



**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. Registrar : 2661 1524  
Dy. Registrar 1 : 2660 3259  
Asst. Registrar : 2661 5138  
M.A., B.Ed., H. Sc., Nsg. : 2660 3322  
M.A., B. Com., M. Com., Law : 2661 1595  
Accounts : 2660 8374  
Degree, Migm., Certi. : 2661 2877  
M.Phil., Ph.D : 2660 3259  
Confidential : 2661 2265  
Tech., Pham., BCA, BMS : 2661 5985  
CFC : 2660 8304 / 2661 5168

Ref.No.: Exam/Web-Tender/2022-23/360

Date: 15.11.2022

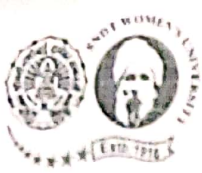
**Sub.: Quotation for Printing of Answerbook (32 Pages) with OMR/ Barcode  
for Academic year 2022-2023 at Pariksha Bhavan.**

Madam / Sir,

Sealed quotations are invited for Printing of Answerbook (32 pages) with OMR/ Barcode for Academic year 2022-2023 at 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 Friday, 18<sup>th</sup>October, 2022 on or before 04:30 p.m.

**(I) The Technical Bid should be as follows:**

1. Certified copy of Profile of vendor:  
Covering letter with details of bidders, address, name of proprietor/Partner/Director etc. (as case may be), 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 sole traders, Limited company, Institutions or any person register under any Act in India;
2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
3. Certify copy of Shop and Establish Licence;
4. Certified GST Certificate and GST Return for the month of October 2022;
5. If GST is not applicable then declaration of the same;
6. Certified PAN Copy;
7. Certified copy of the work experience certificate regarding printing of answer books of at least two Universities OR Any Education Board Exams OR of government authorised institutions from vendors in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No purchase order please);
8. Certified copy of list of clients with contact details;
9. If any work which requires specific expertise / technical specifications then the same should be mentioned. (ANY PROOF OF MACHINERY FOR OWN PRINTING CAPACITY).
10. Vendor should submit certified **sample paper of answerbook**.
11. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).



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M.A., B. Com., M. Com., Law : 2661 1595  
Accounts : 2660 8374  
Degree, Mgmt., Certs : 2661 2877  
M.Phil., Ph.D : 2660 3209  
Confidential : 2661 2265  
Tech., Pharm., BCA, BMS : 2661 5985  
CFC : 2660 8304 / 2661 5108

Ref.No.:Exam/Web-Tender/2022-23/360

Date: 15.11.2022

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12. Certified copy of the tender document with stamp, seal and signature of the authorized representative.
13. Undertaking as Annexure – A.

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

1. Mentioning including all taxes.
2. 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*  
15/11/2022

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



## Invitation for Quotations

### For Printing of Answerbook (32 Pages) with OMR/ Barcode for Academic year 2022-2023 at Pariksha Bhavan.

Ref. No.: Exam/Accounts/Quotation/2022-23/360

Date: 15.11.2022

Sealed quotations are invited quotation for Printing of Answerbook with OMR/ Barcode for Academic year 2022-2023 at 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.

|                               |   |
|-------------------------------|---|
| <b>Name of Item</b>           | <b>Quotations for Printing of Answerbook (32 Pages) with OMR/ Barcode for Academic year 2022-2023 at Pariksha Bhavan.</b>               |
| <b>Venue of Submission</b>    | Pariksha Bhavan,<br>SNDT Women's University, Juhu Campus,<br>Santacruz (W), Mumbai - 400049.  |
| <b>To be Addressed to</b>     | The Director (Addl Charge), 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> | Friday, 18 <sup>th</sup> October, 2022 on or before 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 (sntd.ac.in) below the respective quotation.

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

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

- The vendor have to visit at the actual site for checking for Answerbook with OMR/ Barcode for Academic year at Pariksha Bhavan**

The quotations are invited for the following products:

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification   | Qty. in Nos. |
|---------|--|--------------|
| 1.      | <b>A. Printing of Answerbook with OMR/Barcode</b><br><b>Number of pages</b> - 32 Pages<br><b>Size of paper</b> - 216 mm X 280 mm<br><b>Quality of Paper -</b><br>1. 80 gsm 'A' Grade Maphlitho paper with brightness for cover page printed in two colors<br>2. Each and every page for 70 gsm 'A' Grade Maphlitho paper with white brightness<br><b>Other Specifications -</b><br>1. Cover page with OMR, Bar Code and continuous serial number designed as per sample specification, side stapling, water mark with University Logo and security features at center of every page.<br>2. The OMR, Barcode serial number with running page number to be done in the each answerbook.<br>3. Experience certificate of printing of answerbook with OMR/Barcode in at least two Central /State Universities/Any Education Board Exams.<br><b>Packing -</b><br>Packing shall be done of answerbooks in the bundles of 250 answerbooks in corrugated box, mentioning the quantity and serial numbers on top<br><b>Printing -</b><br>Printing as per specified sample of the University | 90000        |

