TENDER DOCUMENTS

FOR

E- Tender Document for Certificate Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate

FOR

PARIKSHA BHAVAN,

SHREEMATI NATHIBAI DAMODAR THACKERSEYWOMEN'S UNIVERSITY, MUMBAI

Ref No: Exam/E-Tender/Degree Certificate /2026-27/ 253

Date of Issue: 04/11 /2026

Last date of Submission: 18/11/2026

CONTENTS

No.	Particulars	Page No
1.	Invitation to Tender	3
2.	Tender Schedule	4- 5
3.	Tender Submission Procedure	6
4.	Instructions to Vendors	7
5.	Pre-Qualification Criteria (Eligibility)	7 – 11
6.	General Conditions	12– 13
7.	Time Line, Deliverable and Payment Schedule	14
8.	Prices and Taxes	14 – 15
9.	Evaluation of Tender	15 – 16
10.	Selection of Bidder	17
11.	Other Terms	18-19
12.	Selection Method	19
13.	Brief Introduction and Scope of Work	19 – 25
14.	Period of Contract with Renew Option	25
15.	Right to Termination & Exit	26
16.	Pre Bid Clarification and Queries	27
17.	Affidavit	28
18.	Declaration of the Bidder	29
19.	Form A	30
20.	Form B	31
21.	Form C	32
22.	Proforma – I	33
23.	Proforma – II	34
24.	Declaration from Bidder	35
25.	Commercial Bid format (Appendix A)	36
26.	Annual related party declaration form	37

Contact Details:

Tender Authority : SNDT Women's University, Mumbai

Contact No : 022-26615159, 022–26615138,022–26608374

1. Invitation of TENDER

253

E-Tender Notice No.: Exam/E-Tender/Degree Certificate /2026-27/, dated 04.11.2026.

SNDT Women's University, Mumbai invites Online Request for Proposal for Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate for AY 2025-26 at Pariksha Bhavan on or before, 18th November, 2026 till 06:00 p.m.

1. BIDDERS having experience of successfully execution similar projects are invited.
2. The detailed TENDER document is available at UNIVERSITY website sndt.ac.in The TENDER shall be submitted along with the necessary supporting documents and Tender Document fee of Rs.10,000/- (Non-refundable) with EMD fee of Rs.1,00,000/- only (Refundable for unsuccessful bidder) as per the date and time mentioned in the document.
3. Security Deposit @2% cost of the agreement. Total @100% Security Deposit will be refunded after the completion of the total work.
4. This TENDER document contains the scope of work, qualifying requirements, terms and conditions, forms and procedure for submission of proposal for interested Organizations.
5. The Bidder submits a detailed technical and financial proposal (Two BID System) for the objectives set forth in this TENDER document.
6. UNIVERSITY reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.
7. Please visit Government website at https://mahatenders.gov.in contact the undersigned for more technical details:

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice–Chancellor, **SNDT Women's University, Mumbai** and the same will be governed by the provision of Arbitration act 1940 in Mumbai.

Registrar
SNDT Women's University, Mumbai

2. Tender Schedule

"Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate"

With reference to above, the SNDT Women's University has decided to invite online tenders for AY 2025-2026 "Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate".

The Tender document and its supporting are available on www.mahatenders.gov.in between 10.00 am to 6.00 pm from 04.11.2026 to 18.11.2026

Tender Reference No	Exam/E-Tender/Degree Certificate/2026-27/
FormFeesRs.	Rs. 10,000/- through online mode (Non Refund)
EarnestMoneyDeposit(EMD)	Rs. 1,00,000/- through online mode
Security Deposit	@2% cost of the agreement
Refund of Security Deposit	Total @100% Security Deposit will be refunded after the completion of the total work.
Tender Uploaded on	Date :04.11.2026 at 5.00 pm
Tender available period	From : 04.11.2026 from 11.00 am To : 18.11.2026 till 6.00 pm
Contact Officer	The Director, Board of Examinations & Evaluation, S.N.D.T. Women's University, Juhu Campus, Santacruz, Mumbai – 400049.
Period for submission of Tender, Tender application Payment Receipt, EMD payment Receipt with tender related document	Tender available from 04.11.2026 till 18.11.2026 up to 6.00 pm
Last date for submission of tender	18.11.2026 till 6.00 pm
Tender opening date	20.11.2026 at 11.30 am
Tender pre-bid Meeting (no doubt or complaint will be considered after this date.)	16.11.2026 at 11.00 am
Pre- bid Meeting address	SNDT Womens University, 01, NT Road, New Marine lines, Churchgate, Mumbai - 400 020.
Tender validity period	120 Days
Tender opening place	The office of the Registrar, S.N.D.T. Women's University, 1, N.T. Road, New Marine line, Churchgate, Mumbai -20

General instructions:

SNDT Women's University, Mumbai INVITES ONLINE TENDERS for "Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate" for AY 2025-26.

