



Usha Mittal Institute of Technology SNDT Women's University

Sir Vithaldas Thackersey Vidyavihar, Juhu Road, Santacruz (W),

Mumbai 400049

UMIT/Purchase/2018-19/1045

January 28, 2019

To,

Subject - Request for quotation

Sir/Madam

The Institute wish to purchase the following materials/equipments.

Sr. No.	Description of material	No of Unit	Rate Per Unit	Applicable Taxes	Total price
1	Computing System: I7 Processor, 16 GB memory, 2TB hard Drive, Screen , 2 GB Graphic Card, windows 10 operating system	1			
2	Apple I pad pro , 10.5 inch, 64 GB wi fi , Apple pencil cover	1			

The quotations are invited in two parts under Three envelop System. Technical envelop shall be closed and sealed in envelop no. 1. Schedule of Rates shall be filled in and enclosed in Envelop No 2. Both 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/bidder shall be written in block letters. On the top of the envelop name of the tenderer/Bidder should be mentioned.

The envelop should be addressed to the Principal, Usha Mittal Institute of Technology. SNDT Women's University, Sir Vithaldas Thackersey Vidyavihar, Juhu Road, Santacruz (W), Mumbai 400049.

Essential Qualification and Minimum criteria for the Eligibility

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

1.	The bidder should have the required licenses to run the business, GST registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate/ License should be enclosed.
2.	The Bidder should be in continuous existence in core business of the last five (5) Years.
3.	The Bidder should have minimum turnover of Rs.10,00,000/- (Rupees Ten Lakh Only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2018. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year

Procedure for submission of quotation:

Tender/Quotation shall be opened in the presences of tenderers/bidders who wish to be present and officers of SNTD Women's University, Mumbai. Sealed Tender/Quotation No .3 shall be opened first. It must contain two Envelopes – Envelop No.1 & 2. Envelop No 1 is technical tender/quotation which will be opened first and if it contains all the papers required then only the Envelop No.2 containing the schedule of rates shall be opened. If it is found that all the papers are kept together in the single envelop ignoring the instructions given above, the tender/quotation may be rejected forthwith.

Envelop No 1: Must Carry

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

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 05 Feb 2019 before 5.00. You are also requested to enclosed the copy of the PAN and VAT/GST Registration with the quotation.

Thank You,

Yours faithfully,



[Handwritten Signature]

Dr. Sanjay Pawar
Principal

PRINCIPAL

Usha Mittal Institute of Technology
S.N.D.T. Women's University,
Juhu Road, Santacruz (W),
Mumbai - 400 049.