

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:-

MS-Office 2016 Educational License having Excel, Word, PowerPoint, Access and Outlook

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 Quickheal Total Security Antivirus - Saksham Pravaah**
13. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.

Thanks & Regards


Prepared By
Ms. Suchitra Bangera
HR & Admin. Officer


Checked By
Ms. Manisha Jadhav
Sr. Finance Officer


Verified By
Mr. Satish Phanse
Finance & Admin Manager


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