1. Interested Tenders may download further information and inspect the Tender Documents from https://mahatenders.gov.in If any contactor have any query regarding e-Tender, they may contact CallOn**022-26615159, 022–26615138,022–26608374**

2. All Tenders must be accompanied by an **Earnest Money Deposit (EMD) for an amount of Rs.1,00,000/-** should be paid online only by using Debit Card / Credit Card/Net Banking /RTGS / NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques / Cash / DD / Pay Order or without EMD will not be considered and will be rejected out rightly.

3. **SNDT Women's University, Mumbai**, will not be responsible for any costs or expenses incurred by Tenders in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of **SNDT Women's University, Mumbai**.

4. The tender will be in two **Part –I will contain technical bid, Part-II will contain price bid.**

5. Last date for submission of Technical & Price Bid is 18.11. 2026 at 6 pm.

6. Bid of Technical Part will be open on 20.11.2026 at 11.30 a.m.

3. Tender Submission Procedure

3.1. All eligible / interested Bidders are required to be enrolled on portal https://mahatenders.gov.in before downloading tender documents and participate in e-tendering. Bidders are requested to contact on following telephone numbers for doubts/ information/ difficulty regarding online enrolment if any.

Contact Nos:**022-26615159, 022–26615138,022–26608374**

3.2. Bidders should submit the document related to tender by online mode. The bidders who wish to submit the payment of EMD by way of RTGS/NEFT should pay the same in two working days in advance before the last day of bid preparation. Cost of tender form of Rs.10,000/- (all taxes inclusive) should be credited in to UNIVERSITY account by online payment gateway, before opening of the Technical Bid otherwise Bidders cannot participate in e-tendering.

3.3. Other instructions can be seen in the tender form. All or any one of the tender(s) may be rejected by competent authority without giving any reason whatsoever.

3.4. Earnest Money Deposit: Rs. 1,00,000/- (Rupees One Lac Only) through Online Payment via net banking mode by Electronic tendering system of Government Maharashtra which is available on the Portal https://mahatenders.gov.in

However, these are only broad level details and bidders are advised to refer https://mahatenders.gov.in for further details about the e-Tendering process. For queries related to e-Tendering Portal, https://mahatenders.gov.in, kindly contact on 022-26615159, 022–26615138, 022–26608374

3.5. Blank Tender Forms

Tender Forms can be purchased from the e-Tendering Portal of Government of Maharashtra i.e. https://mahatenders.gov.in after paying Tender Fees by Online Gateway as per the Tender Schedule.

3.6. Guidelines to Bidders:

To operate on the Electronic Tendering System of Government of Maharashtra, the computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home page of the System.

The Utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home page to understand the process of setting up the System, or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

4. Instructions to Vendors

4.1. Bidder / Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

4.2. The complete bidding document has been published on https://mahatenders.gov.in for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender / bidding document fee and EMD.

4.3. Bidders who wish to participate in this bidding process must register on https://mahatenders.gov.in

5.Pre-Qualification Criteria (Eligibility)

UNIVERSITY invites Tender from experienced bidder who have worked continuously in core business for ANY four years (due to pandemic period of 1 year) of last 5 years and experience certificate of Certificate Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate ".in at least two Central / State Universities / Any Education Board Exams.

Following are the general Criteria for the vendors to assess and fancy their chances of getting eligible for the next stage. **Section 9 - Evaluation of Tender** shall decide the final eligibility and marks scored by the bidder.

5.1 The Bidder shall be a single entity, registered as a Company, under The Companies Act 2013 /Partnership firm/ Sole Traders / University Press (if any) in India and should have prominent presence in existence in Maharashtra.

5.2 The Bidder preferably should have executed at least two assignments of printing of Degree Certificate with Block chain secured QR codes for Government, Semi Government, Government established Universities / Institutions.

5.3 Following certificates/ documents are required:

(i) Scanned and certified copy of Company / Sole trader 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.

(ii) Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.

(iii) Scanned and Certified PAN Copy.

(iv) Scanned and Certified copy of Registration / Shop and Establish License / Certified of Dealership / Certificate of incorporation whichever is applicable.

(v) Scanned and Certified copy of the work experience certificate in due course for ANY four years(due to pandemic period of 1 year) of last 5 years (One certificate per year; **No work order please**).

(vi) Scanned copy of list of clients for last four years (due to pandemic period of 1 year) of last 5 years.

(vii) Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

(viii) Bidder should submit certified sample paper of Degree Certificates from Laboratory and also from the Manufacturer.

(ix) Include all other certificates /documents mentioned in the Technical bid preparation document, Commercial bid document, Evaluation table.

(x) Solvency certificate from Bank (which should not be older than 3 months from the date of tender) equal to the amount of Rs. 15 lakhs .

(xi) Technical bid table in the given format.

(xii) All other necessary documents and certificate which support to the work assignment, if any.

(xiii) Notarized affidavit on Rs.100 stamp paper (self-attested) for not being black listed or debarred by..... (refer affidavit format on page no. 28)

(xiv) Declaration by the contractor proforma (page no. 29)

(xv) Tender letter proforma (page no. 30)

(xvi) Form B (page no. 31)

(xvii) Form C (page no. 32)

5.4 The Desirable Turnover of the Bidder should be more than Rs.1 Crore for any of three out of six financial years (FY 2019-20,2020-21, 2021-22, 2022-2023, 2023-2024 & 2024-25) which should be authorized by CA. The certificate indicating it should be attached.

