

S.N.D.T. Women's University

1, Nathibai Thackersey Road,
New Marine Lines, Churchgate,
MUMBAI - 400 020.

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

Ac/Finance/2023-24/166,

Date: 30.05.2023

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University
Departments at Churchgate, Juhu, Shrivardhans & Pune Campuses.

Sub. : Delegation of Powers for Opening of Quotations and Tenders/GEM Procedures

Sir/Madam,

As per the directives of authorities, this is to inform you that specific constitution of committee is required for opening of quotations as per the amount involved in the work to be undertaken.

It should be undertaken as follows:-

Sr No.	Limit	Process to be followed	Constitution of the Committee
1.	Upto Rs 5,000/- per item (including taxes)	Direct purchase	Not required
2.	a) Above Rs. 5,000/- upto Rs.1,00,000/- (including taxes) For Purchases b) Above Rs. 5,000/- upto Rs.3,00,000/- (including taxes) For Civil Work	Quotations to be called	a. Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent b. One Member from Other Department (Refer Note 1) c. One member from the same department as suggested by the



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			<p>Note 1)</p> <p>c. One member from the same department as suggested by the concerned Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent The Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent will be the convenor or chairperson of the Quotation Opening Committee.</p> <p>The committee to be formed by the concerned Head of the Department/Principal/Section Head/ Deputy Registrar or equivalent officer</p> <p>Note 1</p> <ul style="list-style-type: none"> o For Pune Campus- Deputy Registrar in the Campus or Accounts Personnel from Centralised Unit for
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			<p>convenience</p> <ul style="list-style-type: none"> o For Churchgate/Shrivardhan Campus - University Accountant o For Juhu Campus - Upto Rs. 1 Lac - Assistant Accountant from the campus and Above Rs.1 lac to Rs.3,00,000/- - Assistant Finance and Accounts Officer (in her absence University Accountant may be nominated)
3.	<p>a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases</p> <p>b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work</p>	<p>Quotations to be called by giving Website Notifications in the format for technical and financial bid.</p>	<ul style="list-style-type: none"> • Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent • Permanent Accounts Post in the Campus not below Asst Accountant or Junior Accountant (Refer Note 2) • HoD from Other Department /Deputy Registrar or any other member as nominated by



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			<p>the Hon Vice Chancellor</p> <ul style="list-style-type: none"> • Two Members from the same department <p>The Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent will be the convenor or chairperson of the Website Quotation Opening Committee.</p> <p><i>The committee to be formed by the Orders of Hon Vice Chancellor Madam.</i></p> <p>Note 2:-</p> <ul style="list-style-type: none"> ○ For Pune Campus- Deputy Registrar in the Campus or Accounts Personnel from Centralised Unit for convenience ○ For Churchgate/Shrivardhan Campus - Assistant Finance and Accounts Officer ○ For Juhu Campus - Assistant Finance and Accounts Officer (in her
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			absence University Accountant may be nominated)
4.	Rs.10,00,000 and above	Etender or through GEM	<ul style="list-style-type: none"> • Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent • Deputy Finance and Accounts Officer/ Assistant Finance and Accounts Officer • HoD from Other Department /Deputy Registrar or any other member as nominated by the Hon Vice Chancellor • Two Members from the same department <p>The Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent will be the convenor or chairperson of the Tender Opening Committee.</p>