

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

PURCHASE & STORES SECTION

To: (Put here rubber stamp or seal of the organization)	ENQUIRY NO.: TISS/NIT/2018/HSS/143
	Our Email ID: dilip_p@tiss.edu
	Mobile No: 09987 55 22 89 / 022 2552 5228 7039201320 (Whatsapp No.)
	DATE: 05/02/2018
	DUE DATE: 08/02/2018

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 **8th 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.

GENERAL INFORMATION - INVITATION OF THE BIDS

Scope of Work:

Design, layout and complete pre-press for National report (Size: A4 – Four Color). The report will be approx. 300 pages. It will include text, bar graphs, pie charts, images and maps.

Technical Bid:

1. Brief Overview of the Agency / Individual which includes past work of a similar nature.
2. Annual Turnover of the Agency / Individual.
3. Three sample work completed in the last three years (hard copy or soft copy)

Financial Bid:

(please cover minimum two iterations (rounds of correction) and maximum 15 days delivery timeline in the quotation being provided. Also include GST in the quote)

1. Cost for Cover Design - National Report
2. Cost for interior page layout – National Report

For any more enquiries, call Mr Raghu on 02225525011. The hard copy of the technical bid and financial bid is expected to be send in sealed envelopes separately on or before February 3rd, 2018 on the above mentioned office address.

TERMS & CONDITIONS

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

Name of the Proprietor

Seal of the Organisation

Signature with Date:

Mobile No:

SUPPLIER REGISTRATION

To register as a new supplier, enter your user and organization information

Company Name:

Date of Incorporation /

Establishment: - (Please attach
Certificate of Incorporation)

Tax Payer ID:

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Is SSN?

Yes

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No

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Product Description:

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Landline No:

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Mobile No:

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Fax No:

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Corporate URL:

--

Registered Office Address:

--

Office Apt. & Landmark

--

City

--

State

--

Postal Code

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Country

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Organisational Information:

Type of Organisation

Pl. tick mark whichever is applicable

Sole Propreitorship Concern

:

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Partnership Firm

:

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Private Limited Company

:

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Public Limited Company	:	
Government Undertaking	:	
Individual Consultant	:	
Joint Venture	:	
Charitable Trust	:	
Foreign Vendor	:	
Others. Pl. Specify	:	

Bank Details:

Type of the Bank	:	
State Bank & Associates	:	
Charitable Trust	:	
Nationalized Bank	:	
Scheduled Bank	:	
Private Bank	:	
Co-op Bank	:	

Type of Account with Code:

Saving Bank A/c.	:	
Current Bank A/c	:	
Cash Credit A/c.	:	
Any Other A/c.	:	

Bank Account Particulars/Details:

(i)	Name of the Account Holder	:	
(ii)	Complete Bank A/c. Number for NEFT	:	
(iii)	Account Type	:	

(iv)	Bank Name	:	
(v)	Bank Branch		
(vi)	Bank Branch Contact Nos		
(vii)	11 digit IFS Code (for bank branches in India)		
(viii)	Swift Code (for bank branches not in India)		
(ix)	IFSC Code		
(x)	MICR Number (9 Digits)		
(xi)	Any other details	:	

Tax Registration Numbers: (Please fill in the applicable fields and attach relevant proofs):

(i)	Income Tax PAN Card No	:	
(ii)	VAT TIN / Local Tax Registration No	:	
(iii)	State of VAT Registration No	:	
(iv)	C.S.T. Registration Number	:	
(v)	Excise Registration No.	:	
(vi)	Excise Range	:	
(vii)	Excise Division		
(viii)	Excise Commissionarate		
(ix)	Service Tax Registration No.		
(x)	ECC No.		
(xi)	Central GST No.		
(xii)	Local GST No.		
(xiii)	GST Registration No.	:	

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.

Yes

☐

No

☐

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

Reason:

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.

This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Date:

Name & Signature of the Bidder/authorized person along
with Rubber Stamp/ Seal of organization

Place:

Please provide information on the following:

Enclosures:

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. GST / PAN Details
4. Client List (as on 30th September 2017)
5. Product Profile/List
6. Target - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088.

1. NOTICE INVITING TENDER FOR PRINT WORK

TISS invites sealed tenders in Two-Bids (Technical & Financial) for print work. Interested parties may download the tender document from www.tiss.edu. The complete tender should reach to the Section Officer (Purchase & Stores), Tata Institute of Social Sciences, Mumbai 400088. latest by 12.00 hrs on 3/02/ 2018.