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification   | Qty. in Nos. |
|---------|--|--------------|
|         | <b>Delivery</b> – The vendor shall deliver the number wise answerbooks to the storeroom of the office and arrange the same serially. |              |

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. Certified copy of Profile of vendor:  
Covering letter with details of bidders, address, name of proprietor/Partner/Director etc. (as case may be), 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 sole traders, Limited company, Institutions or any person register under any Act in India;
2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
3. Certify copy of Shop and Establish Licence;
4. Certified GST Certificate and GST Return for the month of October 2022;
5. If GST is not applicable then declaration of the same;
6. Certified PAN Copy;
7. Certified copy of the work experience certificate regarding printing of answer books of at least two Universities OR Any Education Board Exams OR of government authorised institutions from vendors in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No purchase order please;
8. Certified copy of list of clients with contact details;
9. If any work which requires specific expertise / technical specifications then the same should be mentioned. (ANY PROOF OF MACHINERY FOR OWN PRITINING CAPACITY) .
10. Vendor should submit certified **sample paper of answerbook**.
11. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
12. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
13. Undertaking as Annexure – A.

### **No.2: Financial Bid.**

#### **The envelope must contain**

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The Quotations for Printing of Answerbook (32 pages) with OMR/ Barcode for Academic year required at Pariksha Bhavan, Juhu Campus in the following prescribed proforma:

**(Offer should filled on letter head)  
Annexure I**

Ref.No.:

Date:

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

**Subject: - Quotations for Printing of Answerbook (32 pages) with OMR/Barcode for 2022 - 2023 at Pariksha Bhavan.**

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 | Grand Total Amount with GST (In Rs.) |
|---------|--|----------------|-------------------------------|-------------------------------|-------|--------------------------------------|
| 1.      | <p><b>A. Printing of Answerbook with OMR/Barcode</b><br/><b>Number of pages</b> – 32 Pages<br/><b>Size of paper</b> – 216 mm X 280 mm<br/><b>Quality of Paper</b> –<br/>1. 80 gsm 'A' Grade Maphlitho paper with brightness for cover page printed in two colors<br/>2. Each and every page for 70 gsm 'A' Grade Maphlitho paper with white brightness<br/><b>Other Specifications</b> –<br/>1. Cover page with OMR, Bar Code and continuous serial number designed as per sample specification, side stapling, water mark with University Logo and security features at center of every page.<br/>2. The OMR, Barcode serial number with running page number to be done in the each answerbook.<br/>3. Experience certificate of printing of answerbook with OMR/Barcode in at least two Central /State Universities/Any Education Board Exams.<br/><b>Packing</b> –<br/>Packing shall be done of answerbooks in the bundles of 250 answer books in corrugated box, mentioning the quantity and serial numbers on top<br/><b>Printing</b> –<br/>Printing as per specified sample of the University<br/><b>Delivery</b> –<br/>The vendor shall deliver the number wise answerbooks to the storeroom of the office and arrange the same serially.</p> | 90000          |                               |                               |       |                                      |

**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

Signature of the Tenderer

Date :

**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. Also the vendor should submit the certificate of paper quality report.
- 2) The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
- 3) As per GR 2016 of Manual of Procurement of Government, point No 3.3.2, the repeat order can be given only once and with a value and quantity not more than 50 percent of initial order; or Rs.Ten Crore or whichever is less can be purchased.
- 4) **Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Answerbooks. No advance will be paid. TDS will be deducted as per rules.
- 5) **Packaging:** It should be packed and boxes should be serially numbered on outside and also the chart should be stick regarding the details of inside the boxes. The Answerbook boxes has to be serially arranged in Scanning Room near the Computer Section and 2<sup>nd</sup> floor of the Pariksha Bhavan.
- 6) **Free Delivery:** 2<sup>nd</sup> floor of the Pariksha Bhavan / Scanning Room near the Computer Section, S.N.D.T Women's University, Mumbai – 400049.
- 7) The final quantity may vary at the time of issue of purchase order.
- 8) The rate validity will be up to 45 days from the date of submission deadline.
- 9) All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
- 10) Packing and transport charges, transit insurance will be inclusive in the quoted rate.

*Shed*  
*15/11/2022*

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

Encl.: As mentioned above.