



Date: 13.04.2023

Ref.No.: Exam/Web-Tender/2023-24/17

**Sub.: Quotation for Printing of Supplementary Answerbook (04 pages) with  
OMR/ Barcode for Academic year 2022-2023 at Pariksha Bhavan.**

Madam / Sir,

Sealed quotations are invited for Printing of Supplementary Answerbook (04 pages) with OMR/ Barcode for Academic year 2022-2023 at 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 Friday, 21<sup>st</sup> April, 2023 on or before 04:30 p.m.

**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 ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
7. Scanned copy of list of clients for last three years (due to pandemic period of 2 years) of last 5 years.
8. If any work which requires specific expertise / technical specifications then the same should be mentioned.
9. Vendor should submit certified **sample paper of Supplementary Answerbook.**
10. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
11. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.



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Ref.No.:Exam/Web-Tender/2023-24/17

Date: 13.04.2023

**(I) The Financial Bid should be as follows:**

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.
3. Undertaking as Annexure – A.

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.

*P. S. m. Wakpajan*  
13/4/23  
(Dr. Pradnya Wakpajan)  
Director (Addl Charge),  
Board of Examinations and Evaluation

**Invitation for Quotations  
For Printing of Supplementary Answerbook (04 pages) with OMR/ Barcode  
for Academic year 2022-2023 at Pariksha Bhavan.**

Ref. No.: Exam/Accounts/Quotation/2023-24//7

Date: 13.04.2023

Sealed quotations are invited quotation for Printing of Supplementary Answerbook (04 pages) with OMR/ Barcode for Academic year 2022-2023 at 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.

<b>Name of Item</b>	<b>Quotations for Printing of Supplementary Answerbook (04 pages) with OMR/ Barcode for Academic year 2022-2023 at Pariksha Bhavan.</b>
<b>Venue of Submission</b>	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
<b>To be Addressed to</b>	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
<b>Contact Telephone</b>	022-26615159
<b>Deadline of submission</b>	Friday, 21 <sup>st</sup> April, 2023 on or before 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](http://www.sndt.ac.in)

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.

- The vendor have to visit at the actual site for checking for Supplementary Answerbook (04 pages) with OMR/ Barcode for Academic year at Pariksha Bhavan**

The quotations are invited for the following products:

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
1.	<p><b>A. Printing of Supplementary Answerbook (04 pages) with OMR/Barcode</b>  <b>Number of pages</b> - 04 Pages  <b>Size of paper</b> - 216 mm X 280 mm  <b>Quality of Paper</b> -  70 gsm 'A' Grade Maphlitho paper with white brightness for cover page printed in two colors  <b>Other Specifications</b> -  1. Cover page with OMR, Bar Code and continuous serial number designed as per sample specification, side stitching, water mark with SNDT Women's University Logo and security features at center of every page.  2. The OMR, Barcode serial number with running page number to be done in the each answerbook.  3. One Perforation on the front page separating top on 4 pages supplementary answerbook (as per sample).  <b>Packing</b> -  Packing shall be done of Supplementary Answerbook (04 pages) in the bundles of 250 answerbooks in corrugated box, mentioning the quantity and serial numbers on top.  <b>Printing</b> -  Printing as per specified sample of the University.</p>	75000



Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
	<b>Delivery</b> – The vendor shall deliver the number wise Supplementary Answerbook (04 pages) to the storeroom of the office and arrange the same serially within <b>7 days</b> from the confirmation of order.	

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 ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
7. Scanned copy of list of clients for last three years (due to pandemic period of 2 years) of last 5 years.
8. If any work which requires specific expertise / technical specifications then the same should be mentioned.
9. Vendor should submit certified **sample paper of Supplementary Answerbook**.
10. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
11. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

### **Envelop No.2: Financial Bid.**

#### **The envelope must contain:**

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.
3. Undertaking as Annexure – A

The financial bid may be submitted in the prescribed format as below on the letterhead of the bidder. The Quotations for Printing of Supplementary Answerbook (04 pages) with OMR/ Barcode for Academic year 2022-2023 required at Pariksha Bhavan, Juhu Campus in the following prescribed proforma:

Date:

Ref.No.:

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

**Subject: - Quotations for Printing of Supplementary Answerbook (04 pages) with OMR/Barcode for 2022 - 2023 at Pariksha Bhavan.**

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 Answerbook	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1.	<b>A. Printing of Supplementary Answerbook (04 pages) with OMR/Barcode</b> <b>Number of pages</b> - 04 Pages <b>Size of paper</b> - 216 mm X 280 mm <b>Quality of Paper</b> - 70 gsm 'A' Grade Maphlitho paper with white brightness for cover page printed in two colors <b>Other Specifications</b> - 1. Cover page with OMR, Bar Code and continuous serial number designed as per sample specification, side stitching, water mark with SNDT Women's University Logo and security features at center of every page. 2. The OMR, Barcode serial number with running page number to be done in the each answerbook. 3. One Perforation on the front page separating top on 4 pages supplementary answerbook (as per sample). <b>Packing</b> - Packing shall be done of Supplementary Answerbook (04 pages) in the bundles of 250 answer books in corrugated box, mentioning the quantity and serial numbers on top. <b>Printing</b> - Printing as per specified sample of the University. <b>Delivery</b> - The vendor shall deliver the number wise Supplementary Answerbook (04 pages) to the storeroom of the office and arrange the same serially within 7 days from the confirmation of order.	75000				

**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:**

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. Also the vendor should submit the certificate of paper quality report.

**Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Supplementary Answerbook (04 pages). No advance will be paid. TDS will be deducted as per rules.

**Packaging:** It should be packed and boxes should be serially numbered on outside and also the chart should be stick regarding the details of inside the boxes. The Supplementary Answerbook (04 pages) boxes has to be serially arranged in Scanning Room near the Computer Section and 2<sup>nd</sup> floor of the Pariksha Bhavan.

**Free Delivery:** 2<sup>nd</sup> floor of the Pariksha Bhavan / Scanning Room near the Computer Section, S.N.D.T Women's University, Mumbai - 400049.

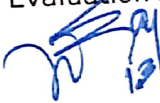
The rate validity will be upto 45 days from the date of submission deadline.

All necessary documents, manuals to be handed over to be concerned department, Juhu campus.

Packing and transport charges, transit insurance will be inclusive in the quoted rate.

All necessary documents, manuals and data to be handed over to be concerned department, Juhu campus.

P.S. on Pradnya  
13/4/23  
(Dr. Pradnya Wakpainjan)  
Director (Addl Charge),  
Board of Examinations and Evaluation.

  
12/04

Encl.: As mentioned above.