SNDT WOMEN'S UNIVERSITY
PARIKSHA BHAVAN
Sir Vithaldas Thackersey Vidyavihar
Juhu Road, Santacruz (West), Mumbai – 400 049.

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
परीक्षा भवन
सर विठ्ठलदास ठाकरसी विद्याविहार
जुहू रोड, सांताक्रूझ (पश्चिम), मुंबई – ४०० ०४९.

Ref.No.:Exam./Quotation/2026-27/258 Date:12.11.2026

Sub.: Quotation for scanning / tearing of first page (Two parts) of answer-books (OMR / ICR) and Data Capturing for result processing of University Examinations to be held during winter exam 2026 of the academic year 2026-27 in financial year 2026-27.

Madam / Sir,

Sealed Quotation for scanning / tearing of first page (Two parts) of answer -Books (OMR / ICR) and Data Capturing for result processing of University Examinations to be held during winter exam 2026 of the academic year 2026-27 in financial year 2026-27required at the Pariksha Bhavan. 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 (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 on or before 20th November , 2026 on or before 04:30 p.m.

(I) The Technical Bid should be as follows:

a. 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 In case of partnership firm-name and address of the partners and copy of Partnership Deed.
b. Scanned and Certified copy of Registration / Shop and Establish Licence issued under Maharashtra Shop and Establish Act, 1948.
c. Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
d. Scanned and Certified PAN Copy.
e. Scanned and Certified copy of the work experience certificated from vendors for Continuations existing in core business for last four years. (one year excluded due to pandemic period) our of five years (One certificate per year; No purchase order please).
f. Scanned copy of Experience certificate of at least two Central/State Universities/ Any Education Board Exams
g. If any work which requires specific expertise / technical specifications then the same should be mentioned.
h. Scanned copy of list of clients for last five years.
i. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
j. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
k. Annual Related Party Declaration
l. Undertaking as **Annexure A.**

(II) The Financial Bid should be as follows:

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 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

For Quotation for scanning / tearning of first page (Two parts) of answer books (OMR / ICR) and Data Capturing for result processing of University Examinations to be held during winter exam 2026 of the academic year 2026-27 in financial year 2026-27.

Ref.No.: Exam/Accounts/Quotation/2026-27/258 Date: 12.11.2026

Sealed quotations are invited for scanning / tearning of first page (Two parts) of answerbooks (OMR / ICR) and Data Capturing for result processing of University Examinations to be held during winter exam 2026 of the academic year 2026-27 in financial year 2026-27to be required at the Centre at Juhu /or Churchagate campus. 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 scanning / tearing of first page (Two parts) of answer-books (OMR /ICR) and Data Capturing for result processing of University Examinations to be held during winter exam 2026 of the academic year 2026-27 in financial year 2026-27**
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 /022-26608462/93
Deadline of submission	Friday, 20th November 2026 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 notifies 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

Quotations should clearly mention all Technical Specifications mentioned in this document. The quotations are invited for the following products:

Sr. No.	Particulars
1.	The cover page / first page of Answer Booklet is divided in 4 (four) section each having Unique Barcode of the Answer Booklet. The first section contains student's personal details like Seat number, Subject code, Medium etc. Next B section are used by examiners / moderators / re-evaluators for entering marks obtained for each questions and total marks obtained by the students.
2.	The dummy numbering should be done subject wise on the cover page/ first page of the Answer-books. Printing of dummy code numbers, scanning and image capturing in a single pass process will be preferred.
3.	Scanning and Image capturing of cover page / first page of the answer-books should be done pre and post evaluation.
4.	The data base of seat Numbers, Subject Code, Medium, Mode of Learning along with Dummy-number should be verified and corrected.