5.5 The Agency should neither be blacklisted by any Government, Semi Government, Government established Universities / Institutions nor debarred from bidding. Notarized affidavit is to be submitted on Rs.100 stamp paper (self-attested).

5.6 All the above claims by the Bidder should be supported by authentic documents and Verifiable Certificates.

5.7 The bidder agencies should have their own infrastructure and manufacturing unit with sufficient manpower.

5.8 The tenderer shall enclose a letter of authority from concerned mill, for the SNDT Women's University water marked Maplitho paper is to be manufactured and in case the tenderer is having its own paper mill, the same shall also be stated and an undertaking to this effect be enclosed by the tenderer while quoting the rates.

5.9 The paper will be used and manufactured as per stipulations laid down by BIS 1848/2018 or latest, if any. A test certificate along with 02 samples of paper to be used to be enclosed with the Technical Bid.

5.10 The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of Answer book complete printing, supply and dispatch of Answer book to destination.

5.11 Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.

5.12 Any pilferage and lapse on part of the firms will result termination of rate contract and forfeiting of Security Deposit and other simultaneous legal actions.

5.13 The supplier shall furnish an undertaking after the supply that any shortage or defect or any deviation in quality/quantity from the approved paper sample/design detected by Pariksha Bhavan, SNDTWU will be completed or replaced immediately as may be the case by the firm.

5.14 The firm will have to supply Answer Book in cartons duly arranged serially and packed with complete details written on outside of each carton.

Table 1. : Technical Bid Preparations Documents

Sr. No.	*Point No.*	*Particulars*	*Criteria*	*Documents to be submitted with technical bid*	*Page No. From .... To .....*	*Remarks*
1		Bidder/Registration	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	• Certificate of Incorporation • Proprietorship Certificate • Partnership Deed • Any other document to justify		
2		Prior similar experience	Scanned and Certified copy of the work experience certificated from bidder for continuations existing in core business for ANY Four years (due to pandemic period of 1 year) of last 5 years (One certificate per year; **No work order please**) and Experience certificate of printing of Degree Certificate & Certificate of Merit. in atleast two Central/State Universities/ Any Education Board Exams.	Experience certificate from the authorized signatories		

3		Blacklisting for fraudulent practices	The organization should not have been blacklisted for fraudulent practices by any of its clients, central / state/ UT / Government /University	Affidavit On Rs. 100 Stamp Paper as per given format stating that the organization has not been blacklisted by Central/State/UT Government /University has not been charged for any Fraudulent activity.		
4		Organization Credentials including financial credentials, Turn Over & Work Order etc	Organization Credentials	Organization should be in the business for at least 5 years. The Bidder should have valid GST, Income tax certificates. ITRs, CA Certificates, Work Orders etc.		
5		Experience	Professionally Qualified, Experienced project managers, technical managers Available with the organization	Details of team members having more than 5 years Work experience preferably In the academic industry. Details should be genuine		
6		Declaration of contractor	Declaration of contractor	Declaration of contractor on letter head as per given format in the tender document		
7		Tender Fee of Rs.10,000/- (Rupees Ten Thousand Only)	Online through E-transfer Available on tendering portal.			
8		EMD of Rs.1,00,000/- (Rupees One Lac Only)	Online through E-transfer Available on tendering portal.			
9		IBA/RBI	Name of the Printer registered with IBA/RBI:			
10		IBA/RBI	Details of registration with IBA/RBI: (Please mention the			

			registration number and enclose the copy of certificate issued from IBA/RBI)			
11		Paper Sample	Please submit supplier authorisation letter for the paper as per tender specifications.			
12		Paper Sample	Whether Two (02) samples attached as per instructions.			
13		Affidavit	As per Tender Document			
14		Form A	As per Tender Document			
15		Form B	As per Tender Document			
16		Form C	As per Tender Document			
17		Proforma – I	As per Tender Document			
18		Proforma – II	As per Tender Document			
19		Appendix A	Commercial Format			

6. General Conditions

6.1 This Invitation for Bids is open to all bidders. Attempts are made to accommodate the genuine software solutions & services provider agencies based on Quality and Cost considerations. Accordingly weighting to the marks are defined in the selection criteria.

6.2 Selection of Bidder will be made purely on merit, past experience and reputation as per Quality-cum-Cost-Based Evaluation Method. As the work to be entrusted is of very sensitive and important nature, merely quoting lower rates will not make the Bidder eligible for selection.

6.3. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this tender must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, UNIVERSITY reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.

6.4 **Cost of Bidding**
The Bidder shall bear all costs associated with the preparation and submission of its bid and the University will in no case be responsible or liable for these costs.

6.5 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

6.6 **Period of Validity of Bids**
Bids shall remain valid for 120 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.

