

SNDT Women's University

1, Nathibai Thackersey Road,
Mumbai 400 020
Phone: +91 22 2203 1879
Fax: +91 22 2201 8226

**श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ**

१, नाथीबाई ठाकरसी मार्ग
मुंबई ४०० ०२०
Telegram : UNIWOMEN
Website : sndt.ac.in

Ref:Estb/Web Notification/2023-24/

Date:27 June 2023

**Invitation for Quotation
for Outsourcing of ICT and other Services for the Foundation Day Programme**

The sealed Quotation is invited for Outsourcing of ICT and other Services for the Foundation Day at Churchgate, Juhu, Pune and Shrivardhan campuses of the University likely to be held on 05/07/2023. The Bidders will be responsible for successful streaming and screening of this very important event. 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 without assigning any reason thereof.

Name of Item	Outsourcing of ICT and other Services for the Foundation Day Programme
Venue of submission	The Registrar, SNDT Women's University, Churchgate, Mumbai-400 020.
To be Addressed to :	The Registrar, SNDT Women's University, Churchgate, Mumbai-400 020.
Contact Telephone	022-22031879.
Deadline of Submission	01 st July, 2023 till 4.00 p.m.
Specification & Requirement	ICT and other Services for the Foundation Day Programme. (Annexure-1)

Instructions:

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

To view Quotation Notice, kindly follow the website of SNDT Women's University, Mumbai: sndt.ac.in Quotation should clearly mentioned all Technical Specifications mentioned in this document.

The quotations are invited in two parts under Three Envelop System. Technical envelope 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 shall be kept in envelope No-3 which shall be big enough to contain two envelopes. On each envelop 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 :-

1. Covering letter with details of Bidder, Address, Name if Proprietor, Telephone Number, Mobile Number, e-mail ID, Name, Signature and seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Technical specifications compliance in the given format.(Annexure-2)
3. Certified copy of GST registration along with seal.
4. PAN Card No. (Certified/Self Attached Copy) with seal.
5. List of main clients (Maximum 10).
6. The details about technical specifications of services should be submitted in the prescribed format on the letterhead of the bidder along with seal & signature.
7. Experience Proof of executing minimum 3 projects of similar nature (Attach work order or PO's).

Envelop No-2:

The financial bid may be submitted in the prescribed format (Annexure-3) as attached on the letterhead of the bidder.

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The final quantity may vary at the time of issue of purchase order.

The rate validity will be up to 45 days from the date of submission deadline.

Notes:-

1. All necessary documents, manuals to be handed over to the SNTD Women's University.
2. Packing and transport charges, transit insurance, charges for any Government permissions will be inclusive in the quoted rate.
3. Please note that the University reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever.
4. Selection will be done on the basis of the cost as well as quality (QCBS).
5. **THE SETUP IS TO BE DONE MINIMUM 3 DAYS PRIOR TO THE EVENT. PLEASE NOTE THAT THE DATE OF THE EVENT MAY CHANGE.**
6. No partial/Incomplete financial bid will be considered.
7. The successful Bidders shall follow all the security protocols.

(Dr. Vilas D. Nandavadekar)
Registrar