



Ref.No.:Exam./Quotation/2026-27/46

Date:08.05.2024

**Sub.: Quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges.**

Madam / Sir,

Sealed quotations are invited for quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges. 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 - 400 049 on or before 17<sup>th</sup> May, 2026 (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 of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding Packing and Courier Charges for distribution of answerbooks 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. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

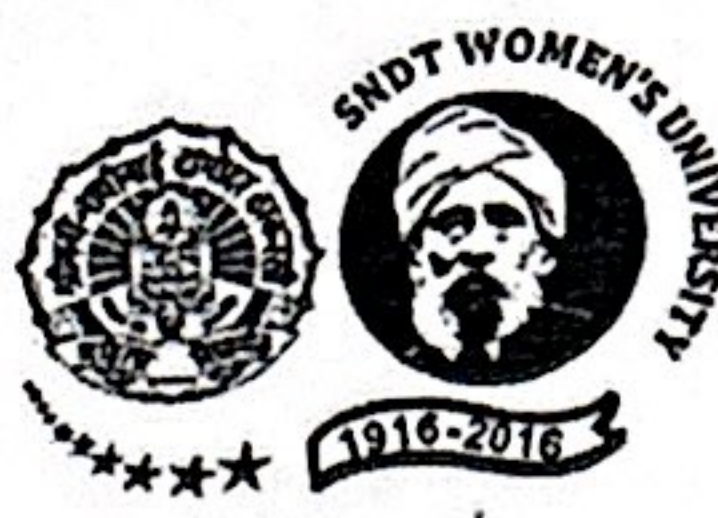
**(II) The Financial Bid should be as follows:**

- a. Mentioning including all taxes
- b. 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.

  
(Dr Sanjay Nerkar)  
Director

Board of Examinations and Evaluation

**Invitation for Quotations****Quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges.**

Ref.No.: Exam/Accounts/Quotation/2026-27/

Date: 08.05.2024

Sealed quotations are invited for **quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges.** 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>Quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents &amp; Postage Charges</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>	022-26615159
<b>Deadline of submission</b>	Monday, 17 <sup>h</sup> May, 2026 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.

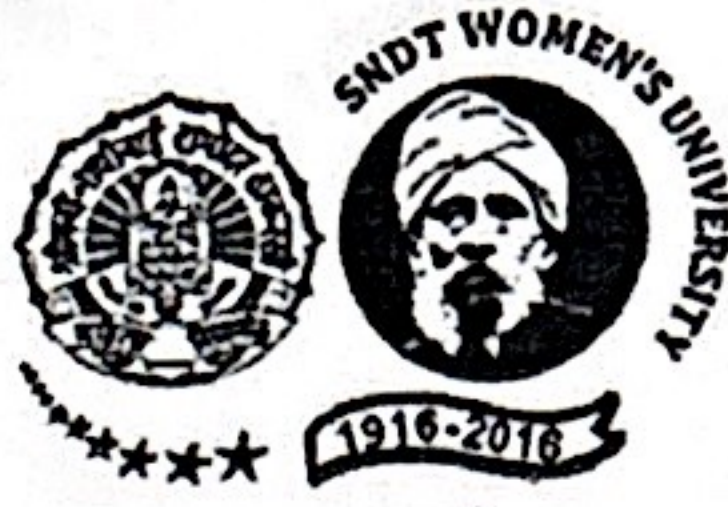
To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: [www.sndt.ac.in](http://www.sndt.ac.in)

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

The quotations are invited for the following products:

Sr. No.	Particulars
1)	Packing and Courier Charges, Packing and distribution of answer books and other stationery to examination centres as follows - 1. In Mumbai and Thane, 2. In Maharashtra and Gujarat, 3. Outside of Maharashtra and Gujarat State i.e. (Goa, Madhya Pradesh, Bihar, Assam and Noida).