6.7 **Contacting the Purchaser**
No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

6.8 **University's Right to Accept Any Bid and to Reject Any or All Bids**
The University reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

The Option of Transfer (Handover and Takeover) of the Developed Technology is reserved with the University. The University may exercise its right to take over the Developed Technology at any stage on mutually agreeable conditions.

6.9 **Authorized Signatory:**

The 'Applicant' mentioned in the TENDER document shall mean the one who has signed the TENDER document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the vendor shall be ink signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the **applicant's rubber stamp blue ink**, otherwise the bidis liable to be treated as **'NON-RESPONSIVE'**

6.10 **Signing of Contract**

At the same time as the University notifies the successful bidder that its bid has been accepted, the University will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties within 15 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the University. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

6.11 **Delays in the Supplier's Performance**

Delivery of the system shall be made by the Supplier in accordance with the time schedule specified by the University. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the system components. The Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the University shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

6.12 **Deliveries and Completion**:

The job of delivering Degree Certificate has to be completed as per the delivery schedule mentioned in the work order.

7. Timeline, Deliverable and Payment Schedule

The bidder will be responsible to deliver the Degree Certificate & Certificate of Merit. as per the schedule within given timeframe from the issue of work order or contract whichever is earlier.

The payment will be done after the delivery of all Degree Certificate as per the schedule of the work order.

7.1 Invoicing & Payment Terms

7.1.1 **Payments**

a) University shall not pay separately any advance.

b) University shall pay only the charges as per the details mentioned hereunder and more specifically mentioned in the financial bid.

7.1.2 University shall pay/release the bills/invoices within 3 week of receipt of Invoices from Agency after the satisfactory report.

7.1.3 **Deductions**: Any payment that may be made to the bidder in respect of the supply of the material/services in terms of the tender will be subject to the deduction of taxes applicable at source at the rate in force from time to time. **Any other deductions as University deems so (as per the agreed deductions clauses in contract / Tender Document) shall be deducted/adjusted in the current yet-to-pay pending invoices with University and the blanket permission from the bidder is assumed.**

8. Prices and Taxes:

8.1 Prices quoted by the Bidder should remain same during the contract period.

8.2 Prices quoted by the Bidder should be inclusive of all types of taxes, Octroi, GST etc., **excluding GST or any such equivalent Tax as may be implemented by Government in future** with the delivery at UNIVERSITY. The rates should be quoted inclusive of supply, installation, commissioning, acceptance and delivery as per schedule.

8.3 There shall not be any revision or escalation in the mutually agreed price during the period of contract.

Submission of Tender: For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid and Commercial Bid, which must be submitted in separate sealed envelopes.

Technical bid should contain documents as per Table 1. : Technical Bid Preparations Documents. Commercial part will be opened provided technical bid is found satisfactory.

Commercial bid should contain price as per format **Commercial format (Appendix A)** mentioned in the Tender form, duly filled and signed by the authorized person. The bidder is advised to fill-up all the columns in the commercial bid and not keep any column unquoted.

9. Evaluation of Tender

Sr. No	Criteria / sub Criteria (A)	Basis of Valuation (B)	Maximum Marks	Bidders response W.r.t column (C)	University Revaluation	Supporting Documents (E)
1	The Desirable Turnover of the Bidder should be more than Rs. 10Crore for any of three out of six financial years(FY , 2018-19, 2019-20, 2020-21,2021-22, 2022-23, 2023-24) which should be	<10 cr =5 Marks > 5 cr and < 10 cr = 3Marks > 5 cr = 2 Marks	5			1.1 Audited financial statement OR Certificate authorized by CA certificate indicating it

2	Years of existence of the sole bidder in Printing Market	**For Sole Bidder:** 1 to 5 years = 2 marks ≥ 6 and < 10 yrs = 3 marks ≥ 10years = 5 marks	5			2.1 Copy of Certificate of Incorporation signed by Authorized Signatory of the Bidder/ Lead Bidder.
3	Net Worth/ Liquidity of Organization / Directors/ Partners/ Proprietors/ Owner sets	< 50 lac = 01 mark ≥50 lac< 2 cr = 03 marks ≥2 cr = 05 marks	5			3.1 Certificate of Chartered Account necessary
4	Experience of working with number of Govt, Semi govt Universities in resolution & services related to printing work	1 & 2 nos = 1 mark 3& 4 nos = 3 marks ≥5nos= 5 marks	5			4.1 Work Order and Experience Letter/ Work Completion Certificate from the concerned institutions/organizations
5	Number of Employees on the payroll of Bidder as on 31st March 2026	≥5 and < 15 = 1 mark ≥15 and < 25 = 3 marks ≥25 = 5 marks	5			5.1 Self-attested letter on Bidder's letter head with seal and signature of authorized signatory
6	Experience in terms of years working with Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.)	1 to 2 years = 1mark 2 to 4 years = 3 marks ≥5years = 5 marks	5			6.1 Experience Certificate from the concerned institutions/organizations
7	Number of Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.) in Maharashtra	Only 1 University = 5 marks 2 Universities = 10 marks 3 or More than 3 = 15 marks	15			7.1 Client experience certificate and work order of the printing of Degree / Merit Certificate

	where similar work are provided					
8	Production capacity of printing press minimumfor Degree Certificate per day	2 or More than 2 Lakhs = 5 marks Less than 2 Lakhs = 2 marks	5			
8.	Certificates	IBA/RBI certification = 5 Marks	5			8.1 Copy of Certificates is required
9.	Certificates	ISO9001:2015 And/Or ISO27001:2013certifiedcompany	5			9.1 Copy of Certificates is required
10	Printing Press location in	(a) Mumbai = 10 marks (b) Out of Mumbai = 5 marks	10			10.1 authorized Proof of Office Address
11	Technical Presentation	Block chain with QR code & security features	30			
	Grand Total		100			

