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

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

Phone: + 91 22 2203 1879 Fax: + 91 22 2201 6226



A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ १, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन, चर्चगेट, मुंबई - ४०० ०२०.

Date: 30.05.2023

Telegram : UNIWOMEN Website ; sndt.ac.in

Ac/Finance/2023-24//66,

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



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai - 400020.

Note 1) c. One member from the 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. The committee to be formed by the concerned Head of the Department/Principal/Section Head/ Deputy Registrar or equivalent officer Note 1 o For Pune Campus-Deputy Registrar in the Campus or Accounts Personnel from Centralised Unit for



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai - 400020.

Convenience Churchgate/Shrivardha n Campus - University Accountant 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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- Notifications in the format (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Accountant may be nominated by the format for technical and financial bid. 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 member as nominated by the section of the control				
Churchgate/Shrivardha n 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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Accountant may be nominated) • 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				convenience
n 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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Assistant Accountant from the campus and Accounts Officer (in her absence University Accountant may be nominated) • 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				o For
Accountant Accountant 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) Accountant may be nominated) Accounts Officer (in her absence University Accountant may be nominated) For Purchases b) Rs.3,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- (including taxes) For Civil Work Accountant For Edulty 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		-		Churchgate/Shrivardha
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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work o Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent • Permanent Accounts Post in the Campus not below Asst Accountant (Refer Note 2) • HoD from Other Department /Deputy Registrar or any other				n Campus - University
3. a) Rs.1,00,000/- to upto Rs. 1 (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- to upto Rs. 10,00,0				Accountant
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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases bid. Ps. 10,00,000/- (including taxes) For Civil Work Assistant Accountant from the campus and Above Rs.1 lac to Rs.3,00,000/- to upto Rs. 10,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Assistant Accountant from the campus and Above Rs.1 lac to Rs.3,00,000/- to upto Rs. 10,00,000/- to upto Rs. 10,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Assistant Accountant from the campus and Above Rs.1 lac to Rs.3,00,000/- to upto Psculled by 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				o For Juhu Campus -
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. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Accountant or Junior Accountant or Junior Accountant or Junior Accountant (Refer Note 2) HoD from Other Department /Deputy Registrar or any other				Upto Rs. 1 Lac –
Above Rs.1 lac to Rs.3,00,000/- Assistant Finance and Accounts Officer (in her absence University Accountant may be nominated) 3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Above Rs.1 lac to Rs.3,00,000/- of Purchases bid. • Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent or equivalent or 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				Assistant Accountant
Rs.3,00,000/- Assistant Finance and Accounts Officer (in her absence University Accountant may be nominated) 3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- (including taxes) For Civil Work Registrar or any other				from the campus and
Assistant Finance and Accounts Officer (in her absence University Accountant may be nominated) 3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Assistant Finance and Accounts Officer (in her absence University Accountant may be nominated) • 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				Above Rs.1 lac to
Accounts Officer (in her absence University Accountant may be nominated) 3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Accounts Officer (in her absence University Accountant may be nominated) • 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				Rs.3,00,000/
absence University Accountant may be nominated) 3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work absence University Accountant may be nominated) • 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				Assistant Finance and
3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work Accountant may be nominated) a) Rs.1,00,000/- (including taxes) For Civil Work Accountant may be nominated) a) Rs.1,00,000/- (including taxes) For Civil Work Accountant may be nominated) a) Rs.1,00,000/- (including taxes) For technical and financial bid. B) Rs.1,00,000/- (including taxes) For Civil Work Accountant may be nominated) 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) PhoD from Other Department /Deputy Registrar or any other				Accounts Officer (in her
3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work b) Rs.1,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work b) Rs.1,00,000/- (including taxes) For Civil Work a) Paculty 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 Department /Deputy Registrar or any other)				absence University
3. a) Rs.1,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work a) Rs.1,00,000/- (including taxes) For Civil Work a) Quotations to be called by charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent bid. b) Rs.3,00,000/- (including taxes) For Civil Work a) Permanent Accounts Post in the Campus not below Asst Accountant or Junior Accountant (Refer Note 2) b) HoD from Other Department /Deputy Registrar or any other				Accountant may be
upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work giving Website Notifications in the format for technical and financial bid. hid the format for technical and financial bid. 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				nominated)
upto Rs. 10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work giving Website Notifications in the format for technical and financial bid. hid the format for technical and financial bid. 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				
10,00,000/- (including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work Notifications in the format for technical and financial bid. Heads/Deputy Registrar or equivalent Permanent Accounts Post in the Campus not below Asst Accountant or Junior Accountant (Refer Note 2) Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent Permanent Accounts Post in the Campus not below Asst Accountant (Refer Note 2) HoD from Other Department /Deputy Registrar or any other	3.		Quotations to be called by	• Faculty In
(including taxes) For Purchases b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work for technical and financial bid. 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			giving Website	charge/HOD/Project
For Purchases bid. Heads/Deputy Registrar or equivalent upto Rs. 10,00,000/- (including taxes) For Civil Work 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		10,00,000/-	Notifications in the format	Holder/Course
b) Rs.3,00,000/- to upto Rs. 10,00,000/- (including taxes) For Civil Work b) Rs.3,00,000/- (including taxes) For Civil Work c) Permanent Accounts Post in the Campus not below Asst Accountant or Junior Accountant (Refer Note 2) e) HoD from Other Department /Deputy Registrar or any other	-	(including taxes)	for technical and financial	Coordinator/Section
upto Rs. 10,00,000/- (including taxes) For Civil Work • 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	= -	For Purchases	bid.	Heads/Deputy Registrar or
10,00,000/- (including taxes) For Civil Work Asst Accountant or Junior Accountant (Refer Note 2) HoD from Other Department /Deputy Registrar or any other	-	b) Rs.3,00,000/- to		equivalent
(including taxes) For Civil Work Asst Accountant or Junior Accountant (Refer Note 2) HoD from Other Department /Deputy Registrar or any other		upto Rs.	-	Permanent Accounts Post
For Civil Work Accountant (Refer Note 2) HoD from Other Department /Deputy Registrar or any other		10,00,000/-		in the Campus not below
2) • HoD from Other Department /Deputy Registrar or any other		(including taxes)		Asst Accountant or Junior
HoD from Other Department /Deputy Registrar or any other		For Civil Work		Accountant (Refer Note
Department /Deputy Registrar or any other				2)
Registrar or any other		, :		• HoD from Other
				Department /Deputy
		= -		Registrar or any other
The state of the s				member as nominated by



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai - 400020.

the Hon Vice Chancellor • Two Members from the same department 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. The committee to be formed by the Orders of Hon Vice Chancellor Madam. Note 2:o For Pune Campus-Deputy Registrar in the Campus or Accounts Personnel from Centralised Unit for convenience For Churchgate/Shrivardhan **Assistant** Campus Finance and Accounts Officer o For Juhu Campus Assistant Finance and Accounts Officer (in her



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai - 400020.

		absence University Accountant may be nominated)
4. Rs.10,00,000 and above	Etender or through GEM	 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 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.