

## Invitation for Quotations for Purchase of Office Tables

Ref No:UMIT/Purchase/2023-24/ **333**

Date: October 5,2023

Sealed Quotations are invited for purchase of Office Table to be required at Usha Mittal Institute of Technology at **Juhu campus**. 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.

<b>Name of Item</b>	<b>Office Tables</b>
<b>Venue of Submission</b>	<b>Usha Mittal Institute of Technology, SNDT Women's University, Juhu Road, Santacruz (West), Mumbai 400049</b>
<b>To be Addressed to:</b>	<b>Principal (Adll. Charge), Usha Mittal Institute of Technology, SNDT Women's University, Juhu Road, Santacruz (West), Mumbai 400049</b>
<b>Contact Telephone</b>	<b>022 - 2660 6040, 2660 5183, 9029030040</b>
<b>Deadline of submission</b>	<b>13<sup>th</sup> October 2023 up to 5.00 pm</b>

### 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: [sndt.ac.in](http://sndt.ac.in)**

Quotations should clearly mention all Technical Specifications mentioned in this document.

The quotations are invited for the following products:

**Office Tables:**

The quotations are invited in **two parts** under **Three 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 shall be kept in **Envelop 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:**

**The envelope must contain:**

1. Covering letter with details of bidders: address, name of proprietor, telephone number and/or mobile number, email ID, name, signature and seal. In case of partnership firm - name and address of the partners and copy of Partnership Deed.
2. Type of business entity: manufacturer/authorized dealer/reseller, any other (to be specified)
3. Certified copy of GST registration
4. PAN Card No
5. List of main clients (minimum 3)
6. Work experience Certificate/ Delivery Challan (at least from one client)
7. The details about technical specifications of product should submitted in the prescribed format as follows with the bidder's seal and signature:

<b>Sr. No.</b>	<b>Name of Item And Required Technical Specification and Standards</b>	<b>Bidder's Technical Specification And Standards, Brand Names and Model Numbers wherever applicable</b>
1.	<b>Office Table</b>	
	60" x 36" x 30" 36" x 24" x 30"	

Please mention Brand/s and Model Number/s here: **Brand name:**

**Envelop No.2:****The envelope must contain:**

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

Item (Brand Name and Model Numbers)	Rate per unit (INR)	Taxes (INR)	Qty (total)	Total Estimated Cost (INR)
Office Table 60" x 36" x 30"			10	
36" x 24" x 30"			20	

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

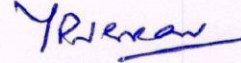
The final quantity may vary at the time of issue of purchase order.

Free delivery, installation is required at Usha Mittal Institute of Technology , SNTD Women's University, Juhu.

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

All necessary documents, manuals to be handed over to the concerned Department, Juhu campus.

Packing and transport charges, transit insurance will be inclusive in the quoted rate.



Principal

Usha Mittal Institute of Technology  
SNTD Women's University,  
Mumbai

Principal

Usha Mittal Institute of Technology  
S.N.D.T. Women's University,  
Juhu Road, Santacruz (W),  
Mumbai - 400 049