

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

PURCHASE & STORES SECTION

To:	ENQUIRY NO.: OMR Sheets_20/05/2016
(Put here rubber stamp or seal of the organization)	
	Our Email ID: dilip_p@tiss.edu or siva@tiss.edu
	Mobile No: 09987 55 22 89 / 022 2552 5228
	DATE: 27/05/2016
	DUE DATE: 03/06/2016

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 **3rd June, 2016** 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 4.00 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
A	Printing, Scanning and Processing OMR Sheets with instructions/information and consent forms				
1	Participant Information Sheet and Informed Consent Forms Pages – 3 (Perforated) (A4 size, single colour; 60-80 gsm); first two pages double sided on a single sheet; third perforated sheet separately). This will be printed in four different languages – Hindi, English, Telugu and Mizo)			15000 (2500 in Mizo; 6500 in Hindi; 4000 in Telugu; & 2000 in English	
2	OMR Sheets (Student General Tool) to print multiple choice options for around 200 questions (46 questions with sub-questions; number of choices of answers is not standard; varies according to the questions) (A4 size. One of the Standard colours used for OMR; bar coded; a minimum of 90 to 105 gsm preferred since the test sheets will be transported back and forth)			15000	
3	OMR Sheets (Student Learning Assessment/exams)- (to print multiple choice options for			15000	

	general tool) is applicable here as well)				

VAT				
C.S.T. (If Any):				
Octroi/LBT (If Any):				
Any Other Charges:				

TERMS & CONDITIONS

1. The rates of sales Tax, excise duty and other statutory levies should be shown separately.
2. You are required to submit a photocopy of the PAN CARD of your organization.
3. Mention your **VAT/ CST/MSGST** Registration Number/s on the quotation form.
4. 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.
5. Please indicate discount, if any offered by you for an educational and non-profit organization.
6. Dealer/supplier submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.
7. 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
8. The Payment will be made only after the successful supply of materials/equipment (on or before **46 days**).