

CENTRE FOR DISTANCE EDUCATION
SNDT Women's University

Sir Vitthal Das Vidyavihar, Juhu Tara Road,
Santacruz (W), Mumbai - 400 049. INDIA.



दूरस्थ शिक्षण केंद्र,

श्री. ना. दा. ठा. महिला विद्यापीठ
सर विठ्ठलदास विद्याविहार, जुहू तारा मार्ग,
सांताक्रुज (प.), मुंबई - ४०० ०४९, भारत.

Tel.: 91-22-26609829 / 26607758 / 26608193 / 26608176 E-mail : cde@sndt.ac.in Website : www.cde.sndt.ac.in

CDE/18/2022-23/182

28th July, 2022

NOTICE

Inviting quotation for Printing of Self Learning Material at Centre for Distance Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz (west), Mumbai – 400049

Sealed quotations are invited from vendor/suppliers for printing of lesson materials of Centre for Distance Education. Sealed Quotation should be submitted to 'The Director, Centre for Distance Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz (west) Mumbai - 400049 on or before Fifteen days from the date of notice i.e. (12/08/2022). Quotations received late or incomplete won't be considered.

Interested vendors / suppliers are requested to go through the 'Essential Qualification and Eligibility Criteria' and submit their quotation in the format given in Annexure 'A' on letter head.

Terms and Conditions

1. Centre for Distance Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz-west, Mumbai – 400049, reserve the right to reject any or all quotations without assigning any reasons thereof.
2. Previous experience of working with the institution would be considered.
3. The decision of the University – CDE management will be final.
4. The Printer should have valid PAN, GST Number on the date of submission of the quotation.
5. Should be in business for the last 3 years or should have average turnover of Rs. 10 lacs for last 3 years.
6. Payment shall be made by cheque only after the full delivery of Self Learning Materials to the Centre for Distance Education.
7. The delivery of the Self Learning Materials has to be made to the Centre for Distance Education, S.N.D.T. Women's University, Juhu Campus on all working days between 10:30 am to 4:30 pm except second and fourth Saturday, all Sunday and all government holidays or as specified by Centre for Distance Education.

Thank you,

(Dr. Smriti Bhosle)
Director

ESSENTIAL QUALIFICATION & MINIMUM CRITERIA FOR THE ELIGIBILITY

The Centre for Distance Education of the SNTD WOMEN'S UNIVERSITY, Mumbai wish to print Self Learning Materials (SLM) for its students for Academic Year- 2022-2023 as specified below

Specification of Lesson Materials :

- | | |
|----------------------------------|--|
| 1. Size of Study Materials | : A4 (21cm x 27 cm) |
| 2. Quality of Paper | : 58 GSM 'A' grade white paper made up of virgin Wood pulp (with brightness 85% & above) |
| 3. Languages | : English, Hindi, Gujarati, Marathi |
| 4. Cover page of Study Materials | : 170 GSM, art paper, one side printing in 4 colour |
| 5. Binding | : Perfect Binding |
| 6. No. of books to be printed | : Approximately 17000 books |
| 7. Total cost of Printing | : Approximately Rs. 9.50 Lacs |

Serial numbers are required on every study material.

Quotation should be in the sealed envelope containing two envelopes as follows;

- i. Technical Bid
- ii. Financial Bid

Technical Bid should include the following details:-

- 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 any work which requires specific expertise / Technical specifications then the same should be mentioned

Financial Bid should include the following details:-

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

Annexure 'A'

[Offer should be filled in Company letter head]

To,
The Director,
Centre for Distance Education,
SNDT Women's University,
Sir Vitthal Das Vidyavihar, Juhu Tara Road,
Santacruz (west), Mumbai- 400049

Sub: Submission of Quotation Printing of Lesson Material at Centre for Distance Education, SNDT Women's University, Sir Vitthal Das Vidyavihar, Juhu Campus, Santacruz-west, Mumbai – 400049

Ref : CDE/18/2022-23/182 dated 28th July, 2022

Sir/ Madam,

With the subject mentioned above we would like to express our compliance for the Qualifying criteria and scope as below;

We comply with the following criteria as required in this engagement

Sr. No.	Qualifying Criteria	Enclosed and attested (Y/N)	Enclosed Document Page No.
1.	Should have handled projects with the above scope in any educational institutions with minimum same work order. Work order should be attached for the experience.		
2.	Should a valid PAN		
3.	Should have valid GST Number		

We comply with the following scope as required for this engagement

1. Size of Study Materials : A4 (21cm x 27 cm)
2. Quality of Paper : 58 GSM 'A' grade white paper made up of virgin Wood pulp (with brightness 85% & above)
3. Languages : English, Hindi, Gujarati, Marathi
4. Cover page of Study Materials : 170 GSM, art paper, one side printing in 4 colour
5. Binding : Perfect Binding

Annexure 'A'

Our rates for mentioned scope are below:

Scope of work	Rate per page (INR) (Inclusive of all taxes)
<p>Printing of Self Learning Material (SLM) with</p> <ul style="list-style-type: none">• paper size - A4 (21cm x 27 cm)-• Quality of Paper - 58 GSM 'A' grade white paper made up of virgin Wood pulp (with brightness 85% & above)• Cover page of Self Learning Material- 170 GSM, art paper, one side printing in 4 colour• Binding – Perfect Binding• Delivery – at Centre for Distance Education, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Tara Road, Snatacruz (west), Mumbai – 400 049	

All the terms and conditions given in the notice / notification are studied thoroughly and accepted fully and I am fully aware that the decision of the University – Centre for Distance Education will be final.

I hereby acknowledge that the information provided above is correct.

Thanking you,

Yours Truly,

Name of the Company

Signature of the proprietor

Date:

Note:

Please enclosed

1. Self-Attested GST number copy
2. Self- Attested PAN Copy
3. Declaration on the company letterhead if GST is not applicable