

# **SNDT WOMEN'S UNIVERSITY**

*(Shreemati Nathibai Damodar Thackersey Women's University Juhu Campus, Mumbai)*

<b>Notification No.</b>	:	<b>Estate Section/2026-27/29 Date 30<sup>th</sup> April, 2026</b>
<b>Name of Work</b>	:	Appointment of Consultant for Renovation, Modernization and Repair of Big Auditorium at SNDT Women's University, Juhu Campus.
<b>Participation Fee</b>	:	₹ .
<b>Completion Period</b>	:	03 Months

Online percentage rate / item rate tenders are invited from eligible consultancy firms/agencies registered with appropriate authorities.

## **1. Introduction**

The University intends to appoint a Consultant for carrying out Structural Audit, Planning, Design, Financial Analysis, and preparation of Detailed Project Report (DPR) for the renovation, modernization, and repair of its Big Auditorium.

## **2. Scope of Work**

The Consultant shall carry out:

### **2.1 Surveys & Investigation**

- Structural condition assessment
- Site survey and measurement
- Assessment of existing infrastructure

### **2.2 Preparation of Reports & Designs**

- Structural Audit Report
- Detailed Project Report (DPR)
- Architectural & Technical Drawings
- Electrical, HVAC, Acoustic, and Stage Planning
- Fire & Safety Compliance Plan

- Drainage & Sewerage Layout
- Parking Plan

### **2.3 Financial & Planning Components**

- Detailed Cost Estimates (PWD Schedule of Rates based)
- BOQ Preparation
- Financial Viability Analysis
- Revenue Generation Model

### **2.4 Special Conditions**

- Provision of **minimum 20 days annual use** for University
- Integration of modern technology and infrastructure

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## **3. Eligibility Criteria (PWD Standard)**

The bidder shall:

- Be registered with **PWD / CPWD / MES / Government Authority / Registered Architect or Engineering Consultancy Firm**
- Have successfully completed similar consultancy works:
  - At least **one work of 80% value**, OR
  - Two works of 60% value, OR
  - Three works of 40% value
- Have experience in:
  - Auditorium / Institutional Buildings
  - Structural Audit and DPR preparation
- Have valid:
  - GST Registration
  - PAN
  - Professional Tax Registration
- Submit audited financial statements (last 3 years)

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## **4. Notification Schedule**

- **Notification Download Start Date** : 02<sup>nd</sup> May, 2026
- **Pre-bid Meeting (if any)** : will be informed on website
- **Last Date of Submission** : 22<sup>nd</sup> May, 2026
- **Technical Bid Opening** : 25<sup>th</sup> May, 2026
- **Financial Bid Opening** : will be declare on website

## 5. Method of Bidding

- Two Envelope System (PWD Standard):
    - Envelope No. 1: Technical Bid
    - Envelope No. 2: Financial Bid
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## 6. Documents to be submitted

### 6.1 Technical Bid

- Registration Certificate
- Work Experience Certificates
- List of Key Personnel
- Methodology & Work Plan
- Financial Statements
- GST, PAN, PT Certificates

### 6.2 Financial Bid

- Consultancy Fees (Lump Sum / Percentage basis)
  - BOQ (if applicable)
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## 7. Earnest Money Deposit (EMD)

- EMD shall be paid via:
    - Online payment / Demand Draft / Bank Guarantee
  - EMD of unsuccessful bidders will be refunded
  - EMD of successful bidder will be retained as Security Deposit
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## 8. Security Deposit (PWD Norms)

- Total Security Deposit: **5% of Contract Value**
  - Recovery from running bills or submitted separately
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## 9. Time of Completion

- Total consultancy completion period: 03 months
- Delay penalty: **0.25% per week**, subject to max 10%

## 10. Payment Terms (Typical PWD Structure)

Stage	भुगतान (%)
Submission of Structural Audit	15%
Submission of DPR	25%
Approval of Drawings	20%
Submission of BOQ & Estimates	20%
Final Approval & Completion	20%

## 11. General Conditions of Contract (GCC)

- Work shall comply with **PWD Specifications and Standards**
- All designs must adhere to:
  - NBC (National Building Code)
  - Fire Safety Norms
  - Local Municipal Regulations (Mumbai)
- Consultant responsible for accuracy of designs and estimates
- Defects liability period: 12 months (for design errors)

