



Ref.No.: Exam/Web-Tender/2025-26/64

Date:06.05.2025

**Sub.: Quotation for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026.**

Madam / Sir,

Sealed quotations are invited for quotation for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to the Director, Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 on or Thursday, 15<sup>th</sup> May, 2025 (before 04:30 p.m.).

**Envelop No.1: Technical Bid.**

**The envelope must contain:**

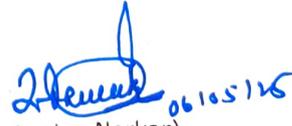
1. Scanned and certified copy of Company Profile of vendor:  
Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
2. Scanned 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 and Certified copy of the Annual Audited Accounts (i.e. Balance Sheet and Profit & Loss A/c only) of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work completed experience certificate regarding Printing of Degree Certificate in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. The sample paper to be submit with the technical documents.
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

**Envelop No.2: Financial Bid.**

**The envelop must contain:**

1. Mentioning including all taxes
2. Undertaking as Annexure - A.

The Director, Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400049 reserves the right to reject any or all quotations without assigning any reasons thereof.

  
(Dr Sanjay Nerkar)  
Director,  
Board of Examinations and Evaluation

### Invitation for Quotations

## Quotation for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026.

Ref.No.: Exam/Accounts/Quotation/2025-26/64

Date:06.05.2025

Sealed quotations are invited for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026. 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	Quotation for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026.
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
To be Addressed to	The Director, Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
Contact Telephone	022-20861745
Deadline of submission	Thursday, 15 <sup>th</sup> May, 2025 upto 04:30 p.m.

#### 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.

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 (if any) 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>Printing of Degree</b> Specification for Printing of Degree Certificates and Certificate of Merit - Size of Paper - A4 (12" x 8") <b>Quality of Paper -</b> 1. 232 GSM 350 Micron synthetic uncoated paper 2. Four Color Printing 3. One Colour U.V. 4. Serial Number 5. Water resistant 6. Chemical resistance 7. Tear Resistance 8. Printable on laser printer 9. Micro porous in nature appearance.	15000 Nos.

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Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
	<p><b>Including Security Features -</b></p> <p>(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) QR Code (x) Bar Code (xi) Hologram (xii) Security Strip (xiii) Seat Number (xiv) PRN Number (xv) Name of College /Institute (xvi) Status of Students (Regular / Distance) (xvii) Fluorescent Border Ink (xvii) Logo Holography Gold foiling (Logo Size 25 mm x 25 mm)</p>	

The quotations are invited in two parts under Two 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: Technical Bid.**

**The envelope must contain:**

1. Scanned and certified copy of Company Profile of vendor:  
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 and Certified copy of the Annual Audited Accounts (**i.e. Balance Sheet and Profit & Loss A/c only**) of last three years duly signed by the Chartered Accountant (**ITR will not be considered**).
7. Scanned and Certified copy of the work completed experience certificate regarding Printing of Degree Certificate in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. The sample paper to be submit with the technical documents.
10. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

**Envelop No.2: Financial Bid.**

**The envelop must contain:**

3. Mentioning including all taxes
4. Undertaking as Annexure - A.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The quotation for Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025 in Financial Year 2025-2026 at the Pariksha Bhavan in the following prescribed proforma (Annexure - A):

(Offer should filled on letter head)  
Annexure A

Ref.No.:

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

Date:

Sub.: Printing of Degree Certificate and Certificate of Merit for Academic Year 2024-2025  
in Financial Year 2025-2026.

Respected Sir / Madam,

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

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.) per unit	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1)	<p><b>Printing of Degree :-</b> Specification for Printing of Degree Certificates and Certificate of Merit - Size of Paper - A4 (12" x 8") <b>Quality of Paper -</b> (1) 232 GSM 350 Micron synthetic uncoated paper (2) Four Color Printing (3) One Colour U.V. (4) Serial Number (5) Water resistant (6) Chemical resistance (7) Tear Resistance (8) Printable on laser printer (9) Micro porous in nature appearance. <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) QR Code (x) Bar Code (xi) Hologram (xii) Security Strip (xiii) Seat Number (xiv) PRN Number (xv) Name of College /Institute (xvi) Status of Students (Regular / Distance) (xvii) Fluorescent Border Ink (xviii) Logo Holography Gold foiling (Logo Size 25 mm x 25 mm)</p>	15000 Nos.				
	<b>Total (Inclusive of GST) Rs.</b>					

**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:**

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1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The work order will be issued after visiting the concerned press.
2. Authorization letter from the manufacturer to be attached along with Technical Bid documents.
3. Three sets of sample to be submit with the technical documents.
4. The vendor should submit the certificate of paper quality report.
5. The variable data should be collected from the Degree Unit of the Examinations section to be printed on the Degree certificate.
6. The vendor has to print the Degree if there is any mistakes in Degree Certificate after the Convocation is over or as an when Degree Unit issue the order for print.
7. Serial Number should be on every Degree Certificates and Barcodes as per sample.
8. Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.
9. The vendor should adhere with all seriousness to the time schedule provided by the Degree Unit of the Examination Section.
10. The vendor should quote cost for providing services for more than one year. The decision of the respect of the assigning the work either for one year or three year will be decided by the competent authority which will depend on the performance apprized.
11. **Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Degree Certificate. No advance will be paid. TDS will be deducted as per rules.
12. **Packaging:** It should be packed in **water proof corrugated boxes** should be serially numbered on outside and also the chart should be stick regarding the details of inside the boxes.
13. **Free Delivery:** At the Degree Exam Unit of the Pariksha Bhavan, SNDT Women's University, Mumbai - 400049 on working days between 10:30 a.m. to 04:30 p.m. and it should be stored as per the serial number by the vendor.
14. **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.
15. The rate validity will be upto 45 days from the date of submission deadline.
16. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
17. Packing and transport charges, transit insurance will be inclusive in the quoted rate.
18. The SNDT Women's University reserve the right to rescheduling of date of opening of the quotations and reject any or all quotations without assigning any reason.

  
(Dr Sanjay Nerkar)  
Director,

Board of Examinations and Evaluation