10. Selection of Bidder

i. Evaluation criteria proposed to be adopted will be Quality cum Cost Based Selection (QCBS) where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%

ii. The bidder would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 70% (70 Marks out of 100 as per technical evaluation criteria) will be considered **as technically qualified**. Technical score weightage of all technically qualified bidders will be calculated on the basis of the following formula:

- **Final Technical Score of bidders (FTS) = (Technical Marks received by the bidder*(70/100))**

iii. The technically qualified bid having the Lowest Commercial Quote shall be termed as the Lowest Evaluated Bid and will be awarded 100 marks and 30% of weight of this commercial score shall be considered for final evaluation. Commercial score weightage of all the other technically qualified bidders will be calculated on the basis of the following formula.

- **Final Commercial score of bidders (FCS)** = ((Commercial Quote of the lowest bidder/ Commercial Quote of the bidder) *100) *(30/100).
- While deciding the commercial score, the university may opt to consider item wise lowest rate or consider cumulative both items lowest rate as per bid evaluation committee decision. The decision of the committee in the matter shall be final.

iv. **Combined Technical and Financial Score (CTFS)with weightage of 70:30**: Final Score of each bidding party will be computed by adding the Final Technical score and Final Commercial Score on the basis of the following formula:

- **Total Score (Combined Technical & Financial Score) = FTS + FCS**

v. The bidder whose bid has secured the "Highest Total Score" out of 100 as per above evaluation will be considered as best evaluated bid.

vi. In case of a tie where two or more bidders achieve the same highest overall score, the bidder with the higher technical score will be invited first for negotiations

vii. The University is not bound to accept the best evaluated bid or any bid and reserves the right to accept any bid, wholly or in part or reject all the bids without assigning any reason.

viii. After selection, a letter of Award (the "LOA") shall be issued in duplicate by the university to preferred bidder and preferred bidder shall within seven (7) days of receipt of LOA, sign and return the duplicate copy of LOA in acknowledgement thereof.

ix. In the event the duplicate copy of LOA duly signed by preferred bidder is not received by the stipulated date, university may, unless it consents to extension of time for submission thereof, appropriate the EMD of such bidder as damages on account of failure of the selected bidder to acknowledge the LOA.

After acknowledgement of LOA as aforesaid by preferred bidder, it shall cause the concessionaire to execute the concession agreement within the period prescribed. The Selected bidder shall not be entitled to seek any deviation, modification or amendment in the concessionaire agreement.

11. Other Terms :

1. **Cancellation of Contract:**
   In case of any breach of any terms and conditions by the successful bidder / contractor, UNIVERSITY reserves the right to cancel the agreement by giving 7 days notice to the Bidder.
2. **Liquidated Damages**
   If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the University shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered price of the Goods or unperformed Services limited to 05% of value of services requisitioned. Once the maximum is reached, the University may consider termination of the Contract.
3. **Termination for Default**
   The University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part at risk & cost of defaulting Supplier:
   a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the University, or
   b. If the Supplier fails to perform any other obligation(s) under the Contract, or
   c. If the Supplier, in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
   d. The Data created / generated in the systems is sole property of the university. If the bidder misused the data, the bidder will be liable for additional 10% penalty.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

4. Tenders received late, incomplete tenders and tenders not in conformity with our prescribed specifications, terms and conditions will be rejected. UNIVERSITY will not be responsible for postal delay, non-receipt / non-delivery of tender documents or loss of documents in transit.

5. Not-withstanding anything contained in the memorandum and/or articles of association of the party the Court situated at Mumbai will have the jurisdiction to deal and decide any matter arising out of the order.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

12. Selection Method

12.1 UNIVERSITY shall publish tender through an e-tendering site

12.2 The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of UNIVERSITY.

12.3 The interested vendor shall submit a detailed Technical and Financial Proposal as per the tender document.

12.4 The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.

12.5 The short listed vendors will be required to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the University.

12.6 The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the UNIVERSITY.

12.7 In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice–Chancellor of University and the same will be Governed by the provision of Arbitration act 1940 in Mumbai.

13. Brief Introduction and Scope of Work

General Requirement & Scope of Work:

The proposal should cater the following activities and should cover all the necessary process automation methods as mentioned below:

Scope of Work:

SNDT Women's University, Mumbai INVITES ONLINE TENDERS for Printing of Degree Certificate with Block Chain Secured QR Codes & Merit Certificate :

Size of Paper – A4 (11.7'' x 8.3'')

- **Quality of Paper –& Other Security Features**

1. 200GSM Non Tearable Tri-Laminated Paper
2. Four Color Printing
3. One Color 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.

