

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: Sept 7, 2017

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

Description of Product/Service:-

Dell Laptop

1	Sales Package	Laptop, Battery, AC Adapter, User Guide and Manuals
2	Model Number	3558
3	Part Number	Z565110HIN9
4	Model Name	Inspiron 15
5	Series	Inspiron
6	Color	Black
7	Type	Laptop
8	Suitable For	Entertainment, Performance, Processing & Multitasking, Everyday Use
9	Battery Cell	4 cell
Processor And Memory Features		
10	Dedicated Graphic Memory Type	DDR3
11	Dedicated Graphic Memory Capacity	2 GB
12	Processor Brand	Intel
13	Processor Name	Core i5
14	Processor Generation	5th Gen
15	SSD	No
16	RAM	4 GB
17	RAM Type	DDR3
18	HDD Capacity	1 TB
19	Processor Variant	5200U
20	Clock Speed	2.2 GHz with Turbo Boost Upto 2.7 GHz
21	RAM Frequency	1600 MHz
22	Cache	3 MB
23	RPM	5400
24	Graphic Processor	NVIDIA Geforce 920M
Operating System		
25	OS Architecture	64 bit
26	Operating System	Windows 10 Home
27	System Architecture	64-bit

Port And Slot Features		
28	USB Port	1 x USB 3.0, 2 x USB 2.0
29	Multi Card Slot	3-in-1 Card Reader (SD, SDHC, SDXC)
30	Hardware Interface	SATA
Display And Audio Features		
31	Touchscreen	No
32	Screen Size	15.6 inch
33	Screen Resolution	1366 x 768 pixel
34	Screen Type	HD LED Backlit Truelife Display
35	Speakers	Yes
36	Internal Mic	Yes
37	Sound Properties	2 Tuned Speakers with Waves MaxxAudio Processing
Connectivity Features		
38	Wireless LAN	Dell Wireless-N 1705
39	Bluetooth	v4.0
Dimensions		
40	Dimensions	380 x 260.30 x 21.70 mm
Additional Features		
41	Disk Drive	CD/DVD writer
42	Web Camera	HD Webcam
43	Lock Port	Security Slot
44	Keyboard	Standard Keyboard
45	Pointer Device	Touchpad
Warranty		
46	Warranty Summary	2 Year Onsite Warranty
Accessories		
47	Wireless Mouse	Dell WM 126 wireless optical mouse
48	Laptop Bag	Dell 15.6 inch Laptop Backpack
49	Media CD	Windows 10 or Pen drive

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

1. Items mentioned above are general items used in offices.
2. TISS reserves the right to award the contract to one or more bidders. Please-note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of enquiry. 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.
3. All the information to be provided by the bidder should be on their letterhead, and all the pages to be signed and stamped by the authorized signatory.

4. The basic rates quoted against items should be effective for a period of Three Months. Rates given in quotation are to be maintained at a fixed cost for duration mentioned in the RFP. In case of unavoidable circumstances if the rate needs to be increased, please furnish us with relevant supporting/self declaration on letterhead to justify the increase in set costs. (Cost must be mentioned including all Govt. Taxes in force)
5. If there is delay in delivery of material, a penalty clause will be imposed as per TISS policy of 0.5% deduction on total value for delay of every week. TISS also reserves the right to cancel the entire order in case of delay of more than 7 days from the scheduled delivery dates.
6. Bids incomplete in any respect will not be considered.
7. Please mention your payment terms /condition in the bid.
8. Any query for clarification on the bid can be sort from the undersigned latest by 12TH Sept, 2017
9. The bid should quote & enclose self attested PAN Card copy. Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.
10. If GST is charged on above services, please mention GST registration number
11. Last date for receipt of quotation submission: - 12th Sept, 2017 by 3.00 p.m.
12. Please write proper address and underline on top as: **Quotation for Laptop-Saksham Pravaah**
13. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.

Thanks & Regards


07/09/17

Prepared By
Ms. Suchitra Bangera
HR & Admin.Officer


5/9/17

Checked By
Ms. Manisha Jadhav
Sr. Finance Officer


07/09/17

Verified By
Mr. Satish Phanse
Finance & Admin Manager


7/9/2017

Approved By
Prof. Shalini Bharat
Programme Director &
Deputy Director
(Academic)
TISS- Mumbai