



CDE/18/2024-25/ 1114

13<sup>th</sup> September, 2024

### **NOTICE**

**Inviting quotation for Supply of 03 (Three) Desktop Computers and 1 Laptop at Centre for Distance and Online Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz (west), Mumbai - 400049**

Sealed quotations are invited from vendor/suppliers for supply of Desktops Computer and Laptop at Centre for Distance and Online Education. Sealed Quotation should be submitted to 'The Director, Centre for Distance and Online Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz (west) Mumbai - 400049 on or before seven working days from the date of notice i.e. 25<sup>th</sup> September, 2024 till 5.00 p.m. Quotations received late or incomplete won't be considered.

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

### **Terms and Conditions**

1. Centre for Distance Education, SNDT Women's University, Sir Vitthal Das 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 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 and Laptop to the Centre for Distance Education.
7. The delivery of the Desktop Computers and Laptop has to be made to the Centre for Distance 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 Education.

  
(Dr. Smriti Bhosle)

**Director**

## ESSENTIAL QUALIFICATION & MINIMUM CRITERIA FOR THE ELIGIBILITY

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

### Specifications:

Sr. No.	Details of Equipment (Computers) & Details of Required Technical Specifications	Quantity	Total Estimated Cost & Taxes
1.	Desktop Computers and Laptop 12 <sup>th</sup> Gen. Intel Core-i3, 12100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	03 Desktop Computers and 1 Laptop	Rs. 2,25,000/- (With including 18% GST)

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

- i. Technical Bid
- ii. Financial Bid

**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 Computer and Laptop

- 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.
- The acceptance letter of Technical Specification and details of Desktop Computer and Laptop I mentioned in Annexure – A.

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

- Mentioning including all taxes.
- Undertaking as Annexure – A.
- If required component wise then format to be given component wise.

**Annexure 'A'**

[Offer should be filled in Company letter head]

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

**Sub: Submission of Quotation for supply of Desktop Computers and Laptop at Centre for Distance and Online Education, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz-west, Mumbai – 400049**

**Ref : CDE/18/2024-25/144 dated 13<sup>th</sup> September, 2024**

Sir/ Madam,

With the subject mentioned above we would like to express our compliance for the Qualifying criteria and scope as below;

We comply with the following criteria as required in this engagement

Sr. No.	Qualifying Criteria	Enclosed and attested (Y/N)	Enclosed Document No.	Page
1.	Should have handled projects with the above scope in any educational institutions with minimum same work order. Work order should be attached for the experience.			
2.	Should a valid PAN			
3.	Should have valid GST Number			

**We comply with the following scope as required for this engagement**

Sr. No.	Details of Equipment (Computers) & Details of Required Technical Specifications	Quantity	Total Estimated Cost & Taxes
1.	Desktop Computers and Laptop 12 <sup>th</sup> Gen. Intel Core-i3, 12100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	03 Desktop Computers and 1 Laptop	Rs. 2,25,000/- (With including 18% GST)

**Annexure 'A'**

**Our rates for mentioned scope are below:**

Scope of work	Rate Desktop Computer and Laptop (INR) (Inclusive of all taxes)
Supply of 03 Desktop Computers and 1 Laptop of following Specifications:  12 <sup>th</sup> Gen. Intel Core-i3, 12100/8GB/512 GB SSD, Windows 11/ Integrated UHD, Wifi-6/ MS Office, Bluetooth 5.2, 19" LED Monitor/ USB Keyboard and Mouse, Three Years Warranty	

All the terms and conditions given in the notice / notification are studied thoroughly and accepted fully and I am fully aware that the decision of the University – Centre for Distance and Online Education will be final.

I hereby acknowledge that the information provided above is correct.

Thanking you,

Yours Truly,

Name of the Company

Signature of the proprietor

Date:

Note:

Please enclosed

6. Self-Attested GST number copy
7. Self- Attested PAN Copy
8. Declaration on the company letterhead if GST is not applicable