



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

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2661 5168
Asst. Register : 2661 5138
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/2021-22/212

Date:22.12.2021

**Sub.: Quotation for printing of Degree Certificate for 2021-2022 required
At the Pariksha Bhavan**

Madam / Sir,

Selected quotations are invited for degree 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 30th December, 2021 (before 04:30 p.m.).

(I) The Technical Bid should be as follows:

- a. Profile of the vendor
- b. Work Experience Certificate (not only the client list)
- c. Registration certificate
- d. GST Certificate
- e. PAN Copy
- f. If GST is not applicable then declaration of the same
- g. If related to Examination then experience in at least two state universities is must.
- h. Last 3 years audited profit lost statement along with quotation.

(II) The Financial Bid should be as follows:

- a. Mentioning including all taxes.
- b. If required component wise then format to be given component wise.

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
22/12/2021
(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

AS
21/12/2021

**Invitation for Quotations
For Printing of
Cut Sheet Mark Sheet**

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

Date:22.12.2021

Sealed quotations are invited for **Printing of Degree Certificates to be required at the Pariksha Bhavan, Juhu Campus**. 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.

Name of Item	Quotation for printing of Degree Certificates
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
To be Addressed to	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
Contact Telephone	022-26615159
Deadline of submission	Thursday, 30 th December , 2021 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

Quotations should clearly mention all Technical Specifications mentioned in this document.

The quotations are invited for the following products:

Sr. No.	Particulars of services	Qty. (In Nos.)
1.	<p>Printing of Degree Specification for Printing of Mark sheets – <u>Size of Paper</u> – A – 4 size (12" x 8 ") <u>Quality of Paper</u> –</p> <ol style="list-style-type: none"> 1. 232 GSM 350 Micron synthetic uncoated paper made up of silica with polyolefin. <ul style="list-style-type: none"> ➤ Static dissipative high tear endurance ➤ Edgeless lamination with good smudge and scuff resistant 2. Four Color Printing 3. One Colour U.V. 4. Serial Number 5. Water resistant 6. Chemical resistance 7. Tear Resistance 8. Printable on laser printer 9. Micro porous in nature appearance. <p>Including Security Features</p> <ol style="list-style-type: none"> 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 ix) QR Code x) Bar Code xi) Hologram xii) Security Strip xiii) Seat Number xiv) PRN Number xv) Name of College /Institute xvi) Status of Students (Regular / Distance) xvii) Fluorescent Border Ink xviii) Gold foiling (Logo Size 25 mm x 25 mm) 	<p>20,000 (Twenty Thousand Only)</p>

The proof of the same is attached herewith.

The quotations are invited in two parts under Three 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:

The envelop must contain:

1. 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. Type of Business entity: manufacturer/authorized dealer, any other (to be specified).
3. Certified copy of GST registration. If GST is not applicable then declaration of the same should be obtained.
4. PAN Card No.
5. List of main clients (maximum 10).
6. Sealed quotations are invited from IBA approved security printers.
7. Work Experience Certificate (not only the client list)
8. Last 3 years audited profit lost statement along with quotation.

Envelop No.2:

The envelop must contain:

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

Sr. No.	Details of Store Material (Without Make) and Details of Required Technical Specification	Qty. (In Nos.)	Rate [Per Thousand Passing Certificate] (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
	<p>Printing of Degree Specification for Printing of Mark sheets – <u>Size of Paper</u> – A – 4 size (12" x 8 ")</p> <p>Quality of Paper –</p> <ol style="list-style-type: none"> 1. 232 GSM 350 Micron synthetic uncoated paper made up of silica with polyolefin. <ul style="list-style-type: none"> ➤ Static dissipative high tear endurance ➤ Edgeless lamination with good smudge and scuff resistance 2. Four Color Printing 3. One Colour U.V. 4. Serial Number 5. Water resistant 6. Chemical resistance 7. Tear Resistance 8. Printable on laser printer 9. Micro porous in nature appearance. <p>Including Security Features</p> <ol style="list-style-type: none"> i) Micro Text Line ii) High Resolution Border iii) Guilloche Design with Raster Effect iv) U.V. Invisible Ink v) Anti Copy 	20,000				

Sr. No.	Details of Store Material (Without Make) and Details of Required Technical Specification	Qty. (In Nos.)	Rate [Per Thousand Passing Certificate] (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
	vi) Watermark logo vii) Relief Tint viii) Hidden Image ix) QR Code x) Bar Code xi) Hologram xii) Security Strip xiii) Seat Number xiv) PRN Number xv) Name of College /Institute xvi) Status of Students (Regular / Distance) xvii) Fluorescent Border Ink xviii) Gold foiling (Logo Size 25 mm x 25 mm)					

General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The work order will be issued after visiting the concerned press.
2. Sealed quotations are invited from IBA approved security printers.
3. Authorization letter from the manufacturer to be attached along with Technical Bid documents.
4. Three sets of sample to be submit with the technical documents.
5. The vendor should submit the certificate of paper quality report.
6. The variable data should be collected from the Degree Unit of the Examinations section to be printed on the Degree certificate.
7. The vendor has to print the Degree if there is any mistakes in Degree Certificate after the Convocation is over or as an when Degree Unit issue the order for print.
8. Serial Number should be on every Degree Certificates and Barcodes as per sample.
9. 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.
10. The vendor should adhere with all seriousness to the time schedule provided by the Degree Unit of the Examination Section.
11. The vendor should quote cost for providing services for more than one year. The decision of the respect of the assigning the work either for one year or three year will be decided by the competent authority which will depend on the performance appraised.
12. **Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Degree Certificate. No advance will be paid. TDS will be deducted as per rules.

13. **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.
14. **Free Delivery:** At the Degree Exam Unit of the Pariksha Bhavan, S.N.D.T 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.
15. **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.
16. The rate validity will be upto 45 days from the date of submission deadline.
17. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
18. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

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

Encl.: As mentioned above.