

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, न्यू मरिन लाईन्स,
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN
Website : sndt.ac.in

REG/264/2025-26/27

April 29, 2025

Web Notification

Invitation for Proposals for hire services of Photocopy & Stationery at SNDT WU Churchgate and Juhu Campuses.

SNDT Women's University invites Sealed Proposals for **hire services of Photocopy & Stationery** at its Churchgate and Juhu Campuses for operating photocopy and stationery services. These spaces are exclusively available for setting up Photocopy & Stationery services to SNDT WU students, staff and Office.

The Service Providers 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 proposal may result in the rejection of the quotation. The University reserves the right to reject the proposal in whole without assigning any reason thereof.

| | |
|-------------------------------|--|
| Name of the Item | Proposals for hire services of Photocopy & Stationery at its Churchgate and Juhu Campuses |
| Venue of submission | SNDT Women's University, Churchgate, Mumbai 400 020 |
| To be Addressed to | Registrar, SNDT Women's University, Mumbai |
| Contact Telephone | 022 - 22031879 |
| Deadline of Submission | 07 May, 2025 |

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Proposals' section on the University website (sndt.ac.in) below the respective proposals.

To view Proposal Notice, kindly visit following website of **SNDT Women's University, Mumbai**
<https://sndt.ac.in>

(Signature)

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Proposals should clearly mention all Technical Specifications mentioned in this document.

The proposals are invited for the following services:

Hire services of Photocopy & Stationery at SNTD Women's University at Churchgate and Juhu Campuses.

The proposals are invited in two parts under Three Envelop System. Technical envelop shall be enclosed and sealed in envelop no.1. Schedule of Rates shall be filled in and enclosed in Envelop No.02. Both the sealed envelopes shall be kept in Envelop No.03 which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of Service Provider shall be written. On the top of it envelop name of the Service Provider should be mentioned.

Proposal Details:

- **Space Available:** Based on Administrative charges basis including all tax as applicable.
- **Locations & Areas of SNTD Women's University, Mumbai.**
 - **Churchgate Campus -**
 - **Juhu Campus -**
- **Duration:** One year and extendable for period of another two years depend on services.
- **Purpose:** To provide affordable and convenient access to Photocopy and Stationery service supplies for students/staff based on requirement.
- **Service Quality:** Good services at minimum rate basis are expected.
- **Services:** Photocopying, Scanning, binding etc. and stationery material for the students, staff and office use.
- **Electricity:** At actual meter reading and it should be paid by the Service Provider.
- **Offered Rate:**

Eligibility Criteria:

- The applicant must have prior experience in operating a Photocopy & Stationery business.
- The application must include:
 1. A detailed business plan outlining operations and pricing.
 2. Experience proof in running similar businesses.
 3. Service provider should have sufficient machinery of photocopy/ scanner his own.

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Envelop No:01**The envelop must contain :**

1. Covering letter with details of Service Providers, address, name of proprietor, telephone number, mobile number, email id, name, signature and seal.
2. Types of Business Entity : Operating a Photocopy & Stationery
3. **Valid Photo ID** (Passport, Aadhaar Card, Driving License, etc.)
4. **Certified copy of GST No.**
5. **Photo copy of PAN card no.**
6. **Proof of Business Experience** in Photocopy & Stationery services (at least from one client and if available from Government Office)
7. **License:** Bidder should submit their license copy, which is under the Shop Act of Brihanmumbai Mahanagar Palika, Mumbai or any other documents/ Gumasta License.
8. **MSME Certificate**

Envelop No. 2:

The envelop must contain:

The financial bid may be submitted in the prescribed formate as above on the letterhead of the Service Provider.

A) Offered Administrative Charges : Rs. _____ per month

B) Offered Rate for Photocopy, Scanning and Binding.

| Sr. No. | Details | Rate A3 Size Photocopy (Rs) | | Rate A4 Size Photocopy (Rs.) | | Rate A5 Size Photocopy (Rs.) | | Other any sizes | |
|---------|------------------|-----------------------------|--------------|------------------------------|--------------|------------------------------|--------------|-----------------|--------------|
| | | Single | Back to Back | Single | Back to Back | Single | Back to Back | Single | Back to Back |
| 1) | Photocopy B & W | | | | | | | | |
| 2) | Photocopy Colour | | | | | | | | |
| 3) | Scanning B& W | | | | | | | | |
| 4) | Scanning Colour | | | | | | | | |
| 5) | Binding : Tape | | | | | | | | |
| 6) | Binding : Spiral | | | | | | | | |
| 7) | Binding : Book | | | | | | | | |

Security Deposit: Rs.1,00,000/-

A refundable amount paid as a guarantee against any potential damages or unpaid administrative charges. The deposit will be returned at the end of the lease, provided the property is in good condition.

A separate Memorandum of Understanding will be signed between The Registrar, SNDDT WU, Mumbai and Service Provider.

Last Date for Submission: 07 May 2025.

Note: These properties are strictly for **Photocopy & Stationery shops** and cannot be used for any other business purpose.




(Dr. Vilas Nandavadekar)
Registrar