

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY,  
MUMBAI - 400 020**

Acad. Sec/Dairy/2024-25/ 209.

Date: 30 May 2024

**Sub: Quotation for printing of Fifty Thousand University Diaries for Students of the Affiliated / Conducted Colleges & All Departments AY 2024-25**

Madam / Sir,

Sealed quotation are invited for printing of Fifty Thousand University Diaries for Students of the Affiliated/Conducted Colleges & All Academic Departments at the Academic Section, SNDT Women's University, Churchgate Campus, Mumbai.

Interested vendors are requested to submit their quotations in the format given in Annexure 'A' on company's letter head. Quotations should be submitted to the Dean, Faculty of Humanities, Academic Section, SNDT Women's University, Churchgate Campus, Mumbai - 400020 on or before, 7<sup>th</sup> June 2024 (Before 2.00 PM)

Vendor should submit their quotations in two envelopes enclosed in single envelope which includes Technical bid envelope and Financial bid envelope please note that Subject should be mentioned on each envelope.

Envelope may contains following documents in respective envelop:

(I) The Technical Bid should have following details :


- a) Profile of the vendors
- b) Work Experience Certificate
- c) Annual Turnover of Last Three Year duly certified by Charter Accountant, financial statement and Income Tax Return for Last 3 year.
- d) Registration Certificate
- e) PAN copy
- f) GST Certificate and latest GST Return
- g) If GST is not applicable, then declaration of the same
- h) List of major clients during the last two years (At least 5)
- i) 1-2 Samples of diaries printed by you in the past.
- j) The details about specification of Diary should be submitted in the prescribed format as per Annexure 'A' with the bidders seal and signature.

(II) The Financial Bid should have following details :

- a) The Final charges : 1) Details of all Costing  
2) Final Costing

Quotations should be submitted in closed envelop with subject written on top.

The University reserves the right to reject any or all quotations without assigning any reasons thereof.

  
(Prof. Medha Tapiawala)  
Dean, Faculty of Humanities,  
Academic Section (Addl. Charge)

**Note : Please ensure that the diaries are delivered in 15 days post placing order failing which University will charge fine of Rs. 1000/- .**



**(Offer Should be filled on Company Letter head only)**  
**Annexure 'A'**

To,  
The Dean,  
Faculty of Humanities  
Academic Section (Addl. Charge)  
SNDT Women's University  
Churchgate Campus,  
Mumbai - 400020

Sub: Quotation for printing of Fifty Thousand University Diary for the Affiliated Colleges and the Students

Respected Madam / Sir,

With Reference to Subject cited above we would like to express our compliance for the qualifying criteria and scope as below.

Sr.no.	Specification for Printing Diary 2023-24
1.	<b>Paper:</b> 170 gsm Art Paper for Cover and inside 80 gsm Maplitho with DTP
2.	<b>Printing:</b> F/B Printing (Cover - 4-Col & Inside - Single Col)
3.	<b>Finishing:</b> Matt Lamination for Cover Pages only and Centre Printing
4.	<b>Size:</b> A5
5.	<b>Pages:</b> 76 Inside + 4 Cover Pages = 80 Pages
6.	<b>Quantity of Diaries:</b> 50000 (Fifty Thousand)
7.	<b>Rate of Each Diary</b> = _____ <b>Total Amount</b> <b>(Rate each Diary x 50000)</b> = _____

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

Thanking you,

**Your Faithfully**

**Name of the Company**

**Signature of the Proprietor**

**Date:**

**Note:** enclosed GST Number, PAN number, declaration if GST is not applicable

