



# S.N.D.T. Arts and Commerce College for Women

Estb. : 5 July 1916

Constituent College of S.N.D.T. Women's University, Mumbai

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.

Phone : 020-25431153 • E-mail : collegepune@sndt.ac.in • Website : www.sndtarts.ac.in

Ref. No.:

Date: - 06/02/2024

**Subject: - Request for quotation for purchase of computer desktop.**

Respected Sir/Madam,

The Institute wish to purchase the following materials / equipment's.

Sr. No.	Name of Item	Specifications
01	Desktop Computer	DELL Vostro 3710 Desktop DELL VOSTRO 3710 SFF-4 YR-D255289WIN8-Intel Core TM i3-12100 12 <sup>th</sup> Gen 8 GB RAM 512GB SSD Wi-Fi+BT K+M McAfee 15m Antivirus Trusted Platform Module (TPM 2.0) Win 11 Home +MS Office H&S 2021 19" LED D 2020H Screen 4 Yr Warranty

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Desktop Computer FOR BA & B. Com (02) FOR BAF (02) FOR BCA (02)	06			

The quotations are invited in two parts under Three Envelop System. Technical/Specifications envelop shall be closed and sealed in envelop No. 1. Schedule of Rates shall be filled in and enclosed in Envelop No. 2. Bothe 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 tenderer / Bidder shall be written in block letters. On the top of the envelop name of the tenderer / Bidder should be mentioned.

***The envelope should be addressed to the "Principal, SNDT Arts and Commerce College for Women, Pune. 411038"***

Desktop Computer



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## Essential Qualification and Minimum criteria for the Eligibility

The technical bid should contain the following documents. In the absence of the said documents, the commercial bid would not be opened.

1.	The bidder should have the required licenses to run the business, GST registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate / License should be enclosed.
2.	The Bidder should be in continuous existence in core business of the last five (5) Years.
3.	The Bidder should have minimum turnover of Rs. 5,00,000/- (Rupees Five Lakh only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2016. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year.

## Procedure for submission of quotation:

Tender / Quotation shall be opened in the presence of tenderers / bidders who wish to be present and officers of SNDT Women's University, Mumbai. Sealed Tender / Quotation No. 3 shall be opened first. It must contain two Envelopes – Envelop No. 1 & 2. Envelop No. 1 is technical tender / quotation which will be opened first and if it contains all the papers required then only the Envelop No. 2 containing the schedule of rates shall be opened. If it is found that all the papers are kept together in the single envelop ignoring the instructions given above, the tender / quotation may be rejected forthwith.

## Envelop No. 1 : Must Carry

1. Services / Experience Certificate
2. Detailed information about Institution (Agency), name of proprietor, telephone no. in case of partnership firm – name and address of partners and copy of Partnership deed.
3. Certified copy of GST Registration
4. Pan Card No of the Bidder Company / Firm
5. Certified copy of Annual Audited Accounts for three years duly signed by the Chartered Accountant should be enclosed.

## Envelop No. 1 : Must Carry: Financial Bid

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Desktop Computer	06			





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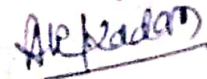
The Financial bid may be submitted in the prescribed formate as above on the letter head of the bidder. Kindly give you sealed quotations on or before 17<sup>th</sup> February 2024 before 04 00 pm you are also requested to enclose the copy of PAN and VAT/GST Registration with the quotation.

## General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
2. Authorization letter from the manufactore, authorized dealer, any other (to be specified)
3. Once a contact rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reason during the performance of the contract.
4. The vendor should adhare with all seriousness to the time schedule provided by the SNDT Arts and Commerce College for Women, Pune
5. Payment will be made within 15 days after successful installation. No advance will be paid TDS will be deducted as per rules.
6. **Free Delievery.** At the Materials of SNDT Arts and Commerce College for Women, Pune-411038 on working days between 10.30 am to 4.30 pm.
7. **Penalty** Will be levied to the maximum 10% if the the contract value for the delay in supply of the materials or delivery in the service as per the rules prescribed in the Maharastra Universities Act. 2016 and the Maharastra Universities Accounts Code.
8. The rate validity will be upto 45 days from the date of submission deadline.
9. All necessary documents to be handed over to be concerned department.
10. Packing and Transport charges, transit insurance will be inclusive in the quoted rate.

Thank you,

Yours faithfully



Prof. Anjali Kadam

**PRINCIPAL (Addl. Charge)**  
**S.N.D.T. Arts & Commerce**  
**College for Women, Pune-38**

