



Usha Mittal Institute of Technology SNDT Women's University

Sir Vithaldas Thackersey Vidyavihar, Juhu Road, Santacruz (W), Mumbai 400049

UMIT/Purchase/2019-20/105

February 17, 2020

To,

Subject - Request for quotation to Purchase of Xerox (Photo Copy) Machine.

Sir/Madam

The Institute wishes to purchase the following materials/equipment.

Sr. No.	Description of material	No of Unit	Rate Per Unit	Applicable Taxes	Total price
1	Multifunctional machine for print/ Xerox /scan and optional fax Supported OS: Windows 7, Windows 8 Supported size paper : A3, Print speed:-25 Ppm, Black and white output, Warm up time: 38 seconds or less Scanning resolution: 600 dpi X 600 dpi Printing resolution: 1200 dpi X 1200 dpi Reduction & enlargement - 25% to 400% DAFD, Network Interface - Ethernet, USB 2.0, Wi-Fi.	01			

The quotations are invited in two parts under Three Envelope System. Technical envelope shall be closed and sealed in envelope no. 1. Schedule of Rates shall be filled in and enclosed in Envelope No 2. Both sealed envelopes shall be kept in Envelope No. 3 which shall be big enough to contain two envelopes. On each envelope name and address along with a contact number of tenderer/bidder shall be written in block letters. On the top of the envelope name of the tenderer/Bidder should be mentioned. The envelope 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. Authorized Dealership Certificate.
2.	The Bidder should be in continuous existence in core business of the last five (3) Years,

Procedure for submission of quotation:

Tender/Quotation shall be opened in the presence 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 - Envelope 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

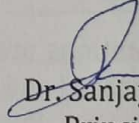
1. Detailed information about Institution (Agency), name of proprietor, telephone no. in case of partnership firm - name and address of partners and copy of Partnership deed.
2. Certified copy of GST Registration
3. List of clients
4. Authorized Dealership Certificate.

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 24th February 2020 before 12.00. The University/institute reserves the right to Cancel, accept/reject any or all of the tenders/quotations without assigning any reason.

Thank You,

Yours faithfully,


Dr. Sanjay Pawar
Principal