11. Block chain secured QR Code features & specifications for Degree Certificates (details mentioned below)

- The selected bidder will design, develop, deploy, and maintain an end-to-end **Blockchain-based Certificate Issuance and Verification System for SNDT Women's University.**
- Toprovidetamper-proof,verifiable,andsecurecertificatesusingblockchain technology and QR code-based mobile verification
- Blockchain Secured Data
    a. Each certificate is has hed and storedona blockchain.
    b. Tamper-proof, immutable ledger entry.
    c. Each issue is time-stamped.
- Dynamic QR Code Embedded on Physical Certificate
    a. Printed directly on the certificate.
    b. Links to a dedicated verification portal.
    c. Encodes a unique Certificate ID or blockchain transaction hash.
- Mobile-Based Visible Verification
    a. Scannable via any standard QR code scanner or mobile camera.
    b. Redirectstoacertificateverificationwebpage(auto-formattedformobileview).
    c. Displays:
        i. Student's Name
        ii. Degree/Diploma/Certificate Details

iii. Institutions Logo inside the QR Code
iv. Blockchain Verification Status (✓Verified/✗Invalid)
v. Issue Date
vi. Digital Signature/Hash

- Redirection to Specific URL On demand
  a. Each QR code redirects to specific official site :

Other Condition–

(A) The work order will be issued after visiting the concerned press. Also the Bidder should submit the certificate of paper quality report.

(B) Experience certificate of printing of Answer book with OMR / Barcode in atleast two Central/State Universities/ Any Education Board Exams.

(C) The Bidder should be IBA/RBI certified printer.

(D) **Printing–** Printing as per specified sample of the University and Printing of Degree Certificate & Certificate of Merit. to be done in phase wise and as per the work order.

(E) **Taxes** - The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

(F) **Security Deposit** - Separate Bid Security Declaration Form duly signed by the authorized signatory of the bidder has to be submitted along with the Technical Bid and successful bidder has to deposit **@2% cost of the agreement at the time of receiving the work order.**

(G) **Payment:** Payment will be done after delivery only and against the satisfaction report of the quality of the Merit / Degree Certificate. No advance will be paid. TDS will be deducted as per rules.

(H) **Packaging:** Packing shall be done of Degree Certificate, College wise, Serial/seat Number wise as per quantity mentioned in corrugated box, mentioning the Name of College ,quantity and serial numbers on top. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

(I) **Free Delivery:** The Bidder shall deliver the number wise Degree Certificate to the storeroom of the Pariksha Bhavan office / Scanning Room near the Computer Section and 2nd floor of the Pariksha Bhavan, S.N.D.T Women's University, Mumbai – 400049 and arrange the same serially as per the requirement.

(J) **Penalty:**

- The Answer Books shall be manufactured as per specifications given by the Pariksha Bhavan, SNDT Women's University in the Tender Form. The Firm shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing

number is in the packet. A certificate shall be submitted by the manufacturer with each Bill that the Answer Books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the Answer Books, the bidder shall also have to replace the cover page at their own risk and cost.

- The bidder shall be required to give an undertaking that no Answer Books/Supplementary Answer Books whatsoever has been printed more than the specified number and has not been left with them after completion and final supply of the Answer Books is made available to the Pariksha Bhavan. The bidder shall also certify that no Answer Books has gone out of the press by unscrupulous methods. In case any contravention discrepancy is noticed by the Pariksha Bhavan during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed on total contract value and deductions shall be made from the Bills of concerned Region.
- In case the supply is not made within the stipulated period, the penalty may be imposed to printer/Bidder/Agency for delay as per the following.

  (i). Penalty of 4 % of total value of work for delay of one week (Upto 7 days)

  (ii). Penalty of 8% of total value of work for delay of two week (upto 14 days)

  (iii). Penalty of 10% of total value of work for delay for above 14 days

  However, if the supply is made beyond 30 days from due date, Performance Security Deposit shall also be forfeited in addition to the penalty.
- A penalty of 10% of total value of work may be imposed by the Competent Authority of the Institution, if the supply is not in consonance with the specifications/grammage prescribed by the BIS/Pariksha Bhavan, SNDT Women's University against the items.
- In case of any loss of Answer Books from the Godown of the bidder or while in transit the manufacturer concerned will be liable to be blacklisted besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill of particular category of Answer Books.

(K) **Validity:** The rate validity will be upto 120 days from the date of submission deadline.

