsourcing of Services (More details as per Enclosures)**

Sr. No.	Particulars of services	period	Estimated Cost & Taxes	Reasons for outsourcing of services

**C. Justification & need for outsourcing of services/purchase of store material/equipment:**

**D. Recommendations of the HoD regarding procurement:**



**E. Budget Head**

(a)	Budget Provision for the Current Financial Year in Rs.	
(b)	Cumulative Expenditure incurred so far in Rs.	
(c)	Balance Provision available for the proposed expenditure in Rs.	

**F. Particulars of Item & Specification in brief & Estimated cost: (More details as per enclosures)**

Sr. No	Particulars of Tenderers	No of Unit	Rate per Unit	Total Value	Total Cost

**G. Any other remark of Administrative Importance**

- a) As per the Delegation of Powers, Administrative Approval of has been obtained for outsourcing of services / purchases as proposed for the estimated expenditure of Rs
- b) I attach herewith details in original of all the Quotations / Tender Documents received along with enclosures. Further I have confirmed that the Technical & Commercial Comparative Statement is duly signed by all the members of the Quotation / Tender Opening Committee & the same are attached as enclosure.
- c) Certified that the material proposed for purchase is required for the immediate use & I am personally satisfied that these goods proposed for purchase are of the requisite standard quality and specification & the same are being purchased from a reliable supplier. It is further certified that the recommended rates are reasonable in comparison with the current market rates.

Accountant of the Department

(Office Stamp)

HoD/Principal/Director