

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
MUMBAI – 400 020**

Acad./Diary/2026-27/987

July 9, 2026

Sub: Quotation for printing of Forty Thousand University Diaries for Students of All the Departments, Conducted/Affiliated Colleges

Madam/ Sir,

Sealed quotation is invited for printing of Forty Thousand University Diaries for Students of all the Conducted / Affiliated Colleges & Academic Departments at the Academic Section, SNTD Women's University, Churchgate Campus, Mumbai.

Interest vendors are requested to submit their quotations in the format given in Annexure 'A' on company's letter head. Quotations should be submitted to the Dean, Faculty of Science & Technology, Academic Section (Addl. Charge), SNTD Women's University, Churchgate Campus, Mumbai – 400020 on or before, (Before) **18th July 2026, (5.00 PM.)**

Vendor should submit their quotations in two envelopes enclosed in single envelope which includes Technical Bid envelope and financial bid envelope please note that Subject should be mentioned on each envelope.

Envelope may contain following documents in respective envelop:

I. The Technical Bid should have following details:

- a) Profile of the vendors.
- b) Work Experience Certificate.
- c) Annual Turnover of Last Three Year duly certified by Charter Accountant, financial statement and Income Tax Return for Last 3 year.
- d) Registration Certificate.
- e) GST Certificate and latest GST Return.
- f) PAN copy.
- g) If GST is not applicable, then declaration of the same.
- h) List of major clients during the last two years (At least 5).
- i) 1-2 Samples of diaries printed by you in the past.
- j) The details about specification of Dairy should submitted in the prescribed format as per Annexure 'A' with the bidders seal and signature.

II. The Financial Bid should have following details:

- a) The Final charges including all charges.

Quotations should be submitted in closed envelop with subject written on top.

The University reserves the right to reject any or all quotations without assigning any reasons thereof.


(Prof. Ganesh Magar)
Dean, Faculty of Science & Technology
Academic Section (Addl. Charge)



(Offer Should be filled on Company Letter head only)
Annexure 'A'

To,
The Dean,
Faculty of Science & Technology
Academic Section (Addl. Charge)
SNDT Women's University
Churchgate Campus,
Mumbai – 400020

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Respected Madam/ Sir,

With reference to subject cited above we would like to express our compliance for the qualifying criteria and scope as below.

Sr. No.	Specification for Printing Diary 2026-27
1.	Designing + DTP
	Paper: 170 gsm Art Paper for Cover and inside 80 gsm Maplitho (Colour page: Cover & back side)
2.	Printing: 4 Cover pages (Colour) 6 photo pages (Colour) 60 Inside page (Black & White) 30 Blank pages (Black & White)
3.	Finishing: Matt Lamination for Cover Pages only and Centre Printing
4.	Size: A5
5.	Page: 10 Colour page + 90 Black & White pages = Total 100 pages
6.	Quantity of Diaries: 40,000 (Forty Thousand)
7.	Rate of Each Diary = _____ Total Amount (Rate each Diary x 40, 000) = _____
8.	1 st Lot printing 20,000 diary 2 nd Lot printing 10,000 diary (after order of the University) 3 rd Lot printing 10,000 diary (after order of the University)

All the terms and conditions given in notifications are studies thoroughly and accepted fully.

Thanking you,

Your Faithfully

Name of the Company

Signature of the Proprietor

Date:

Note: Enclosed GST Number, PAN number, declaration if GST is not applicable.