

CDE/18/2023-24/283

20<sup>th</sup> February, 2024

**NOTICE**

**Inviting quotation for Supply of 03 (Three) Desktop Computers at Centre for Distance and Online Education, SNDT Women's University, Sir Vitthaldas Vidyavihar, Juhu Campus, Santacruz (west), Mumbai - 400049**

Sealed quotations are invited from vendor/suppliers for supply of Desktops Computer at Centre for Distance and Online Education under three envelope systems. Sealed Quotation should be submitted to 'The Director, Centre for Distance and Online Education, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (west) Mumbai - 400049 on or before 29<sup>th</sup> February 2024 at 5.00 pm. Quotations received late or incomplete won't be considered.

Sr. No.	Details of Equipment (Computers) & Details of Required Technical Specifications	Quantity
1.	Desktop Computers 13 <sup>th</sup> Gen. Intel Core-i3, 13100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Graphics 730/ Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	03

Sr. No.	Description of Material	Rate Desktop Computer (INR) (Inclusive of all taxes)
1	Supply of 03 Desktop Computers of following Specifications:  13 <sup>th</sup> Gen. Intel Core-i3, 13100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Graphics 730/ Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	

The quotations are invited in two parts under Three Envelope System. Technical / Specifications 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 contact number of vendor shall be written in block letters. On the top of the envelop name of tenderer or bidder should be mentioned.

The envelope should be addressed to the

**The Director, Centre for Distance and Online Education, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (west) Mumbai - 400049**



**ESSENTIAL QUALIFICATION & MINIMUM CRITERIA FOR THE ELIGIBILITY**

The Centre for Distance and Online Education of the SNDT WOMEN'S UNIVERSITY, Mumbai wish to purchased Desktop Computer for Centre for Distance and Online Education as specified below;

**Specifications:**

Sr. No.	Details of Equipment (Computers) & Details of Required Technical Specifications	Quantity
1.	Desktop Computers 13 <sup>th</sup> Gen. Intel Core-i3, 13100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Graphics 730/ Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	03

**Quotation should be in the sealed envelope containing two envelopes as follows;**

- Technical Bid (Envelope No. 1)
- Financial Bid (Envelope No. 2)

Both envelope no. 1 and envelope no. 2 should be kept in the envelope no. 3

**Technical Bid should include the following details:-**

**The Technical Bid should be a follows:**

- Certified copy of Profile of vendor:
- Covering letter with details of bidders, address, name of Proprietor/Partner/ Director etc. (as the case maybe), along with 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;
- Certified copy of Registration/ Certified of Dealership/Certificate of incorporation & other documents showing proper Registrar body, whichever is applicable;
- Certify copy of shop and Establish License;
- Certified GST Certificate and GST return;
- If GST is not applicable then declaration of the same;
- Certified PAN copy;
- Certified copy of the work experience certificate regarding sales 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).
- Certified copy of list of clients with contact details for the supply of Desktop Computers.
- If any work which requires specific expertise/technical specifications then the same should be mentioned.
- Certified copy of the Annual Audited Accounts of as three years duly signed by the Chartered Accountant (ITR will not be considered).
- Certified copy of our tender document with stamp, seal and signature of the authorized representative.



**SNDT WOMEN'S UNIVERSITY**  
**Centre For Distance Education**

Sir Vitthaladas Vidyavihar, Juhu Tara Road,  
Santacruz (W), Mumbai - 400 049, INDIA.



श्री. ना. दा. ठा. महिला विद्यापीठ  
दूरस्थ शिक्षण केंद्र,  
सर विठ्ठलदास विद्याविहार, जुहू तारा मार्ग,  
सांताक्रुज (प.), मुंबई - ४०० ०४९, भारत.

Tel.: 91-22-26607758 / 26608193 / 26608176 • E-mail : cde@sndt.ac.in • Website : www.cde.sndt.ac.in

**Financial Bid should include the following details:-**

Sr. No.	Description of Material	Rate Desktop Computer (INR) (Inclusive of all taxes)
1	Supply of 03 Desktop Computers of following Specifications:  13 <sup>th</sup> Gen. Intel Core-i3, 13100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Graphics 730/ Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	

**Interested vendors / suppliers are requested to go through the 'Essential Qualification and Eligibility Criteria' and submit their quotation on letter head.**

**Terms and Conditions**

1. Centre for Distance and Online Education, SNTD Women's University, Sir Vitthaladas Vidyavihar, Juhu Campus, Santacruz-west, Mumbai - 400049, reserve the right to reject any or all quotations without assigning any reasons thereof.
2. Previous experience of working with the educational institution would be considered.
3. The decision of the University - CDE management will be final.
4. The Supplier/ Vendor should have valid PAN, GST Number on the date of submission of the quotation.
5. Should be in business for the last 3 years or should have average turnover of Rs. 10 lacs for last 3 years.
6. Payment shall be made by cheque only after the full delivery of Desktop Computers to the Centre for Distance and Online Education.
7. The delivery of the Desktop Computers has to be made to the Centre for Distance and Online Education, S.N.D.T. Women's University, Juhu Campus on all working days between 10:30 am to 4:30 pm except second and fourth Saturday, all Sunday and all government holidays or as specified by Centre for Distance and Online Education.

  
**(Dr. Smriti Bhosle)**  
Director

