



SHREEMATI NATHIBAI DAMODAR THACKERSEY  
**WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.  
Telegram : UNIWOMEN Telephone : 22031879 Fax : 22018226  
Website : [www.sndt.ac.in](http://www.sndt.ac.in)

Ref No: Store/ Software/ 2023-24/194

Date: 02.01.2024

**Invitation for Quotations  
For Purchase of Online Meeting Management Software**

Sealed Quotations are invited for purchase of **Online Meeting Management Software** to be Purchase at **Registrar Office**. 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 without assigning any reason thereof.

Name of Item	Purchase of Online Meeting Management Software
Venue of Submission	The Registrar, SNDT Women's University, Churchgate, Mumbai 400 020 Kind Attention University Storekeeper.
To be Addressed to:	The Registrar, SNDT Women's University, 1, N.T. Road, New Marine Lines, Mumbai - 400 020.
Contact Telephone	022 -22031879.
Deadline of Submission	11 <sup>th</sup> January 2024 till 4.00 PM

**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](http://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)**  
Quotation should clearly mention all Technical Specifications mentioned in this document.

**Specification:**

1. Annual Subscription- Data and Software will be on our cloud server
2. The Software system can be used for a maximum of 5 (Five) Committees. Additional Charges will be applicable for additional Committees.
3. A MOU of Minimum of three Years will be done for the annual subscription option.

The quotations are invited in two parts under Three Envelop System. Technical envelope 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:-**

1. Covering letter with details of Bidder, Address, Name If Proprietor, Telephone Number, Mobile Number, Email ID, Name, Signature, and Seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Type of business entity: manufacture /authorized dealer, any other (to be specified).
3. Certified copy of GST registration alongwith seal.
4. PAN Card No.( Certified/ Self Attached Copy) with seal.
5. List of main clients (Maximum 10)
6. The details about technical specifications of product should be submitted in the prescribed format on the letterhead of the bidder alongwith seal & signature.

**Envelop No- 2: -**

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

Item	Rate per Unit (INR)	Taxes (INR)	Qty	Total Estimated Cost (INR)
1.				
2.				
3.				

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 is required at **SNDT Women's University, Churchgate, Mumbai – 400 020.**

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

All necessary documents, manuals to be handed over to the **SNDT Women's University.**

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

University will issue Octroi Exemption certificate if required.

(Prof. Vilas Nandavdekar)

Registrar