



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
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DOEE (D)	2661 5150
Dy Registrar	2661 1524
Dy Registrar 1	2660 3259
Asst Registrar	2661 5138
M.A., B.Ed., H. Sc. Asst.	2660 3322
M.A., B. Com., M. Com. Law	2661 1595
Accounts	2660 8374
Degree Mgrs. Carls	2661 2877
M.Phil., Ph.D	2660 3259
Confidential	2661 2265
Tech. Pharm., BCA, BMS	2661 5985
CFC	2666 8304 / 2661 5168

Ref.No.: Exam/Web-Tender/2022-23/309

Date: 18.10.2022

Sub.: Quotation for Printing of Cut-Sheet Marksheet for Academic Year 2022-2023 at the Pariksha Bhavan.

Madam / Sir,

Sealed quotations are invited for Printing of Cut-Sheet Marksheet for Academic Year 2022-2023 at the Pariksha Bhavan. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to the Director (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 on or before Thursday, 27th October, 2022 (before 04:30 p.m.).

The Technical Bid should be as follows:

- Scanned and certified copy of Company Profile of vendor:
Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
- Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
- Scanned and Certified PAN Copy.
- Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- Scanned and Certified copy of the work experience certificated from vendors for continuations existing in core business for last five years. (One certificate per year. No purchase order please).
- Scanned copy of list of clients for last five years.
- Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
- Scanned and Certified copy of IBA Certificate issued to printers.
- Undertaking as Annexure - A.

(I) The Financial Bid should be as follows:

- Mentioning including all taxes.
- If required component wise then format to be given component wise.
- Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant **(ITR will not be considered)**.

Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.

(Dr. Sanjay Shédmake)
Director (Addl Charge),
Board of Examinations and Evaluation

Sanjay Shédmake 18/10/2022

Sanjay Shédmake 18/10

Quotation for Printing of Cut-Sheet Marksheet for Academic Year 2022-2023 at the Pariksha Bhavan.

Date: 18.10.2022

Name of Item	Quotation for Printing of Cut-Sheet Marksheet for Academic Year 2022-2023
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
To be Addressed to	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
Contact Telephone	022-26615159
Deadline of submission	Thursday, 27 th October, 2022 upto 04:30 p.m.

The quotations are invited for the following products:

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty. (In Nos.)
1)	<p>A. Printing of Marksheet– Cut Sheet Size of paper –A-4 (210mm X 297mm) (8½ X12) Quality of Paper – 1. 150 GSM Non Tearable Paper 2. Four Color Printing 3. One Colour U.V. 4. Numbering Front Side 5. Back side printing on Marksheet will be variable Including Security Features – i) Micro Text Line ii) High Resolution Border iii) Guilloche Design with Raster Effect iv) U.V. Invisible Ink v) Anti Copy vi) Watermark logo vii) Relief Tint viii) Hidden Image Quantity to be printed as per below specification : A. Cut Sheet Mark sheet 1. 35% (10 Grade) – Cut Sheet printing with back side 2. 40% (10 Grade) – Cut Sheet printing with back side 3. 50% (10 Grade) – Cut Sheet printing with back side 4. Blank Back side – Cut Sheet (As per our Marksheet Sample Specification)</p>	<p>1,65,000</p> <p>(At the time of work order the actual quantity of the marksheet will be given from total quantity of above mentioned)</p>

The quotations are invited in two parts under Two 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.2. Both the sealed 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: Technical Bid.

The envelop must contain:

1. Scanned and certified copy of Company Profile of vendor:
Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
2. Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
3. Scanned and Certified PAN Copy.
4. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
5. Scanned and Certified copy of the work experience certificated from vendors for continuations existing in core business for last five years. (One certificate per year. No purchase order please).
6. Scanned copy of list of clients for last five years.
7. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
8. Scanned and Certified copy of IBA Certificate issued to printers.
9. Undertaking as Annexure – A.

Envelop No.2: Financial Bid.

The envelop must contain:

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The quotation for Printing of Marksheet for Academic Year 2022- 2023 at the Pariksha Bhavan in the following prescribed proforma:

- a. Mentioning including all taxes.
- b. If required component wise then format to be given component wise.
- c. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant **(ITR will not be considered)**.

(Offer should filled on letter head)
Annexure I

Ref.No.:

Date:

To,
The Director
(Addl Charge),
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai - 400 020.

Sub.: The quotation Printing of Cut-Sheet Marksheet for Academic Year 2022-2023.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.) per Answer-book	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1)	A. Printing of Marksheet- Cut Sheet Size of paper - A-4 (210mm X 297mm) (8½ X12) Quality of Paper - 1. 150 GSM Non Tearable Paper 2. Four Color Printing 3. One Colour U.V. 4. Numbering Front Side 5. Back side printing on Marksheet will be variable Including Security Features - i) Micro Text Line ii) High Resolution Border iii) Guilloche Design with Raster Effect iv) U.V. Invisible Ink v) Anti Copy vi) Watermark logo vii) Relief Tint viii) Hidden Image Quantity to be printed as per below specification : A. Cut Sheet Mark sheet 1. 35% (10 Grade) - Cut Sheet printing with back side 2. 40% (10 Grade) - Cut Sheet printing with back side 3. 50% (10 Grade) - Cut Sheet printing with back side 4. Blank Back side - Cut Sheet (As per our Marksheet Sample Specification) Total (Inclusive of GST) Rs.	1,65,000	(At the time of work order the actual quantity of the marksheet will be given from total quantity of above mentioned)			

UNDERTAKING:

I /We have read the terms and conditions of the tender and I / We hereby agree to agree to abide by the same.

Seal of the Tenderer
Date:

Signature of the Tenderer

General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The work order will be issued after visiting the concerned press.
2. Sealed quotations are invited from IBA approved security printers.
3. Authorization letter from the manufacturer to be attached along with Technical Bid documents.
4. Three sets of sample to be submit with the technical documents.
5. The vendor should submit the certificate of paper quality report.
6. Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.
7. The vendor should adhere with all seriousness to the time schedule provided by the Degree Unit of the Examination Section.
8. The vendor should quote cost for providing services for more than one year. The decision of the respect of the assigning the work either for one year or three year will be decided by the competent authority which will depend on the performance apprized.
9. **Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Cut-Sheet Marksheet. No advance will be paid. TDS will be deducted as per rules.
10. **Packaging:** It should be packed and in water proof corrugated boxes should be serially numbered on outside and also the chart should be stick regarding the details of inside the boxes.
11. **Free Delivery:** At the 2nd Floor, Pariksha Bhavan, SNDT Women's University, Mumbai - 400049 on working days between 10:30 a.m. to 04:30 p.m. and it should be stored as per the serial number by the vendor.
12. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.
13. The rate validity will be upto 45 days from the date of submission deadline.
14. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
15. Packing and transport charges, transit insurance will be inclusive in the quoted rate.
16. The final quantity may vary at the time of issue of purchase order.
17. The SNDT Women's University reserve the right to rescheduling of date of opening of the quotations and reject any or all quotations without assigning any reason.

Shed
18/10/2022

(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

Encl.: As mentioned above.

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18/10