(L) **Fraud And Corrupt Practices:**

"Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or execution of a contract, to the detriment of the purchaser and includes collusive practices among tenderers designed to establish tender prices at artificial non-competitive levels to deprive the purchaser of the benefits of free and open competition

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- Without prejudice to the rights of the Authority under relevant Clause hereinabove, if an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
  - ❖ "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process);

    or

    save and except as permitted under the relevant sub clause, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
- "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- If the Employer/Financier determines that the Vendor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days" notice to the Vendor, terminate the Vendor's employment under the Contract and expel him from the Site, and the provisions of relevant Clause shall apply as if such expulsion had been made.
- Should any employee of the Vendor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with relevant Clause. For the purposes of this Sub-Clause:
- "corrupt practice" is the offering, giving, receiving to soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- "another party" refers to a public official acting in relation to the procurement process or contract execution. In this context, "public official" includes Financer staff and employees of other organizations taking or reviewing procurement decisions
- "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

- "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Financier investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- acts intended to materially impede the exercise of the Financer's inspection and audit rights provided.
- "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.
- "parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.
- a "party" refers to a participant in the procurement process or contract execution.

(M) **Repeat Order:** Repeat orders may be placed against a previous order recently placed, but in any case not later than six months after the initial order was placed provided

a) Repeat order can be given only once and with a value and quantity not more than 50 percent of initial order; or Rs. Ten Crore or whichever is less can be purchased
b) Repeat order should not be placed if the original order was placed to cover an urgent demand;
c) Repeat order can only be placed after the delivery of the subject matter of procurement from the original order has been completed;
d) Repeat order may be placed in year of procurement of subject matter or in the subsequent financial year. However, the repeat order should be given within six months of the original purchase order.
e) The quality of the material to be procure through repeat order should not be inferior than the original order quantity;
f) The officers concerned are satisfied that there has been no downward trend in the prices or that the rates are either steady or are standardized. Such a certification along with the necessary documents needs to submitted to the tender / purchase committee;
g) Proposal for repeat order in case of deviations from the guiding principles given above should be submitted to the respective tender / purchase committee for final decision, with special

justification for resorting to such purchase. The unit value used for the repeat order is not be more than the original unit value.

h) The retendering of tenders necessitates testing of samples in laboratories which take long time.

i) All repeat order proposals needs to be approved by tender / purchase committee.

j) The original tender should have a clause about repeat order specifying the possible quantities in percentage that could be ordered by the department; and

k) In case procurement department is aware of the procurement of the subject matter of same specification made by the other department then the procuring department may procure from the same supplier, provided the procurement is of a quantity less that of the other department and procuring department orders would be placed within six months after the initial order was placed. It is also necessary that such a purchase is brought to the notice of the other department.

(N) **Factory Visit, Checking of Machinery and Equipment's** will be checked any time during the contract period.

(O) **If the Government reduces the cost of raw material and if there is any changes in the Taxation Policy then the cost of the tender has to be reduced after the contract has been allotted.**

14. Period of Contract with Renew Option:

- The period of contract shall be for 1 year from the date of signing contract with renew option thereafter with mutually agreed Terms and Conditions. **The Extension for the next 2 years will be given only after the performance is found satisfactory and the report of same and in the same way the extension for the third year will be given.**
- **No request for the increase in the rates will be entertained.**
- **No change in the constitution of the contract shall be made during the contract period without prior permission of SNDT Women's University. In such changes are made without prior permission of SNDT Women's University than the contract placed with the bidder shall be cancelled and the security deposit will be forfeited.**

15. Right to Termination& Exit

Either parties may exit the contract by serving the other party a notice of not less than six months without giving any reason whatsoever.

The contract can be terminated by either party giving the other party, a prior written notice of not less than six months of its intention to do so but without dishonouring any commitment entered into prior to the date of termination notice and no party shall leave its commitment unfinished which may result in tangible losses to the other party.

The contract may also stand terminated for any reasons such as legal processes between UNIVERSITY & Successful Agency, acts of the State or similar such exigencies beyond the normal control of the party concerned and which disable any of the parties hereto from functioning further.
The contract may be terminated by both parties by mutual consent.

Both the parties shall honour commitments made prior to the date of notice, complete the ongoing work to avoid major inconveniences or serious dislocations of the work of either party and shall settle any outstanding dues without recourse to compelling action, upon such termination.

Despite termination, the parties shall abide by the usual professional ethics and normal code of conduct to maintain the confidentiality of the information and intellectual property rights.

Please understand & fill-up the FORMS with utmost care

16. Pre Bid Clarifications& Queries

The bidders shall forward the queries regarding tender issues in the following format to the contact address at which the bids are to be submitted as well as the email id mentioned. The actions and response taken in regards to the queries will be web-published on https://dhe.maharashtra.etenders.in. These actions and response if any to the pre-bid queries shall stand as a valid and extended document of this RPF document.

Kindly note that telephonic queries shall not be entertained.

University Reserves all rights of pre-bid queries and responses and shall be not an obligation to consider any or reject all.

Contact Details to forward pre-bid queries:

Contact Details:

Tender Authority : SNDT Women's University, Mumbai
Contact No :022-26615159, 022–26615138,022–26608374

Format for pre-bid queries

RPF No : **Name of Organization :** **Name of Authorized Person:**			
Postal Address of Organization **Telephone No:** **Email ID**			
Sr. No.	**Page No or Section details**	**Details of existing Text/Contents as per RPF**	**Expected changes / amendments**
1			
2			
3			

17. Affidavit

(Executive Magistrate/Notary Public.)

