



Ref.No.: Exam/Accounts/Quotation/2024-25/275

Date: 25.11.2024

**Sub.: Quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 at Pariksha Bhavan.**

Madam / Sir,

Sealed quotations are invited for quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 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, Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400049 on Monday, 02nd December, 2024 before 04:30 p.m.

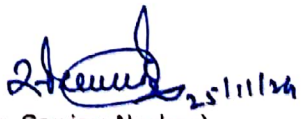
**(I) The Technical Bid should be as follows:**

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 Annual Audited Accounts (i.e. Balance Sheet and Profit & Loss A/c only) of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work completed experience certificate regarding Printing of Cutsheet Marksheet 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).
8. Scanned copy of list of clients.
9. The sample paper to be submit with the technical documents.
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

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

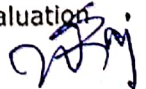
1. Mentioning including all taxes
2. Undertaking as Annexure - A.

The Director, Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400049 reserves the right to reject any or all quotations without assigning any reasons thereof.

  
(Dr. Sanjay Nerkar)  
Director,

Board of Examinations and Evaluation







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### Invitation for Quotations

#### Quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 at Pariksha Bhavan

Ref.No.: Exam/Accounts/Quotation/2024-25/275

Date: 25.11.2024

Sealed quotations are invited quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 at Pariksha Bhavan. 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>Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 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, Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
<b>Contact Telephone</b>	022-20861745, 022-20861747
<b>Deadline of submission</b>	Monday, 02 <sup>nd</sup> December, 2024, 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.

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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 envelope 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 envelope 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 Annual Audited Accounts (**i.e. Balance Sheet and Profit & Loss A/c only**) of last three years duly signed by the Chartered Accountant (**ITR will not be considered**).
7. Scanned and Certified copy of the work completed experience certificate regarding Printing of Cutsheet Marksheet 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).
8. Scanned copy of list of clients.
9. The sample paper to be submit with the technical documents.
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

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

##### The envelop must contain:

1. Mentioning including all taxes
2. Undertaking as Annexure - A.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 at Pariksha Bhavan** In the following prescribed proforma (Annexure A):



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(Offer should filled on letter head)

Annexure A

Ref.No.:

Date:

To,

The Director,

Board of Examinations and Evaluation,

SNDT Women's University,

Juhu Road, Santacruz (West),

Mumbai - 400020.

**Sub.:** The Quotation for Printing of Cutsheet Marksheet for Winter Examinations of A.Y. 2024-2025 at Pariksha Bhavan, (Financial Bid).

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><b>A. Printing of Marksheet- Cut Sheet</b>  <b>Size of paper -A-4 (210mm X 297mm) (8½ X12)</b>  <b>Quality of Paper -</b>            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  <b>Including Security Features -</b>            (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  <b>Quantity to be printed as per below specification :</b>  <b>A. Cut Sheet Mark sheet</b>            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>	<b>Total 90,000 Nos.</b>				
	<b>Total Rs.</b>					

(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 University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the vendor
2. If the Vendor wants to leave before the contract, is over, Three month notice period should be given by the vendor.
3. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
4. The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
5. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
6. **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.
7. **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.
8. **Free Delivery:** At the 2<sup>nd</sup> 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.
9. **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.
10. The rate validity will be upto 45 days from the date of submission deadline.
11. All necessary documents, manuals to be handed over to be concerned department, S.N.D.T. Women's University, Juhu campus.
12. Packing and transport charges, transit insurance will be inclusive in the quoted rate.
13. The final quantity may vary at the time of issue of purchase order.
14. 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.
15. Any deficiency in the service delivery or breach of any terms and conditions shall render the vendor liable for termination of the contract.
16. The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, Octroi and insurance cost, if any, and will not be altered under any circumstances.
17. The rates of contract shall remain firm and shall not be subject to escalation whatsoever reason during the performance of the contract.

  
(Dr. Sanjay Nerkar)  
Director,

Board of Examinations and Evaluation