

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: July 16, 2018

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

Item requested: Samsung Galaxy Tab A 7.0(2018)

Description of Product/Service:-

No.	Model:-	<u>Samsung Galaxy Tab –A 7.0</u>
1	Quantity	25 Plus
2	Display	7 inches 800 x 1280 pixels
3	Connectivity	Wi-Fi standards supported 802.11 b/g/n
4	RAM	1.5 GB
5	Processor	1.5 GHz quad-core
5	Storage	Micro SD, Internal storage 8 GB, Expandable storage capacity 200GB,
6	Battery	4000 mAh
7	Operating System	Android
8	Antivirus	Mcafee
9	Warranty	1 year manufacturer warranty for the Tablet.6 month manufacturer warranty for other inbox accessories
10	OTG Support	Yes

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 Six 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 through email sfao.sakshampravaah@gmail.com latest by 20th July, 2018
9. The bid should quote & enclose self attested copy of Pancard and GST Registration Certificate. Payment will be released as per pan card and GST registration only. If payment required on another name please attach relevant copies.
10. Last date for receipt of quotation submission: - 27th July, 2018 by 3.00 p.m.
11. Please write proper address and underline on top as: Quotation for Tablet – Saksham Pravaah.
12. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.
13. Address for sending the Quotations is as below,
Mr S S Phanse,
Finance and Admin Manager, Saksham
Tata Institute of Social Sciences,
Deonar Mumbai 400088
Contact no: 025525491,025525496

Thanks & Regards

Gayatri
16/7/18
Prepared By
Ms Gayatri Pai
Admin Asst /
Sec to PD

Manisha
16/7/18
Checked By
Ms. Manisha Jadhav
Finance Officer

Satish
16/7/18
Verified By
Mr Satish Phanse
Finance & Admin Manager

Shalini
16/7/18
Approved By
Prof Shalini Bharat
Programme Director
Saksham Pravaah