

SNDT Women's University

1, Nathibai Thackersey Road,
Mumbai 400 020.

Phone: +91 22 2203 1879

Fax : +91 22 2201 6226



श्रीमती ना. दा. ठाकरसी महिला विद्यापिठ

१, नाथीबाई ठाकरसी मार्ग,

मुंबई ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

A - Grade (CGPA 3.08)

AC/FINANCE/2022-23/183.

11.07.2022

CIRCULAR

1. All Principals of the colleges conducted by the SNDT Women's' University
2. All Directors/Heads/Coordinators/In-charge of the University Departments/Institutions
3. All Administrative Units of the University

Sub: Procedure for Invitation and Finalisation of Quotations/Website Notifications/Tenders (Civil Work)

Ref: Management Council Resolution dated 27.05.2022

Sir/Madam,

The procedures to be followed for calling of quotations, website notifications and tenders to be published related to Civil Work.

Following are the limits for process to be followed:-

Sr. No.	Limit	Process to be followed
1.	Upto Rs 5,000/- per item (including taxes)	Direct Services
2.	Above Rs. 5,000/- upto Rs.3,00,000/- (including taxes)	Quotations to be called
3.	Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes)	Quotations to be called by giving Website Notifications in the format for technical and financial bid.
4.	Rs.10,00,000 and above	Etender

Following are the procedural aspects for each limit mentioned in the above table:-

1. Direct Services

Any direct purchase of each item costing Rs. 5,000/- including taxes can be done without calling quotations. This can be done by recording a certificate by the Estate Department:-

"I, _____ am personally satisfied that work executed are of the requisite quality and specification and have been executed from a reliable contractor at a reasonable price."

2. Above Rs.5000/- upto Rs.3,00,000/- (including taxes)

Quotations needs to be invited where the aggregate value of goods and services to be procured is above Rs. 5000 but below Rs.3,00,000/- including taxes.

- i. Minimum three quotations are must in case of open quotations.
- ii. Obtain PAN Copy, GST Certificate of the concerned vendors. If GST is not applicable then declaration of the same should be obtained as per the attached format.
- iii. Sealed quotations shall be opened in the front of the committee members.
- iv. To facilitate the opening of quotations is respect of the goods and services purchased above Rs.5,000/- upto Rs.3,00,000/- a Local Committee approved by the Hon Vice Chancellor Madam:-

- i. University Engineer/Site Engineer
 - ii. Deputy Finance and Accounts Officer/ Assistant Finance and Accounts Officer/ Accountant
 - iii. Deputy Registrar/(equivalent) or Assistant Registrar/ (equivalent) from Administrative Department as nominated by the Hon Vice Chancellor
- The comparative chart recommended by the committee members shall be approved by Registrar/Hon Vice Chancellor Madam as per delegation of powers.

3. Above Rs.3,00,000/- upto Rs.10,00,000/- (including taxes)

- a. Quotations needs to be invited by giving notification on the website where the aggregate value of services to be executed is above Rs. 3,00,000/- but below Rs.10,00,000/- including taxes.

- b. To facilitate the opening of website notifications in respect of the services executed above Rs. 3,00,000/- but below Rs.10,00,000/- a Committee approved by Hon Vice Chancellor of following members can be constituted as follows:-

- i. University Engineer/Site Engineer
- ii. Deputy Finance and Accounts Officer/ Assistant Finance and Accounts Officer/ Accountant
- iii. Deputy Registrar/(equivalent) or Assistant Registrar/ (equivalent) from Administrative Department as nominated by the Hon Vice Chancellor
- iv. One Head of the Department/Principal of the concerned department for which the work will be executed and in case of the University work, Registrar will be the member.

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The Head of the Department/Principal of the concerned department nominated or Registrar will be the convenor or chairperson of the Website Quotation Opening Committee.

c. Website Notification should be called in two envelopes as follows:-

i. Technical Bid

a) The Technical Bid should include following details:-

- a. Profile of the vendor
- b. Work Experience Certificate from the concerned the organisation where work has been executed
- c. Registration Certificate
- d. GST Certificate
- e. PAN Copy
- f. If GST is not applicable then declaration of the same.
- g. If GST is applicable, then No Dues Certificate authorised by a Chartered Accountant.

ii. Financial Bid

- a) Mentioning including all taxes
- b) If required component wise then format to be given component wise

iii. Committee for Opening of Quotations received through website notifications

Website Notification period should be as follows:-

Sr. No.	Limit	Number of Days of Notification
1.	Rs.3,00,000/- to upto Rs. 5,00,000/- (including taxes)	Five Working Days
2.	Rs.5,00,001/- to upto Rs. 10,00,000/- (including taxes)	Seven Working Days



(Dr. Ruby Ojha)

Finance & Accounts Officer (Addl. Charge)