Tender no.: TISS/NIT/2018/HSS/143

GENERAL INFORMATION / INVITATION OF THE BIDS

Rejection of the Proposal	: Non submission of the tender cost alongwith ARC proposal tender/bid shall be rejected. Any proposal / tender / bid must reach to the Section Officer, Purchase & Stores Section latest by 3 rd February, 2018. Quotations received after the due date or without endorsement / confirmation shall be rejected.
Methods of Quotation	: The rates should be quoted in as well as as per UoM for supply and rates must be valid for whole financial year (2018-19). Prices quoted must be all inclusive, packing, forwarding, delivery charges. Format of the same is enclosed herewith
Methods of submission of Bid	: The bidders should mandatorily sign on every page of this Tender Document and send/enclosed with proposal / tender / bid / quotation, which would show their unconditional acceptance of all terms and conditions of the tender document/contract.
	Sealed envelope duly super scripted "Proposal / tender for the Printing/Printed Materials Indian may be sent to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088 on any working days and hours on or before due date.
For any Query/ Clarification regarding this tender notice, please contact	: The Incharge, Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088. Tel: 022 2552 5230 Email: roja@tiss.edu or dilip_p@tiss.edu

TENDER PROCEDURE

Sealed Envelope will be opened on due date and time in the presence of participating dealers. Copies of following documents duly certified should be submitted along with quotation.

- I) Certificate of Registration of the form with GST Registration Details
- II) Income Tax clearance certificate upto the immediate preceding assessment year.
- III) Latest Sales Tax clearance certificate as on 1st September, 2017. If the firm is exempted from payment of tax, copies of relevant certificate be attached.
- IV) Statement indicating last 3 years sales tax turnover duly certified by the Chartered Account.
- V) Statement indicating the names of government departments/bodies to whom dealer has supplied the material for the immediate past 3 years.
- VI) Dealer shall agree to supply the items as per the norms of the Institute.
- VII) Dealers submitting insufficient information and / or not submitting requisite documents/ certificates as specified in the tender and / or not fulfilling tender conditions and /or not accepting the conditions specified in the quotation shall be liable for disqualification.

Institute reserves the right to accept or reject any one or more tender 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 tender and / or award the contract to one or more dealers at the lowest acceptable rates, terms and conditions in such proportion as may be deemed necessary and in the larger interest of the Institute.

Date:

Authorised Seal of the dealer:

Authorised signatory of the dealer:

Designation:

Name:

Land Line No:

Mobile No:

Land Line No:

Mobile No:

GST Registration No:

PAN CARD No:

INTEGRITY CLAUSES

- 1 It is hereby specifically agreed that the firm/vendor/contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
- 2 It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides action in accordance with law and criminal or disciplinary action against any, employee of the Institute, who seeks, demands accepts bribes of any sort.
- 3 The vendor/supplier/contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.
4. Any misinformation or wrong declaration in respect of above clause (3) above shall provide the Institute the right to cancel the contract unconditionally.

LETTER OF INTENT

No: TISS/P&S/RC/2017-18

Date: / /20

To,

Sub: Designer for Report, Documentation, Layout and Editing - Indian. 2018-19.

Ref: Tender no.: TISS/NIT/2018/HSS/143

Dear Madam/Sir,

With reference to the above, it is proposed to register your firm with this institute for the supply and procurement of Stationery / Cleaning / Printing and Printed Materials - Indian. 2017-18 subject to the following terms & conditions.

1. **Terms & Condition:** All the terms & conditions mentioned in the Tender and Cost Evaluation form (Annexures I, II & III as applicable) and duly accepted by your firm vide your letter dated / / **2018** shall remain unchanged and shall be binding on you.
2. **Letter of intent is not a contract:**Acceptance of this letter of intent shall not constitute a Contract form till an agreement is signed by you with the Institute and all other formalities duly compiled with including payment of Security Deposit.
3. **Contract:** You will have to execute contract/ agreement with the institute in the prescribed form within 3 days from date of receipt of this letter.

Please return the Second copy of this letter of intent duly signed and stamped by you or your authorized representative on or before 10/02/2018 as a token of your acceptance.

Thanking you.

Yours faithfully,

AGREED & ACCEPTED
Authorised signatory of the dealer:
Seal of the Dealer/Supplier

Section Officer (Purchase & Stores)

ACCEPTANCE LETTER

No:

Date: / /20

To,

The Section Officer
Tata Institute of Social Science,
Sion Trombay Road,
Deonar, Mumbai-400 088

Sub: Quotation No. _____ dated _____

For supply of _____
(Please indicate the item quoted)

Dear Madam/Sir

We hereby confirm having read and understood of the terms and conditions of the quotation under reference and we hereby accept the same without any reservation and we shall not alter/ add/ delete any of the conditions of the quotation or part thereof.

We hereby further confirm as follows:-

1. We have paid Earnest Money Deposit of Rs. _____ vide Demand Draft. No. _____ dated _____ drawn In favour of 'TATA INSTITUTE OF SOCIAL SCIENCES' DEONAR, MUMBAI. Payable at Mumbai and the Demand Draft is enclosed.
2. We have authorized Mr/ Mrs. _____ to Sign the quotation on behalf of the firm. Authority letter is enclosed for your perusal and record.

Thanking you.

Yours faithfully,

For
PROPRIETOR

Encl: Tender Documents/Quotations