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 Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work experience certificate regarding Packing and Courier Charges for distribution of answerbooks 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. 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:**

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The Quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges.in the following prescribed proforma:

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



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(Offer should filled on letter head)

Annexure A

Date:

Ref.No.:

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

Sub.: Quotation for Packing and Courier Charges for distribution of answerbooks (Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan) and other regular courier documents & Postage Charges.

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.)	G S T	Grant Total Amount with GST (In Rs.)
1)	<p><b>Summer Exams 2026 and Winter Exams 2026 at Pariksha Bhavan</b></p> <p>Packing and Courier Charges, Packing and distribution of answer books and other stationary to examination centres as follows -</p> <ol style="list-style-type: none"> <li>In Mumbai and Thane</li> <li>In Maharashtra and Gujarat (Direct)</li> <li>Outside of Maharashtra and Gujarat State i.e. (Goa, Madhya Pradesh, Bihar, Assam and Noida)</li> </ol> <p>(Per Box = 15 Kg)</p>	<p>1800 Boxes 27000 Kg.</p> <p>200 Boxes 3000 kg</p>				
		<b>Total Rs.</b>				

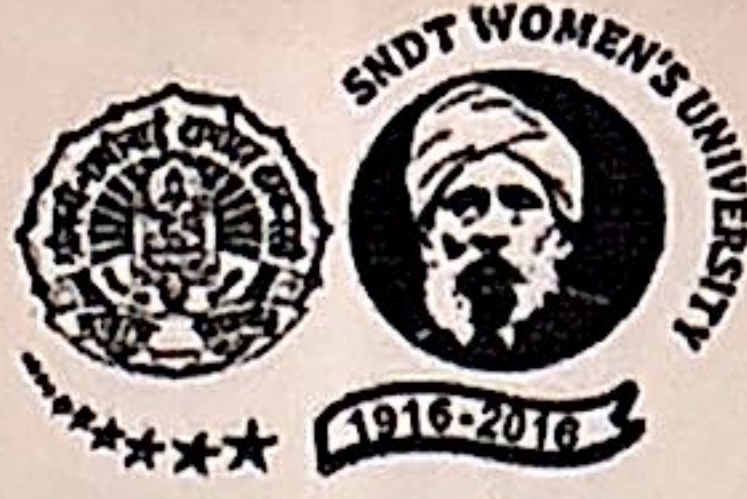
**UNDERTAKING :**

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



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**General Conditions:**

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
2. 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.
3. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
4. The University reserves the right to reject the quote in whole without assigning any reason thereof.
5. **Payment will be made within 15 days after completion of the said work.** The acknowledgment of the delivery of the answer books shall be obtained from all the concerned Colleges / Departments / Institution and examinations centres. The said should be submitted with invoice otherwise the payment will be withheld.
6. **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.
7. The rate validity will be upto 45 days from the date of submission deadline.
8. All necessary documents to be handed over to the Exam Accounts department, Juhu campus.
9. Packing and transport charges, transit insurance will be inclusive in the quoted rate.
10. The vendor has to ensure that, all the answer books should be reach to respective examinations centres before the three days of commencement of examinations. The vendor has to make necessary arrangements of man power for the same and have to attend and solve any immediate complaint / problem from the Principal of the Colleges, Institutions / Head of the University Departments and Superintendent of Examinations.
11. The vendor has to obtain the necessary permission and approval for dispatching the answer books by Air.
12. The list of the examinations centres will be provided to the vendor.
13. The vendor has to submit the agreement on non-judicial stamp of Rs.100/- stating security, confidentiality and on-time delivery should be maintained.
14. The vendor has to take all required safety measures for the delivery of the answer-books to all the examinations centres. If the safety measures are not taken and any complaint received from the Principal of the Colleges, Institutions / Head of the University Departments and Superintendent of Examinations the University will be compelled to terminate the work allotted to the vendor.

  
(Dr Sanjay Nerkar)

Director,

Board of Examinations and Evaluation