

**Invitation for Quotations  
For Printing of Passing Certificate**

Ref.No.:Exam./Accounts/Quotation/2023-24/60

Date:20.05.2023

Sealed quotations are invited for **Printing of Passing Certificate to be required at the Pariksha Bhavan, Juhu Campus**. The suppliers are advice 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 Passing Certificate
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	<b>Friday, May 26, 2023 upto 04:30 p.m.</b>

**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](http://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](http://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	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
1.	<b>A. Passing Certificate – Cut Sheet</b> <b>Size of paper –A-5 (6" x 8") ( 15x21cms)</b> <b>Quality of Paper –</b> 1. 110 GSM Parchment Paper 2. Four Color Printing 3. One Colour U.V. 4. Numbering Front Side <b>Including Security Features –</b> 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) SNDT 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 5th, 15th, 25th, 35th line and so on (Invisible).	17000

\* 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. Scanned and certified copy of Company Profile of bidder:  
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. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned copy of list of clients.
7. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
8. Sealed quotations are invited from IBA approved security printers.
9. Vendor should submit certified **sample paper of Passing Certificate**
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

**Envelop No.2:**

**The envelop must contain:**

- a. Undertaking as Annexure – A.
- b. Mentioning including all taxes.
- c. 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. Printing of Passing Certificate in the following prescribed proforma:



(Offer should filled on letter head)

**Annexure A**

Ref.No.:

Date:

To,  
The Director  
(Addl Charge),

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

**Sub.:** The Quotation for Printing of Passing Certificate to be required at the Pariksha Bhavan, Juhu Campus.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

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.)	G S T	Grant Total Amount with GST (In Rs.)
	<p><b>Passing Certificate – Cut Sheet–</b></p> <p><b>(a) Size of paper–</b> A-5 Size (6" X 8") (15 X 21 cms)</p> <p><b>(b) Quality of Paper –</b></p> <p>(1) 110 GSM Parchment Paper (White)</p> <p>(2) Four Colour Printing</p> <p>(3) One Colour U.V.</p> <p>(4) Numbering Front Side</p> <p><b>(c) Including Security Features –</b></p> <p>(1) Micro Text Line</p> <p>(2) High Resolution Border</p> <p>(3) Guilloche Design with Raster Effect</p> <p>(4) U.V. Invisible Ink</p> <p>(5) Anti-Copy</p> <p>(6) Watermark Logo (Invisible)</p> <p>(7) Relief Tint</p> <p>(8) Hidden Image</p> <p>(9) SNDT 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<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, 35<sup>th</sup> line and so on (Invisible).</p>	17000				

**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.
2. The work order will be Issued after visiting the concerned press. Also the vendor should submit the certificate of paper quality report.
3. The final quantity may vary at the time of Issue of purchase order.
4. Free delivery at the Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
5. The rate validity will be upto 45 days from the date of submission deadline.
6. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
7. Packing and transport charges, transit insurance will be inclusive in the quoted rate.
8. **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.
9. The University reserves the right to reject the quote in whole without assigning any reason thereof.

Encl.: As mentioned above.

*P. & W. Pradnya*  
22/5/23  
(Dr. Pradnya Wakpainjan)  
Director (Addl Charge),  
Board of Examinations and Evaluation