



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

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B.Ed, H.Sc, Nsg, DMLT : 2660 3322
B.A., B.Com., M.A., M.Com, Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304

Ref.No.:Exam./Quotation/2021-22/107

Date:07.09.2021

**Sub.: Quotation for printing of marksheet and passing certificate for 2021-
2022 required at Pariksha Bhavan**

Madam / Sir,

Selected quotations are invited for Marksheet and passing certificate for 2021-2022 required at the 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 20th September, 2021 (before 04:00 p.m.).

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.

Shed
7/9/2021

(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

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7/9/2021

(Offer should be filled on company letter head only)

Annexure 'A'

Ref.No.

Date:

To,
The Director (Addl Charge),
Board of Examinations and Evaluation,
S.N.D.T. Women's University,
Sir Vithaldas Vidyavihar,
Juhu Campus, Santacruz (West),
Mumbai - 400 049.

**Sub.: Quotation printing of marksheet and passing certificate for 2021-2022
required at Pariksha Bhavan.**

Respected Sir / Madam,

With reference to subject cited above we would like to express our compliance for the
Qualifying Criteria and Scope as below.

Sr. No.	Details of Store Material (Without Make) and Details of Required Technical Specification	Qty. (In Nos.)	Rate [Per Thousand Mark Sheet and Passing Certificate] (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1.	<p>Specification for printing of Mark Sheets in cut sheet-</p> <p>(a) Size of paper - A-4 Size (12" X 8")</p> <p>(b) Quality of Paper -</p> <p>(1) 110 GSM Parchment Paper (White) (2) Four Colour Printing (3) One Colour U.V. (4) Numbering Back Side (5) Percentage Chart Printing Back Side</p> <p>(c) Including Security Features -</p> <p>(1) Micro Text Line (2) High Resolution Border (3) Guilloche Design with Raster Effect (4) U.V. Invisible Ink (5) Anti-Copy (6) Watermark Logo - (Invisible) (7) Relief Tint (8) Hidden Image (9) SNDT Women's University name has to be printed in continue on the full page as a watermark and the name has to be wrongly printed as security in 5th, 15th, 25th, 35th line and so on (Invisible watermark).</p>					

Sr. No.	Details of Store Material (Without Make) and Details of Required Technical Specification	Qty. (In Nos.)	Rate [Per Thousand Mark Sheet and Passing Certificate] (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
	A. Cut Sheet Mark Sheet - (1) 35% (10 Grade) - Cut Sheet printing with back side (2) 40% (10 Grade) - Cut Sheet printing with back side (3) 45% (10 Grade) - Cut Sheet printing with back side (4) Blank Back Side - Cut Sheet <hr/> Total Cut Sheet Mark Sheet	70,000 1,20,000 6000 4000 <hr/> 2,00,000				
	B. Passing Certificate - Cut Sheet - (a) Size of paper - A-5 Size (6" X 8") (15 X 21 cms.) (b) Quality of Paper - (1) 110 GSM Parchment Paper (White) (2) Four Colour Printing (3) One Colour U.V. (4) Numbering Front Side (c) Including Security Features - (1) Micro Text Line (2) High Resolution Border (3) Guilloche Design with Raster Effect (4) U.V. Invisible Ink (5) Anti-Copy (6) Watermark Logo (Invisible) (7) Relief Tint (8) Hidden Image (9) SNTD Women's University name has to be printed in continuation on the full page as a watermark and the name has to be wrongly printed as security in the 5 th , 15 th , 25 th , 35 th line and so on (Invisible).	30000				

➤ **General Conditions:**

1. Sealed Quotations are invited from IBA Approved Security Printers.
2. **Scope of the Work -**

The Contractor shall supply pre-printed as per the specifications required by the SNTD Women's University and as per the terms and conditions of the tender documents and purchase order. The vendor shall not hand over the pre-printed stationery to any unauthorized person. The vendor shall print only ordered quantity of the pre-printed stationery for which purchase order has been issued by the SNTD Women's University.

The delivery of mark sheets and passing certificates boxes should be marked with starting and closing serial numbers and should be delivered at the place in the Pariksha Bhavan 2nd floor.

The printing of the Mark Sheets and Passing Certificates is for the period of September, 2021 to March, 2022. The printing and supply of the Mark Sheets and Passing Certificates will be in three different months as specified in the work order (Tentatively printing and supply will be in (01) September, 2021 (02) December, 2021 and (03) March, 2022).

3. **Mode of payment** –

- (i) The Bills of the vendor will be paid after the successful delivery of the pre-printed stationery subject to submission of the bill supported by the necessary documents and certificate of satisfactory completion of work.
- (ii) The SNTD Women's University shall have a right to withhold the payment of bill in case the vendor fails to produce the necessary documents. **The vendor shall not have any right to claim interest, if any, for delay in making payment.**

4. **Risk and Cost** –

In case of failure of the vendor to provide satisfactory service, the SNTD Women's University, it reserves the right to get the work done from any other vendor entirely at the risk and cost of the vendor whom purchase order is issued.

5. **Other Conditions** –

- (i) The SNTD Women's University shall have right to call to L1 and L2 for negotiation at the time of finalizing the work order.
- (ii) The vendor shall be responsible to make all arrangements to ensure complete security and secrecy with regard to printing, storage, supply and safe custody of all documents of pre-printed stationery.
- (iii) All risks in the transit of documents and pre-printed stationery will be to the vendor's account.
- (iv) The SNTD Women's University shall have right to inspect and verify the stock of pre-printed stationery to be supplied by the Contractor, by its Officer/s at any time without notice.
- (v) The pre-printed stationery to be supplied by the Contractor, by its Officer/s at any time without notice.
- (vi) **Upon completion of work, the vendor shall furnish an undertaking that any shortage or deficit found by the SNTD Women's University shall be made good by him, the plates used for printing have been destroyed**

and no stationary has been printed more than the specified quantity/number.

- (vii) Any document/item of pre-printed stationary found to be defective and not conforming to the prescribed specification, is liable to be rejected and shall be replaced by the vendor with cost and arrangement, within the time specified by the SNTD Women's University.
- (viii) Rejected material shall be at the vendor's risk and must be collected from the office of the SNTD Women's University, within a week from the date of rejection. If the vendor fails to remove such rejected material, the University shall have the right to dispose of the same and the Contractor shall have no claim over the University in respect of the said rejected material and cost of disposal shall be deducted from the bill/security deposit.
- (ix) In case of delay in supply of the pre-printed stationary, a penalty at the rate of 4% per week on the proportionate amount of the bill of the delayed supply will be imposed upon the vendor by the SNTD Women's University.
- (x) If the vendor commits breach of any of the terms and conditions of this contract, the concerned vendor shall be liable to be blacklisted by the SNTD Women's University and appropriate action against shall be taken by the University.

6. Termination of Contract -

The SNTD Women's University reserves the right to terminate his contract without notice and to forfeit whole of the security deposit, if the vendor fails to supply the pre-printed stationary within the prescribed period or in accordance with the specifications or in the case of commitment of the breach of any of the terms and conditions of this contract.

All the items and conditions given in notifications are studied thoroughly and accepted fully.

Thanking you,

Yours truly,

Name of the Company
Signature of the Proprietor
Date:

Note : Please enclose:

1. Self-attested GST number copy,
2. Self-attested PAN copy,
3. Declaration on the company letter head if GST is not applicable.