

1. Invitation of Tender.

E-Tender Notice No: ESTB/E-Tender/Scanning of all office documents/2024-25/389 dated 16<sup>th</sup> May, 2024.

SNDT Women's University, Mumbai invites Online request for "Scanning of Old records, Files, Service Books of the Employees, Office Documents, Registers, Rosters, Scholarship Documents of the Students etc." of Establishment Department and Special Cell of the SNDT Women's University, Churchgate, Mumbai-20 on or before 27<sup>th</sup> May, 2024 till 6.00 p.m.

1. BIDDERS having experience of successfully execution similar projects are invited.
2. The detailed TENDER document is available at UNIVERSITY website [sndt.ac.in](http://sndt.ac.in). The TENDER shall be submitted along with the necessary supporting documents and Tender Document fee of Rs.2,000/- (Non-Refundable) with EMD fee of Rs. 10,000/- (Refundable for unsuccessful bidder) as per the date and time mentioned in the document.
3. Security Deposit @2% cost of the agreement. Total @100% Security Deposit will be refunded after the completion of the total work.
4. This TENDER document contains the scope of work, qualifying requirements, terms and conditions, forms and procedure for submission of proposal for interested Organizations.
5. The Bidder submits a detailed technical and financial proposal (Two BID System) for the objectives set forth in this TENDER document.
6. UNIVERSITY reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.
7. Please visit Government website at <http://mahatenders.gov.in> contact the undersigned for more technical details.
8. If the 3 (minimum) bidders not upload their documents in the <http://mahatenders.gov.in> during the stipulated time given for opening of Tender, the extension of tender process will be done immediately as per the condition lead down in Procurement by Government of Maharashtra Act 2016.

NOTE: In the event of any dispute of differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor, SNDT Women's University, Mumbai and the same will be governed by the provision of Arbitration Act 1940 in Mumbai.



REGISTRAR

SNDT Women's University, Mumbai

