



**DEPARTMENT OF POST GRADUATE STUDIES & RESEARCH**  
**Shreemati Nathibai Damodar Thackersey Women's University**  
Maharshi Karve Vidyavihar, Karve Road, Pune-411038. Ph.No.020-25424396

Ref. No. : PGSR/Purchase/2021 - 2022/ 79

Date : - 05/03/2022

**Subject: - Request for quotation for furniture.**

Sir / Madam,

The Institute wish to purchase the following materials / equipment's.

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Teacher Table with one drawer Size:(4x2.5)	24			
02	Green Board (Size : 8x4)	12			
03	Green Board (Size : 5x4)	12			
04	Revolving Chair for Teachers	08			
05	Notice Board (Size : 6x3)	02			
06	Notice Board (Size : 3x2)	10			
07	Staffrom Table (Size: 5x2.5) ( All material in commercial ply)	08			
08	Visitors Chair	08			

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. Bothe 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 envelope should be addressed to the Admin Co-ordinator of Postgraduate Studies, SNDT Women's University, Pune, Campus Pune. 411038.***

**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.



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3. The Bidder should have minimum turnover of Rs. 5,00,000/- (Rupees Five Lakh only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2016. 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 presence of tenderers / bidders who wish to be present and officers of SNDT Women's University, Pune. 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 GSR 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. 1 : Must Carry: Financial Bid**

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Teacher Table with one drawer Size:(4x2.5)	24			
02	Green Board (Size : 8x4)	12			
03	Green Board (Size : 5x4)	12			
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07	Staffroom Table (Size: 5x2.5) ( All material in commercial ply)	08			
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The Financial bid may be submitted in the prescribed formate as above on the letter head of the bidder. Kindly give you sealed quations on or before 12<sup>th</sup> March 2022 before 12.00 pm you are also requested to enclosed the copy of PAN and VAT/GST Registration with the quation.

### General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quation.
2. Authorization letter from the manufactore, authorized dealer, any other (to be specified)
3. Once a contacrt rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reason during the performance of the contract.
4. The vendor should adhare with all seriousness to the time schedule provided by the PGSR Department.
5. Payment will be made within 15 days after successful installation. No advance will be paid TDS will be deducted as per rules.
6. **Free Delievery:** At the Materials of PGSR Department SNDT Women's University Pune 411038 on working days between 10.30 am to 4.30 pm.
7. **Penalty:** Will be levied to the maximum 10% if the the contract value for the delay in supply of the materials or delivery in the service as per the rules prescribed in the Maharastra Universities Act. 2016 and the Maharastra Universities Accounts Code.
8. The rate validity will be upto 45 days from the date of submission deadline.
9. All necessary documents to be handed over to be concerned department.
10. Packing and Transport charges, transit insurance will be inclusive in the quoted rate.

Thank you,

Yours faithfully

Prof. Subhash Patil  
Co-Ordinator

Dept. of Post Graduate Studies & Research  
SNDT Women's Univ., Karve Road, Pune-411038

