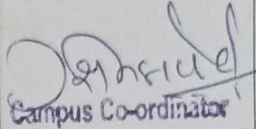


NOTE SHEET

Inward No. and Date:-	Date:- 25.03.2026
Department Name:- Campus Office, SNTD WU, Pune.	
Subject:- Uploading on our website SNTD WU Pune Campus Garden Maintenance	
Particulars	Sign and Date
<p>Respected Sir/Madam,</p> <p>As per requirement Ref. Proposal 158 Dated 02.03.2026 has been sanction from Madam Vice Chancellor for Web notification for financial Quotation.</p> <p>The Sealed quotation invited for website SNTD WU Pune Campus Garden Maintenance for details of the quotation, interested bidders are requested to visit Campus Office, SNTD Women's University, Pune 411038 and submitted quotation on before 10.04.2026 to the undersigned.</p> <p>Thank you</p>	 Campus Co-ordinator SNTD Women's Univ. Campus, Pune-38

1 Department's Name: Campus Office, SNTD Women's University, Pune 411038
for Uploading on our website For SNTD WU Pune Campus Garden maintenance

Ref. No. : Campus Office/Maintenance/2025-26/279

Date: - 25.03.2026

Subject: - Request for quotation SNDT WU Pune Campus Garden Maintenance

Respected Sir/Madam,

The Institute wish for SNDT WU Pune Campus Garden Maintenance Services.

Name of Item	SNDT WU Pune Campus Garden Maintenance
Venue of Submission	Campus Office, SNDT Women's University, Pune-411038
To be Addressed to	Campus Coordinator, Campus Office, SNDT Women's University, Pune-411038
Contact No.	--
Deadline of Submission	10.04.2026
Quantity and Technical Specification	<ol style="list-style-type: none">1. Gardener for monthly basis:<ul style="list-style-type: none">- Male/Female gardener for monthly maintenance- Task planning and supervision2. Expert guidance and supervision:<ul style="list-style-type: none">- Monthly visit by expert for guidance and supervision- Task planning and management of garden space3. Admin and operation charges:<ul style="list-style-type: none">- Monthly admin and operational costs4. Garden maintenance materials:<ul style="list-style-type: none">- Organic manure, lawn fertilizer, organic pesticides- Saplings (approx. 10 numbers, low cost)- Fuel for gardening equipment5. Organic pesticides spray:<ul style="list-style-type: none">- Monthly organic pesticides spray (humic acids, bio enzymes, NPK nutrients, etc.)6. Lawn moving and cutting:<ul style="list-style-type: none">- Once in 3 months, or as needed- Machine provided by agency (including petrol)7. Tool maintenance:<ul style="list-style-type: none">- Maintenance cost for gardening tools8. Grass cutting by brush cutter machine:<ul style="list-style-type: none">- Monthly charges for year-round cleaning- Special attention during rainy season- Machine maintenance, petrol, and other necessary materials

Campus Office Pune,
Maharshi Karve Vidya Vihar,
Karve Road, Pune 411038
Phone: +91 20 25421678
Email: campuspune@sndt.ac.in



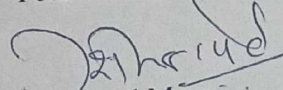
SNDT Women's University
श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
Dr. Sheetal More
Professor
Campus Coordinator (Pune)

General Conditions:

1. **Scope of Work:** The service provider will provide garden maintenance services as outlined in the scope of work.
2. **Duration:** The contract will be valid for 1 year from the date of commencement.
3. **Payment Terms:** The client will pay the service provider a quarterly fee
4. **Services Included:** The services included are as outlined in the scope of work, including but not limited to:
 - Gardener services
 - Expert guidance and supervision
 - Admin and operation charges
 - Garden maintenance materials
 - Organic pesticides spray
 - Lawn mowing and cutting
 - Tool maintenance
 - Grass cutting by brush cutter machine
5. **Exclusions:** The following are excluded from the scope of work:
 - Major repairs or replacements of garden infrastructure
 - Removal of large trees or debris
 - Specialized services not mentioned in the scope of work
6. **Client Responsibilities:**
 - Provide access to the garden area
 - Ensure water and electricity supply is available
 - Notify the service provider of any issues or concerns
7. **Service Provider Responsibilities:**
 - Provide qualified and trained staff
 - Ensure all work is done to a satisfactory standard
 - Comply with all relevant laws and regulations
8. **Termination:** Either party may terminate the contract with 30 days written notice.
9. **Dispute Resolution:** Any disputes will be resolved through Registrar, SNDT Women's University, Mumbai

Thank you,

Yours faithfully


Dr. Sheetal More
Campus Co-ordinator

SNDT Women's Univ. Campus, Pune-38.