

REQUEST FOR PROPOSAL

Dear Sir/Madam,

January 9, 2020

The Tata institute of Social Science, Saksham Prerak would be conducting ANM & Counselor training's in Chandigarh. We, in order to achieve our stated objectives, we are in need of the following products/services:

Description of Stationery Items.

Sr no	Particular	Qty	Rate Inclusive of GST	GST%
1	Coir String	10 mts		
2	5 Multi plug electric extension cord with 5mt wire	1		
3	Flex Banner (6X3) hanging pattern color printing	1		
4	Adventure backpack (Big size)	1		
5	Black and white Printing on single A4 size	1		
6	Black and white Printing on single A3 size	1		
7	Photocopy of Single A4 size	1		
8	Photocopy of Single A3 size	1		
9	HDMI TO VGA Adapter (Projector connector)	1		
10	Plastic Folder L Shape	1 (packet of 50 pieces)		
11	Balloons	2 Dozen		
12	Water Color box	1 (12 color box)		
13	Brush Set	1 (6 piece set)		
14	Whistle	1 box		
15	Gluestick	1		
16	Fevicol	1 (100 gms)		
17	Big plastic bowl 6 inch diameter	1(6 piece set)		
18	Plastic shirt button or beads	1 (set of 12)		
19	Camlin Crayons	1 (set of 12 piece)		
20	Plastic folder with buttons/Clear Bag A3 Size	1		
21	Spiral Note pad 40 pages A5 SIZE	1		
22	Ball point Pen (cello)	1 (set of 10 piece)		
23	Chart paper	1		
24	Brown Envelopes A4	1		

Please note that this offer is subject to the following terms and conditions:

1. Items mentioned above are general items used in offices, If you have any list, besides the above, please attach the list along with cost of each items.
2. TISS reserves the right to award the contract to one or more bidders. The quantities so divided will be at the sole discretion of TISS. 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 MRP quoted against items should be effective for a period of One Year.** Rates given in quotation are to be maintained at a fixed cost for duration mentioned in the RFP. **In case due to unavoidable circumstances the rate needs to be increased, please furnish us with relevant supporting/ self-declaration on letterhead to justify the increase in set costs.**
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. For any queries or clarification please, contact **022-25525496, 5490.**
9. The bid should quote & enclose self-attested **PAN Card copy and GST Registration Certificate (if applicable)** Payment will be released as per pan card registration only. If payment required on another name, please attach relevant copies. **GST is not mandatory for un-registered dealers.**
10. Last date for receipt of quotation submission: - **January 20, 2019.**
11. Rate of partial item/ quantity should not be considered for comparison & such quotation will not be considered by us.
12. **Kindly fill the details as per the above format on the companies Letter head with stamp and signature and send the hard copy with sealed Quotation.**
13. **Selection will be made on the total amount of all the items.**
14. Please address the quotation on the top and underline as : **Quotation for Stationery items for ANM & Counselors trainings in Chandigarh and send to the below address,**

Ms Manisha Jadhav
Sr F&A Officer, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar
Mumbai 400 088
022-25525496

With Regards,
Mr Anil Vasaya
F&A Manager
Saksham

Anil
10/11/2019