



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.

Telegram : UNIWOMEN Telephone : 22031879 Fax : 22018226

Website : www.sndt.ac.in

Ref No: Store/ 2025- 2026 / 258

Date: 12/12/2025

Invitation for Quotations For Printing a University Dairies 2026 & University Calendar 2026

Sealed Quotations are invited for purchase of **Printing a University Dairies 2026 & University Calendar 2026** to be Purchase at **University Office (Store Department)** . 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 without assigning any reason thereof.

Name of Item	Printing a University Dairies 2026 & University Calendar 2026
Venue of Submission	The Registrar, SNT Women's University, Churchgate, Mumbai 400 020 <u>Kind Attention University Storekeeper.</u>
To be Addressed to:	The Registrar, SNT Women's University, 1, N.T. Road, New Marine Lines, Mumbai - 400 020.
Contact Telephone	022 -22031879.
Deadline of Submission	22 nd December 2025 till 4.00 PM

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 **SNT Women's University, Mumbai: sndt.ac.in**
Quotation should clearly mention all Technical Specifications mentioned in this document.

Specification for Printing a University Dairies 2026 (500 Nos.) & University Calendar 2026 (100 Nos.)

Dairies 2026	Calendar 2026
<p>Paper : 180gsm Art Paper for covering and inside 80gsm Maplitho</p> <p>Printing : F/B Printing (Cover-4 Colour & Two Colour (Inside)</p> <p>Size : 25cm x 18 cm</p> <p>Page : 25 page information (for University) & 365 page(Single date in one page) + 30 page (Notes) = 420pages</p> <p>Print : Print the designed pages on High-quality.</p>	<p>Paper : 220 Art Paper</p> <p>Template: A wall calendar template that fits size and design preferences</p> <p>Size : 75cm x 50cm portrait</p> <p>Page : 2 page (First and last)+ 24 page,(front side – month & Back Side (University Information or University about & history)) = 26 pages</p> <p>Customize your design : Photos for the monthly pages in spiral binding (As per University give)</p> <p>Date Box: Add text boxes to specific dates for custom information (birthdays, events, and Tithi mentioned in calendar , Etc.)</p> <p>Adjust colors,: All Page in 4 color, Fonts, and layouts to desired theme, Ensure all images are high-resolution (at least 300 DPI) for quality printing</p> <p>Review and Order: Use the preview function to carefully check for errors. Once satisfied, take a order and the service will print and ship the finished.</p>

****Note** : Review the proof, and take a order. The diary will be delivered in two days (before 31st December 2025). Dairy and Calendar dummy inside in envelope (Minimum – 01 Nos. Each).

The quotations are invited in two parts under Three Envelop System. Technical envelope 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 shall be kept in Envelop No.3 which shall be big enough to contain two 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:-

1. Covering letter with details of Bidder, Address, Name If Proprietor, Telephone Number, Mobile Number, Email ID, Name, Signature, and Seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Type of business entity: manufacture /authorized dealer, any other (to be specified).
3. Certified copy of GST registration alongwith seal.
4. PAN Card No.(Certified/ Self Attached Copy) with seal.
5. List of main clients (Minimum - 05)
6. Last 3 Yrs turnover (upto FY. 2022-23) to be certified by Chartered Accountant.
7. The details about technical specifications of product should be submitted in the prescribed format on the letterhead of the bidder alongwith seal & signature.

Envelop No- 2: -

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

Item	Rate per Unit (INR)	Taxes (INR)	Qty	Total Estimated Cost (INR)
1.				
2.				
3.				

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

Free delivery is required at **SNDT Women's University, Churchgate.**

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

All necessary documents, manuals to be handed over to the **SNDT Women's University.**

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

University will issue Octroi Exemption certificate if required.




(Prof. Vilas Nandavdekar)
Registrar