

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

1, Nathibai Thackersey Road,  
Mumbai - 400 020.

Ref. No.: Registrar Sec.(PRO)/Dairy/2023-24/05

Date:02<sup>nd</sup>January, 2024

**Sub.: Quotation for Printing of University Diaries (Year - 2024) One Thousand (1000 Nos.) for Authorities, Senate, Management & Academic Council Members, Visitors, University HoD's, & All Departments.**

Madam/ Sir,

Sealed quotation are invited for printing of University Diaries ( Year - 2024) One Thousand (1000 Nos.) for Authorities, Senate, Management & Academic Council Members, Visitors, University HoD's, & All Departments at the Registrar Secretariat, SNTD 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 Registrar, SNTD Women's University, Churchgate Campus, Mumbai - 400020** on before **06<sup>th</sup> January 2024** ( Before 3.00 P.M)

Vendor should submit their quotation in two envelope enclosed in single envelope which includes Technical bid envelope and Financial bid envelope please note that subject should be mentioned on the each envelope.

Envelope may contains following documents in respective envelope:

(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 CA, Financial statement and Income Tax Returns for Last 3 year.
- d) Registration Certificate.
- e) GST Certificate and Latest GST Returns
- f) PAN Copy
- g) If GST is not applicable, then declaration of the same.
- h) List of major clients during the last two year( At Least 5)
- i) 1-2 Sample of diaries printed by you in the past.
- j) The details about specification of Diary should submitted in the prescribed format as per Annexure ' A' with the bidder seal and signature.

(II) The Financial Bid Should have following details.

- a) The Final Charge including all charges (Taxes).

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. Vilas Nandavdekar)

Registrar



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

To,  
The Registrar,  
SNDT Women's University,  
Churchgate, Mumbai – 400020.

**Sub.: Quotation for Printing of University Diaries (Year - 2024) - One Thousand (1000 Nos.) For Authorities, Senate, Management & Academic Council Members, Visitors, University HoD's, & All Departments.**

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

**Specification for Printing Diary 2024-25**

**Date dairy 1 date on 1page 80 GSM maplitho of white colour, Paper Four colour Printing two sides**

**15 pages extra for information, Printing 210 GSM Art Paper, Four Colour Printing two side; 15 pages at last for Notes, ( Total 400 Pages)**

**Top Cover four colour Printing Hard Cover & Binding Signal Politian Packing**

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**