

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

PURCHASE & STORES SECTION

To: (Put here rubber stamp or seal of the organizatio	ENQUIRY NO.: TISS/P & S/NIT/SHREDDER MACHINE/2018
	Our Email ID: dilip_p@tiss.edu
	Mobile No: 09987 55 22 89 / 022 2552 5228 7039201320 (Whatsapp No.)
	DATE: 23/01/2018
	DUE DATE: 28/02/2018

Sir/Madam,

Kindly submit your sealed quotation in the prescribed format as given below, duly filled in, signed, and sealed by you on or before **28th February, 2018** to the Dispatch Section addressing to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. on any working days between 10.30 a.m. and 5.00 p.m. superscribing above enquiry number with due date on the envelope.

SL	Description of Items (Please Quote along with specifications or full details of the equipments)	M.R.P.	Offered Price Per Head	Qty. Required	TOTAL COST
1	STOCK CROSS CUT PAPER SHREDDER FOR 8 A4 SHEETS AND CD/DVD/CREDIT CARD			1 NO	
	Specification: 1)Shredding Capacity (at once)- 8 A4 Sheets & CD/DVD/Credit Card (Thickness of total 8 sheets should not be more than 0.5mm). It has 2 different slots for paper & CD/DVD/Credit Card.				
	2) Shred Type - Cross Cut , Shred Size - 4 x 40mm & Feed Opening - 220mm.				
	3) Shredder Dimension - 330 x 155 x 298 (in mm). Bin Volume - 21 L				
	4) It has 1 year manufacturing warranty.				

SGST:				
CGST:				
Warranty:				
Payment Terms:				
Any Other Liabilities:				
Date of Delivery:				

TERMS & CONDITIONS

- You are required to submit a photocopy of the PAN CARD of your organization.
- Mention your **GST** Registration Number/s on the quotation form.
- Free Delivery of the goods should be made at the Institute’s Purchase & Stores Section, Deonar, Mumbai 400 088 with duly stamped and signed bills or challan by the Security Staff of the main gate.
- Please indicate discount, if any offered by you for an educational and non-profit organization.
- Dealer/supplier submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.
- Institute reserves the right to accept or reject any one or more quotations for the same item without assigning any reason whatsoever and the decision of the Institute in this regard shall be final and binding on all dealers. Institute also reserves the right not to accept the lowest quotation as may be deemed necessary in the larger interest of the Institute
- The Payment will be made only after the successful supply of materials/equipment (on or before **46 days**).

Name of the Proprietor
Signature with Date:

Seal of the Organisation
Mobile No: