

REXTENSION - REQUEST FOR PROPOSAL

Dear Sir/Madam,

September 20, 2019

Saksham Pravaah is a project of Tata Institute of Social Sciences (TISS), Deonar, Mumbai.
We are in need of the following products/services:

Request for Annual Maintenance Service Contract for our Canon Printer 2525, Model no IR 2525, Serial number QYL01591.

We will need monthly billing and tonner should be included in the AMC.

Monthly usage pattern of A4 size printing range between 3000 to 4000 copies

Monthly usage pattern of A3 size printing range between 300 to 400 copies

Please note that this offer is subject to the following terms and conditions:

1. The basic rates quoted should be effective for period of **2 years**
2. TISS reserves the right to cancel the bidding before or after the receipt of bids or also after opening of bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of enquiry.
3. **All the information to be provided by the bidder should be on the letterhead of the bidder and all pages to be signed and stamped by the authorized signatory.**
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms and conditions in the bid. (All payment will be made through bank transfer only. Payment will be released within 15 days after receipt of bill at Mumbai Office).
6. Any query for clarification on the bid can be had from the undersigned latest by **30.09.2019**
7. The bid should quote and enclose **PAN Card copy and GST certificate**. Payment will be released as per names registered on Pan card copy only. If payment required in another name please attach relevant copies.

8. If GST /SGST is charged on above services, please mention GST/SGST registration number.
9. 10% TDS will be deducted on the bill amount.

10. Last date of quotation submission: - 04.10.2019

11. Please send the quotation on the below address

Ms Manisha Jadhav
Sr Finance & Admin Officer
Tata Institute of Social Sciences,
V N Purav Marg, Deonar
Mumbai 400 088
022-25525491


20/9/19

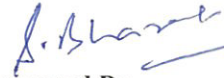
Prepared By
Ms Gayatri Pai
Admin Asst /
Sec to PD


20/9/19

Checked By
Ms. Manisha Jadhav
Sr F&A Officer



Verified By
Finance & Admin Manager



Approved By
Prof Shalini Bharat
Director , TISS
NPD, Saksham Pravaah