Affidavit

I, _____ (Name of Contractor/ Authorized person), Aged about _____ years, residing at _____ _____ (Postal Address) do hereby swear this affidavit that, I am the proprietor/Partner of _____ (Name of company/firm) Registered at _____.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of _____are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No.1and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name _____

Address _____

Place : - _____

Date : - _____

E-mail ID _____

Mobile No. _____

18. DECLARATION OF THE BIDDER

I/We hereby declare that I/we have made myself/ ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the **Name of University** or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the labourers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

Signature of Bidder

19. FORM-A

TENDER Letter Performa

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Printing of Degree Certificate with block chain QR code & Certificate of Merit."

The undersigned having read and examined in detail all the TENDER documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in tender document and agreed to all terms and conditions as specified in the scope of work in tender document.

Sr. No.	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

I/We hereby declare that my/our TENDER is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)
Name:
Designation:
Seal:
Date:

Witness by – Signature:
Name:
Address
Date:
Place

20. FORM-B

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Printing of Degree Certificate with block chain QR code & Certificate of Merit. "

Sr. No.	Name and Address of University	Name and Contact No of Concerned Authority	Start Date of Assignment	End Date of Assignment	No of Academic Cycles Completed	Work Order / Certificate Attached [Y/N]
1.						
2.						
3.						

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you may to attach extra sheets.

21. FORM-C

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs.100.00/-

I/WE,.....owner of

..... representing

.....,

Hereby solemnly declare & confirm that:

(1) No employee or direct relation of any employee of UNIVERSITY, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.

(2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.

(3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.

(4) I/We understand and authorize the UNIVERSITY to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.

(5) The decision of the University shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner /Chief Executive)

Name:

Date:

Place:

22. Proforma – I

DECLARATION regarding NON – Black listing

Date:

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Printing of Degree Certificate with block chain QR codes & Certificate of Merit"

Dear Sir,

In response to your Tender ref No._____, as a Proprietor/Director/Owner of M/S _____ I/We hereby declare that our Company is not blacklisted by Government of India/Government of Maharashtra or any other state government/union territory as well as there are no criminal cases against company and any of the board members.

Also our Company is having clean legal records. Also there are no open legal cases / petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorized Signatory with Name, Designation & Seal

23. Proforma – II

BIDDER'S AUTHORISATION CERTIFICATE

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Printing of Degree Certificate with block chain QR code & Certificate of Merit. "

Dear Sir,

_____is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference _____ dated _____. He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

AUTHORIZED SIGNATORY

Name :

Seal:

Proforma:- 24

Party Declaration Form

SNDT WOMEN'S UNIVERSITY
PARTY DECLARATION
(Financial Year 20 -)

1. Name: _____
2. Designation/Position: _____
3. Department/Authority/Committee:
4. I hereby declare the following interests:

A. Proprietorships/Firms/Partnerships/LLPs in which I or my close relatives have an interest:

B. Companies in which I or my close relatives are Directors, Shareholders or Key Personnel:

C. Trusts, Societies, NGOs or Educational Institutions with which I or my close relatives are associated:

D. Vendors, Contractors, Consultants or Service Providers having business dealings with SNDT Women's University and in which I or my close relatives have any interest:

E. Any other interest that may give rise to an actual or perceived conflict of interest:

5. Declaration

I certify that:

a) The information furnished above is true and complete to the best of my knowledge.

b) I shall promptly inform the University of any change in the above information during the financial year.

c) I shall disclose any conflict of interest arising in any matter placed before a University authority, committee or decision-making body and shall recuse myself where required.

Date: _____

Signature: _____

Name: _____

Designation: _____

25. Commercial Bid format (Appendix A)

Name of University

Tender for selection of Agency for "Printing of Degree Certificate with block chain QR code & Certificate of Merit"

Name of the Agency :			
Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.	Total Cost + GST = Total Amount
1.	**Printing of Degree Certificate with block chain secured QR Codes& Merit Certificate** Specification – Size of Paper – A4 (11.7'' x 8.3'') **Quality of Paper –& Other Security Features** 1. 200 GSM non terable Tri- laminated paper 2. Four Color Printing 3. One Color 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. 10. Block chain secured QR Code features & specifications for Degree Certificates (details mentioned on page 19)	Qty 25000 Nos.	
***Total of (Inclusive of Taxes) =**			

1. Above Charges should be inclusive of all taxes and excluding taxes. (GST Charges at actual)
2. The Bidder must quote all the columns mentioned above. Charges must be quoted/mentioned in Amount i.e. Indian Rupees (INR) that too in number &words both.
3. The Data created / generated in the systems is sole property of the university. If the bidder misused the data, the bidder will be liable for additional 10% penalty.
4. *Amount mentioned **in Words** shall be considered if amounts mentioned in Number and Words differ.
5. It is assumed that the bidder has understood the above method of indicating and mentioning the charges.
6. No overwriting is allowed in the financial bid.
7. No condition of minimum colleges/ transactions shall be entertained.

Signature and Seal of the Bidder

*****

***End to End ***