



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail: drexam1@sndt.ac.in, arexam@sndt.ac.in,

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2661 5168
Asst. Register : 2661 5138
B.Ed, H.Sc, Nsg, DMLT : 2660 3322
B.A., B.Com., M.A., M.Com, Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304

Ref.No.: Exam/Accounts/Quotation/2022-23/37

Date: 17.11.2022

Sub.: Quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2022-2023 at the Pariksha Bhavan.

Madam / Sir,

Sealed quotations are invited for quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience for the period of 2022-2023 at the Pariksha Bhavan. Interestéd vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to The Director (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 on Friday, 25th November, 2022 before 04:30 p.m.

(I) The Technical Bid should be as follows:

1. Certified copy of Profile of vendor:

Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;

2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;

3. Certify copy of Shop and Establish Licence;

4. Certified GST Certificate and GST Return for the month of October 2022;

5. If GST is not applicable then declaration of the same;

6. Certified PAN Copy;

7. Certified copy of the work experience certificate regarding maintenance of computer and printers in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please)

8. Certified copy of list of clients with contact details;

9. If any work which requires specific expertise / technical specifications then the same should be mentioned.

10. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

**Pariksha Bhayan, Sir Vithaldas Thackersey Vidyavihar,
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11. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
12. Undertaking as Annexure - A.

(II) The Financial Bid should be as follows:

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

The Director (Add. Chg.), Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.

Shed
18/11/22
(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

Invitation for Quotations

Quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2022-2023 at the Pariksha Bhavan.

Ref.No.: Exam/Accounts/Quotation/2022-23/371

Date: 17.11.2022

Sealed quotations are invited quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2022-2023 at the Pariksha Bhavan. The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

Name of Item	Quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2022-2023 at the Pariksha Bhavan.
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
To be Addressed to	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
Contact Telephone	022-26615159
Deadline of submission	Friday, 25 th November, 2022 before 04:30 p.m.

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Tenders/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes. On each envelope name and address along with contact number of bidder shall be written. On the top of It envelop name of the bidder should be mentioned.

Envelop No.1: Technical Bid.

The envelop must contain:

1. Certified copy of Profile of vendor:
Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;
2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
3. Certified copy of Shop and Establish Licence;
4. Certified GST Certificate and GST Return for the month of October 2022;
5. If GST is not applicable then declaration of the same;
6. Certified PAN Copy;
7. Certified copy of the work experience certificate regarding maintenance of computer and printers in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please)
8. Certified copy of list of clients with contact details;
9. If any work which requires specific expertise / technical specifications then the same should be mentioned.
10. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
11. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
12. Undertaking as Annexure - A.

Envelop No.2: Financial Bid.

The envelop must contain:

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience, for the period of 2022-2023 at the Pariksha Bhavan** in the following prescribed proforma:

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(Offer should filled on letter head)
Annexure I

Ref.No.:

Date:

To,
The Director
(Addl Charge),
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai - 400 020.

Sub.: The Quotation for Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience for the period of 2022-2023 at the Pariksha Bhavan, Financial Bid.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1.	<p>Comprehensive Annual Maintenance Contract for 54 Computers and 31 Printers with Onsite support resident engineer (ONE No.) with minimum 2 years' relevant experience</p> <p><u>Term And Conditions:</u></p> <ol style="list-style-type: none"> 1) The total AMC Charges will be paid in 4-quarterly instalments before completion of each quarter and submitted the bill alongwith quarterly report. 2) Improper work and misbehave of resident engineer should be terminated with immediate effect, if it is not resolved amicably. 3) The vendor shall not sub-contract with any other party / parties. The vendor shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable. 4) If the Vendor wants to leave before the contract, is over, One month notice period should be given by the vendor. 5) The University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the vendor. 6) The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and subject to jurisdiction of the Courts of Law, in Mumbai. 	54 Computer and 31 Printer with resident engineer				

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p>7) The vendor shall have to inform the Examinations Section of the S.N.D.T. Women's University, Santacruz (W), Mumbai 400049, and take permission for taking any part of computer and printer out of the university premises in writing for repairing of computer and printer.</p> <p>8) Any deficiency in the service delivery or breach of any terms and conditions shall render the vendor liable for termination of the contract.</p> <p>9) The vendor shall adhere with all seriousness to the time schedule provided by the S.N.D.T. Women's University, Mumbai.</p> <p>10) The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, octroi and insurance cost, if any, and will not be altered under any circumstances.</p> <p>11) The rates of contract shall remain firm and shall not be subject to escalation whatsoever reason during the performance of the contract.</p> <p>12) Penalty up to 10% of the contract value shall be levied for the delay in supply of the material or deficiency in the service, as per the rules prescribed in the Maharashtra Public Universities Act, 2016 and the Maharashtra University Accounts Code, 2012.</p>					
	Total Rs.					

UNDERTAKING :

I / We have read the terms and conditions of the tender and I / We hereby agree to agree to abide by the same.

Seal of the Tenderer

Signature of the Tenderer

Date :