Sr. No.	Particulars
5.	The University will provide course wise/subject wise and whenever required, the seat number master database and attendance database for this verification.
6.	The vendor has to capture and validate the marks as OMR / OCR and ICR from the Image captured post-evaluation.
7.	The vendor should validate marks data preferably by capturing the marks obtained by the students in each question individually as well as total marks and by verifying the totalling marks.
8.	The vendor must maintain the confidentiality and should not involve the SNDT Women's University staff in any of the process of scanning and tearing of upper or lower portion of answer-books.
9.	The vendor should provide the final error-free database containing seat number, Dummy Number, Marks obtained along with Image paths of top portion, bottom portion, for easy and error-free result processing and for easy retrieval and verification of the data.
10.	The transportation cost of any instruments / machinery / scanner, etc. shall be borne by the vendor.
11.	The University will make necessary arrangements for the space, electricity and connectivity for the execution of the work at CAP centres.
12.	The vendor should provide sufficient number of scanning instruments.
13.	The vendor should appoint sufficient staff for carrying out the tasks.
14.	The vendor should appoint the staff for scanning of answer-books, tearing the first page of the answer-books, sticking the barcodes on the answer-books to complete the work in the stipulated time limit.
15.	In case of answer-books bearing the same seat number and subject code, validation should also be done for duplicate record. Number of answer-books with dummy number and number of answer-books scanned would be tallied by the University.
16.	A separate report be prepared by the vendor in relation to the students who were absent for the examinations.
17.	Software should be provided for easy retrieval for correlation of data on the basis of seat number, dummy number, answer-booklet number.
18.	No accommodation will be provided by the University to the staff who have been engaged by the vendor for carrying out the work.
19.	
20.	The payment will be made only after completion of entire work.
21.	The rate quoted by the vendor shall be final and no escalation whatsoever shall be admissible, under any circumstances.
22.	Penalty to the maximum 10% of the contract value shall be levied upon the vendor for the delay in submission of data or deficiency in the service, as per the provision of the Maharashtra Public Universities Act, 2016 and the Maharashtra Universities Accounts code, 2012.
23.	The vendor shall provide the service at the centralized assessment programme venues located in Mumbai on working days between 10:30 a.m. to 04:30 p.m. or as specified by the University. The vendor shall submit an undertaking on a non-judicial stamp paper worth Rs.100/- thereby agreeing to abide by the security, confidentiality, adherence to time scheduled and acceptance of terms and conditions mentioned in the work order.

The proof of the same is attached herewith.

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 envelop must contain:

a. 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 In case of partnership firm-name and address of the partners and copy of Partnership Deed.
b. Scanned and Certified copy of Registration / Shop and Establish Licence issued under Maharashtra Shop and Establish Act, 1948.
c. Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
d. Scanned and Certified PAN Copy.
e. Scanned and Certified copy of the work experience certificated from vendors for Continuations existing in core business for last four years. (one year excluded due to pandemic period) our of five years (One certificate per year; No purchase order please).
f. Scanned copy of Experience certificate of at least two Central/State Universities/ Any Education Board Exams
g. If any work which requires specific expertise / technical specifications then the same should be mentioned.
h. Scanned copy of list of clients for last five years.
i. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
j. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
k. Undertaking as **Annexure A.**

Envelop No.2: Financial Bid.

The envelop must contain:

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The scanning of first page of answer-books and OMR, OCR and ICR data capturing for result processing in the following prescribed proforma:

Financial Bid.

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.) per Answer-book	Total Estim-ated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1)	Quotation for scanning / tearing of first page (Two parts) of answer-books (OMR ICR) and Data Capturing for result processing of University Examinations . Handing over error-free data to the University as mentioned in the specifications.	As per actual (approxim-ately 80000 Thousand for semester exam)				
		Total Rs.				

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:

1. Demo should be arranged by the vendor on the specified day and time at the Pariksha Bhavan. The University will not bear any cost for the same.
2. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
3. Authorization letter from the manufacturer, authorized dealer, any other (to be specified).
4. 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.
5. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
6. The University reserves the right to reject the quote in whole without assigning any reason thereof.
7. **Payment will be made within 15 days after completion of the said work and all the data's of the same should be transferred with report to the Computer Centre In-Charge, SNDT Women's University.**
8. **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.
9. The rate validity will be up to 45 days from the date of submission deadline.
10. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
11. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

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

Encl.: As mentioned above.