



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2661 5168
Asst. Register : 2661 5138
B.Ed, H.Sc. Nsg. DMLT : 2660 3322
B.A., B.Com., M.A., M.Com. Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech. Pharma : BCA,BMS : 2661 5985
CFC : 2660 8304

Ref.No.: Exam./Quotation/2022-23/342

Date: 07.11.2022

Sub.: Quotation for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23.

Madam / Sir,

Sealed quotations are invited for quotation for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23 required 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 17th November, 2022 (before 04:30 p.m.)

(I) The Technical Bid should be as follows:

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 copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the work experience certificate of atleast two Central/State Universities/ Any Education Board Exams from vendors in core business for last five years. (One certificate per year; No purchase order please).
7. Scanned copy of list of clients.
8. If any work which requires specific expertise / technical specifications then the same should be mentioned.
9. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).



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10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

11. Undertaking as Annexure - A.

(II) The Financial Bid should be as follows:

- Mentioning including all taxes.
- If required component wise then format to be given component wise.

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.

Shed
7/11/2022

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

Invitation for Quotations

For Quotation for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23.

Ref.No.: Exam/Accounts/Quotation/2022-23/342

Date:07.11.2022

Sealed quotations are invited for **preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23 to be required at the Pariksha Bhavan, Juhu Campus.** The suppliers 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 quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

Name of Item	Quotation for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23
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, 17 th November, 2022 upto 04:30 p.m.

Instructions:

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

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

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

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 copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the work experience certificate of atleast two Central/State Universities/ Any Education Board Exams from vendors in core business for last five years. (One certificate per year; No purchase order please).
7. Scanned copy of list of clients.
8. If any work which requires specific expertise / technical specifications then the same should be mentioned.
9. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
11. Undertaking as Annexure – A.

Envelop No.2: Financial Bid.

The envelop must contain:

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

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Preparation and execution of Question Bank with Typesetting and E-Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations** in the following prescribed proforma:

(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 for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table of University Examinations to be held during the academic year 2022-23 to be required at the Pariksha Bhavan, Juhu Campus.

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.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1)	<p><u>1st term Examinations for the year 2022-2023:</u></p> <p>Quotation for preparation and execution of Question Bank with Typesetting and E- Secured delivery of Question Papers at Examination and The e-mode transfer of question papers to the concerned examinations centres located across the seven states and one union territory as per the time-table.</p> <p>The question paper cost will be as per actual download as per the time-table / per day / per center / per course for both (morning and afternoon) sessions inclusive of translation.</p> <p><u>Other Conditions as follows:</u></p> <p>1. The Vendor should handles all the logistics and distribution of question paper through e-mode transfer.</p> <p>2. The Vendor should check / study the IT infrastructure and readiness of each and every center free of cost and should visit every center for a demo or training through online.</p> <p>3. The rates, shall be final and no escalation will be admissible, under any circumstances.</p>	Total Appx. Papers = 11250				

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p>4. The Vendor should ensures that a complete and comprehensive mock test is carried out two days before the exam in the presence of the principal and examination coordinators of the center to identify the problems in real-time execution.</p> <p>5. The Vendor should keep safe E-Delivery of question paper with watermarking technology and also Upload Question paper with Secured Domain name and has portal software.</p> <p>6. The cost should include all typesetting and DTP of all question papers (including all languages) irrespective of the number of pages. (For Single Question Paper or Question Bank)</p> <p>7. The Vendor should assures that the demonstration, onsite training, and support for the centres principal and examination coordinator for downloading question papers and other technical aspects are done.</p> <p>8. The Vendor should assures that the Question Paper should be password protected. The 'encryption of PDF files' activity should be done by the vendor as per the directives and send SMS to all the centres.</p> <p>9. The Vendor should give Log Data of all examinations, Programmes, subjects, sessions, etc. to Examination Section with details about downloading time, name of the person, date, time, IP address, etc.; which will be useful and shall be preserved as official documents with feedback from examination centres. This log data is very used for examination audit purposes and question bank.</p> <p>10. The Vendor should monitor each center /college to ensure a smooth transfer, guidance and telephonic support 24*7.</p> <p>11. The Vendor should set up a call center to handle various queries regarding downloading question papers. The call center should work 24*7 with designated E-mail to the University.</p>					

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p>12. The Vendor should maintains secrecy and also maintains a necessary record of downloading question papers, and provides services for Secured Delivery of question papers to all exam centres.</p> <p>13. Penalty up to 10% of the contract value shall be levied for the delay in supply of the material or deficiency in the service, as per the rules prescribed in the Maharashtra Public Universities Act, 2016 and the Maharashtra University Accounts Code, 2012 or the agreement and work contract will be terminated if issues and problems are not resolved mutually consent.</p> <p>14. The University shall have right to schedule the visits of its officials to the site where the assigned work is carried out by the vendor.</p> <p>15. The vendor shall adhere with all seriousness to the time schedule provided by the S.N.D.T. Women's University, Mumbai.</p> <p>16. The vendor shall delivered the question paper by e-mode transfer to only to those examination centres where the concerned University examinations is being held and the list of examination center thereof is being provided by the Director, Board of Examinations and Evaluation before the commencement of the concerned examination.</p> <p>17. Taxes should be applicable as per the rules.</p>					

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. Demo should be arranged by the vendor on the specified day and time at the Pariksha Bhavan. The University will not bear any cost for the same.
2. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
3. Authorization letter from the manufacturer, authorized dealer, any other (to be specified).
4. Once a contract rate is arrived at, the same shall remain firm and shall not be subject to escalation what so ever reasons during the performance of the contract.
5. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
6. The University reserves the right to reject the quote in whole without assigning any reason thereof.
7. **Payment will be made within 15 days after completion of the said work and all the data's of the same should be transferred with report to the Confidential Examination Section, SNTD Women's University.**
8. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the data or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.
9. The rate validity will be upto 45 days from the date of submission deadline.

Encl.: As mentioned above.

Shed
7/11/22
(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation
Shed