## 12. Special Conditions of Contract (SCC)

- Consultant must coordinate with University authorities till completion of the Auditorium work.
- Mandatory inclusion of:
  - Smart auditorium technology
  - Energy-efficient systems
- Ensure minimal disruption to University operations
- Provide phased execution plan

### 13. Evaluation Criteria (PWD QCBS Option)

If QCBS adopted:

- Technical Score: 70%

Sr. No	Criteria	Marks
1	Similar Auditorium Projects Experience	15
2	Key Experts / Team Strength	10
3	Methodology & Work Plan	10
4	Structural / Design Capability	10
5	Turnover & Financial Capacity	10
6	Presentation / Understanding of Project	15
	<b>Total</b>	<b>70</b>

- Financial Score: 30%

<b>Lowest Price / Cost</b>	<b>30</b>
<b>Highest One Price / Cost</b>	<b>0</b>

Minimum qualifying technical score: 70%

Annual Turnover – 50 Lakh

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### 14. Instructions to Bidders (ITB)

- Conditional bids shall be rejected
  - Incomplete documents will lead to disqualification
  - Rates must be quoted clearly in figures and words
  - Corrections must be duly signed
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### 15. Right of Acceptance

The University reserves the right to:

- Accept or reject any tender
  - Cancel the tender process without assigning reasons
  - Split or modify scope of work
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## 16. Annexure

- Annexure I – Format for Technical Bid
  - Annexure II – Financial Bid Format
  - Annexure III – Work Experience Format
  - Annexure IV – Declaration Form
  - Annexure V – Draft Agreement
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## 17. Authority



**Registrar**

SNTD Women's University,  
Juhu Campus, Mumbai.

Date: 30/04/2026

**\*Note:**

Raised the query is any on or before the 15<sup>th</sup> May 2026 else, it will not be considered.

For any query write us on: [registrar@sndt.ac.in](mailto:registrar@sndt.ac.in) [engineerestate@sndt.ac.in](mailto:engineerestate@sndt.ac.in)

Contact no. 022-2203 1879.

**(Offer should filled on letter head)**

## **Annexure - I**

### **Technical Bid:**

The bidder should upload the Technical document in .rar format single file to upload in Technical cover and then BOQ in .xls format single file to upload in Finance cover.

The first envelope "Envelope No.1" shall contain the following documents:

➤ **Consultant's Organization and Experience:**

1. **Company Profile:** Structure, years in business, and core competencies.
2. **Relevant Experience:** List of similar projects completed, including project name, client, value, and scope.
3. **Methodology and Work Plan:** Detailed approach to the Terms of Reference (TOR), understanding of the requirements, and proposed methodology.
4. **Team Composition and Key Experts (CVs):** Details of personnel, including educational background and experience, specifically highlighting qualifications relevant to the assignment.
5. **Schedule and Deliverables:** Timeline for activities and final reports.

➤ **Key Evaluation Criteria for Technical Bids:**

<b>Sr. No</b>	<b>Criteria</b>	<b>Marks</b>
01.	Similar Auditorium Projects Experience	15
02.	Key Experts / Team Strength	10
03.	Methodology & Work Plan	10
04.	Structural / Design Capability	10
05.	Turnover & Financial Capacity	10
06.	Presentation / Understanding of Project	15
	<b>Total</b>	<b>70</b>

➤ **Evaluation Process:**

1. **Opening:** Technical bids are opened first by a committee to evaluate qualifications, while financial bids remain sealed.
2. **Scoring:** Bidders are ranked based on a weighted formula (e.g., 70% Technical, 30% Financial).
3. **Shortlisting:** Only bidders meeting the minimum technical score (often 70%) are considered for the financial opening.

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**(Offer should filled on letter head)**

**Annexure - II**

To,  
The Registrar  
SNDT Women's University,  
Churchgate 400 020.

Dear Sir/Madam,

We, the undersigned, offer to provide the consultancy services for **Appointment of Consultant for Renovation, Modernization and Repair of Big Auditorium at SNDT Women's University, Juhu campus** in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_. Our attached financial proposal is for the sum of ₹. \_\_\_\_\_, excluding GST but including all other applicable taxes and costs.

