

**Tata Institute of Social Sciences
School of Vocational Education**

Date: 03/02/2017

Notice inviting Expression of interest for Printing and supply of ID Cards for TISS-SVE.

The School of Vocational Education, Tata Institute of Social Sciences invites expression of interest from reputed Companies / supply agencies for Printing and Supply of ID Cards.

Background brief for Agencies:

Kindly refer the about us section of www.sve.tiss.edu.

Quantity:

Based on requirement

List of Items:

Sr. No.	Brief Description of the ITEM	Specifications
1	Identity Card	ID Card Material : Laser PVC Sheet ID Card Thickness : 780 micron + 60 micron Lamination Film Both Side of the Card Lanyard : Width 14mm + Length 18'' + Printing on one side Lanyard Fitting :F1 Clip ID Card Manufacturing : Fusion Type Good quality strain free non breakable glossy PVC card laminated on both the sides having rounded corners with back ground colors as per sample.
2	Identity Card holder	Good quality PVC made transparent.
3	Identity Card Holder Lanyard	17 inches long. Card Holder : Natural Shade Dark Green color with School of Vocational Education Tata Institute of Social Sciences Printing of suitable length.
4	Printing of Identity Card	Legible printing, visible from distance in the prescribed format as supplied
5	Collection and Entering / Feeding of information / data	(i) The format will be supplied by executing department/ section/ committee for printing and publishing of Identity card. (ii) Data/Information will be provided to the Printer using ERP/Email. (iii) Data entered/collected for the said purpose will be the property of the institute and printer cannot use the Student Data for sole purposes. (i) Final draft copy of data for the ID card of every individual students should be checked/ verified by the concerned deptt./section/committee/student.
6	Courier of ID cards	Printer would also have to courier the ID Cards to provided address if informed. Courier charges would be settled with Printer once provided proper courier bill.

Price Bid Format:

Sr. No.	Description of Item	Unit rate of Item	Taxes (if any)	Final Amount per Unit(Rs.)
1	ID Card Material : Laser PVC Sheet ID Card Thickness : 780 micron + 60 micron Lamination Film Both Side of the Card Lanyard : Width 14mm + Length 18'' + Printing on one side Lanyard Fitting :F1 Clip ID Card Manufacturing : Fusion Type Good quality strain free non breakable glossy PVC card laminated on both the sides having rounded corners with back ground colours as per sample.			

Please note:

- ** The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.**
- ** Contract term would be minimum 1 year.**
- ** Final Pricing should be inclusive of all taxes.**
- ** Price on quotation would be considered final price.**
- ** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.**
- ** Provide a Sample ID Card with the Quotation.**

For any queries, please call Mr. Sadanand Goski 022-25525627 (Mon-Fri, 10am-5pm).

Required documents to be submitted:

- a) Profile of the Organisation
- b) Additional documents/information may be sought at a later stage.

Timeline :

The last date for submission of complete application is **7th Feb, 2017**.

Expression of Interest completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope super scribed "**Expression of interest for Printing and supply of ID Cards for TISS-SVE**".

The envelope shall be addressed to the following:

Mr. Sadanand Goski
Sr. Manager Administration, SVE,
Tata Institute of Social Sciences,
Room No 409, G-10 Building,
Naoroji Campus, Deonar Farm Road,
Deonar, Mumbai – 400 088

ID Card Sample Copy :



**Tata Institute of
Social Sciences**
(A Deemed University)

School of Vocational Education
www.sve.tiss.edu



HR0143/0009/S16
Subhamoy Pahari
Post Graduate Diploma In H R &
Administration(HRC04)
Validity: 18th Sept. 2016 To 27th Aug. 2017

Student

N. A. Davis
Dean, SVE

DOB : 17/03/1990 BLOOD GROUP :

FRONT

Student's Emergency Contact Number :
Kamala Pahari - 7602986985
(Lang.: Bengali)

Hub Training Centre :
Attitude Academy

Hub Training Centre Registered Office :
Baily Road, Hartali More,
State Bihar, Dist. Patna,
Pin code - 800001.

Instructions for the use of this card :

1. This card should be carried by the holder.
2. If this card is lost, destroyed, damaged or defected the holder must intimate the officials at SVE and Hub Training Centre immediately.
3. Anyone finding this card is requested to send it to the secretariat of the TISS-SVE at the following address immediately.

School of Vocational Education
Room No. 405, 4th Floor, G-10 Bldg.,
Naoroji Campus,
Tata Institute of Social Science,
Deonar Farm Road, Deonar, Mumbai - 88.
Ph.: 022-25525602/5603

This card is only for the period of the course of study/discontinuation, whichever is earlier.

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