

Shreemati Nathibai Damodar Thackersey Women's University

1, Nathibai Thackersey Road, Mumbai 400 020

Tel: 26604706/ 22031879/22030948

Invitation for Quotations for Printing of books for SNDT Women's University.

Ref No:

Date: 20/01/2025

Sealed Quotations are invited for **Invitation for Quotations for on Printing of books for SNDT Women's University.**

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.

Name of Item	Quotations for on Printing of books for SNDT Women's University.
Venue of Submission	Bharatratna Maharshri Karve Knowledge Resource Centre SNDT Women's University, 2nd Floor, Above Patkar Hall, 1, N. T. Road, Churchgate, Mumbai - 400 020.
To be Addressed to:	The Director, Bharatratna Maharshi Karve Knowledge Resource Centre SNDT Women's University, 1, N. T. Road, New Marine Lines, Churchgate Mumbai - 400 020.
Contact Telephone	022 - 22072792
Deadline of submission	29th January, 2025

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) below the respective quotation.*

Quotations should clearly mention all Specifications mentioned in this document.

The quotations are invited for the following products:

1. Item 1:

Sr. No.	Item Name	Specifications	Qty
1	Books	<p>Book Description Book Title: Mention the title of the book being printed. Type of Printing:</p> <ul style="list-style-type: none"> • Multi-colour (e.g., Full Colour) <p>Paper Type:</p> <ul style="list-style-type: none"> • For inner pages (e.g., 70 GSM or 80 GSM) • For cover pages (e.g., 300 GSM with lamination) <p>Page Size: Standard sizes include A5 (5.8 x 8.3 inches) Binding: Type of binding, e.g.:</p> <ul style="list-style-type: none"> • Perfect Binding • Hard Cover Binding <p>Cover Printing: Full-color printing Matte/Glossy lamination Spot UV finish (if required)</p> <p>Copies: Minimum 100 to 1000 Cover Page Design: DTP Work Editing: DTP Work as Per Book Format</p> <p>Instructions regarding book printing</p> <ul style="list-style-type: none"> • Ensure the book title and author name are prominently displayed and match the provided manuscript or design. • Use high-quality paper for inner pages ([70 GSM / 80 GSM / 100 GSM]) to ensure readability and durability. • 300 GSM paper for the cover page with [matte/glossy lamination] for a professional finish. • Maintain standard sizes ([A5, A4, or custom dimensions]) and ensure proper margins and bleed (3mm recommended). • Printing options: [Black & White / Black & White + Color Pages / Full Color], depending on the content. • Use strong binding methods like [Perfect Binding / Hard Cover Binding] to enhance durability. • Provide a minimum order of 100 copies and ensure consistency across the batch. • For cover design and page layout, follow the finalized DTP (Desktop Publishing) format. • Submit a proof (digital or physical) for approval before beginning the final print run. • Confirm the delivery timeline and ensure secure packaging for bulk orders. 	

Quotation format

Size : A4 (B & W)

Pages /Copies	100 Copies	200 Copies	300 Copies	400 Copies	500 Copies	700 Copies	1000 Copies
0-100							
101-150							
151 to 200							
201-250							
251 to 300							
301-350							
351 to 400							
Colour Pages Per Copies	<i>Per Pages Rs. added in the Total Amount</i>						
Hardbound Cover Extra Charges	<i>Per Book Rs. added in the Total Amount</i>						

Size : A5 (B & W)

Pages /Copies	100 Copies	200 Copies	300 Copies	400 Copies	500 Copies	700 Copies	1000 Copies
0-100							
101-150							
151 to 200							
201-250							
251 to 300							
301-350							
351 to 400							
Colour Pages Per Copies	<i>Per Pages Rs. added in the Total Amount</i>						
Hardbound Cover Extra Charges	<i>Per Book Rs. added in the Total Amount</i>						

Size : A4 (All Colour Pages)

Pages /Copies	100 Copies	200 Copies	300 Copies	400 Copies	500 Copies	700 Copies	1000 Copies
0-100							
101-150							
151 to 200							
201-250							
251 to 300							
301-350							
351 to 400							
Hardbound Cover Extra Charges	<i>Per Book Rs. added in the Total Amount</i>						

Size : A5 (All Colour Pages)

Pages /Copies	100 Copies	200 Copies	300 Copies	400 Copies	500 Copies	700 Copies	1000 Copies
0-100							
101-150							
151 to 200							
201-250							
251 to 300							
301-350							
351 to 400							
Hardbound Cover Extra Charges	<i>Per Book Rs. added in the Total Amount</i>						

The quotations are invited in two parts under Three Envelop System. Envelope 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 shall be kept in Envelop No.3 which shall be big enough to contain two 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 envelope must contain:**

1. 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. Type of business entity : manufacturer/authorized dealer, any others (to be specified) 3. Certified copy of GST registration
4. PAN Card No
5. List of main clients (maximum 10)

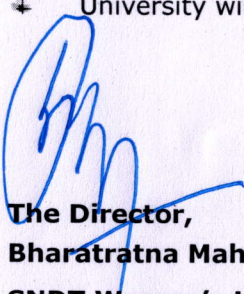
Envelop No.2:**The envelope must contain:**

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

Item	Rate per unit (INR)	Taxes (INR)	Qty	Total Estimated Cost (INR)
1.				
2.				
3.				

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

- ✦ The final quantity may vary at the time of issue of purchase order.
- ✦ Free delivery, installation is required at the **BMK Knowledge Resource Centre, Churchgate Branch, SNDT Women's University, 1, N. T. Road, Churchgate, Mumbai- 400020**
- ✦ The rate validity will be upto 45 days from the date of submission deadline.
- ✦ All necessary documents, manuals to be handed over to the concerned department.
- ✦ Packing and transport charges, transit insurance will be inclusive in the quoted rate.
- ✦ University will issue Octroi Exemption certificate if required.


The Director,
Bharatratna Maharshi Karve Knowledge Resource Centre,
SNDT Women's University, Mumbai – 400020.