We understand that the final payment will be based on approved deliverables and that the fee is fixed.

Sincerely,

[Authorized Signatory]

Appointment of Consultant for Renovation, Modernization and Repair of Big Auditorium at SNDT Women's University, Juhu campus

(Offer should filled on letter head)

**Annexure - III**

DATE

**TO WHOM IT MAY CONCERN**

This is to certify that **[Consultant Name]** has worked with **[Company Name]** as a **[Consultant Role, e.g., Financial Consultant]** from **[Start Date]** to **[End Date]**.

During their tenure, they were responsible for providing expert advisory services regarding [Specific Project/Project Field], which included:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Achievement]

**[Consultant Name]** demonstrated high professionalism and expertise in their field. They successfully delivered **[mention a specific achievement]** and were a valuable asset to our team.

We appreciate their dedication and wish them the best in their future endeavors.

Sincerely,

**[Signature]**  
**[Name of Authorized Signatory]**  
**[Designation]**

**[Company Name or Seal]**

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**(Offer should filled on letter head)**

## **Annexure – IV**

### **Declaration Form**

**NAME OF WORK:- Appointment of Consultant for Renovation, Modernization and Repair of Big Auditorium at SNTD Women's University, Juhu campus**

I/We hereby declare that I/We have made myself/ourselves thoroughly conversant with the sub- soil conditions, the local conditions regarding all materials (such as stone, murum, sand, etc.) and labour on which I/We have based my/our rates for this work. The specifications, conditions, bore results and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender or his duly authorised representative, before starting the work and to abide by his decision.

I hereby undertake to pay the labours engaged on the work as per minimum wages Act-1948 applicable to the zone concerned.

I / We hereby certify that all the documents submitted by me in tender envelope No. 1 are correct and authentic. If any documents submitted by me are found to be incorrect / forged at any stage of the tender process. I shall be liable for prosecution. The competent authority has the right to reject the tender.

Signature of Contractor(s)

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(Offer should filled on letter head)

## Annexure - V

### ARTICLES OF AGREEMENT

Agreement made at Mumbai this \_\_\_\_\_ day of 2026 BETWEEN "The Registrar, SNT Women's University, Mumbai" (hereinafter referred to as the Owner which expression shall include it **successors and assigns**) of the one part, AND, M/s. \_\_\_\_\_ (Hereinafter referred to as the contractor which expression shall include his heirs, Executors, administrators & Assigns) of the other part.

WHEREAS the Owner is desirous of **E-TENDER FOR** \_\_\_\_\_

**NET TOTAL COST: ₹.** \_\_\_\_\_

(In words ₹. \_\_\_\_\_ AND WHEREAS the Contractor has deposited as Security Deposit a sum of ₹. \_\_\_\_\_ (₹. \_\_\_\_\_))

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the contractor as hereinafter provided, he shall upon and subject to the said conditions execute and complete the works shown upon the said drawings and such further detailed drawings as may be furnished to him by the University and described in the said specifications and the said priced schedule of quantities.
2. The Owner shall pay the contractor such sums as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. The drawings, specifications, and priced schedule of quantities above mentioned shall form the basis of this contract and the decision of the Engineers for the time being as mentioned in the conditions of contract in reference to all matters of dispute as to the material, workmanship or account and as to the intended interpretation of clauses of this agreement or any other document attached hereto shall be final and binding on both parties and may be made a Rule of Court.
4. The said contract comprises the constructions above mentioned and all subsidiary works connected therewith within the said site as may be ordered to be done from time to time by the said University for the time being even though such works may not be shown on the drawings of described in the said specifications or the priced schedule of quantities.

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5. The Owner reserves to himself the right of altering the drawings and nature of the work and adding to or omitting any items of the work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
6. The said conditions and appendix thereto shall be read and continued as forming part of this agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively in such conditions contained.
7. All disputes arising out of or any connected with this agreement shall be deemed to have arisen in Pune and only the Hon'ble Court in Pune shall have jurisdiction to determine the same.
8. The several parts of this contract have been read to us and fully understood by us. As witness our hands this day of 2026.

SIGNED BY THE SAID

**OWNER**

IN THE PRESENCE OF

1.

2.

SIGNED BY THE SAID

**CONTRACTOR**

IN THE PRESENCE OF

1.

2.