

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date :- 23rd Nov., 2022

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

S L	DESCPRITION OF ITEMS	HS N	Qty Required	Per Unit Price	SGST	CGST	IGST	TOTAL COST
1	A5 Spiral bind Diaries (As per sample copy attached herewith) a) A5 size spiral binding with hard cover b) TISS and Saksham Logo c) TISS information on one page – front and back both side d) 5 color pages both side with photos of Saksham e) Monthly calendar or Planner f) Paper quality 80GSM g) 350 shall be personalized and shall carry the name on it and 150 normal.		500					

Pricing should be inclusive of Printing & Delivery Charges and exclusive of GST..

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 at fam.saksham@gmail.com latest by **9th December, 2022**.
9. The bid should quote & enclose self attested **copy of Pan card 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: - 9th December, 2022 by 3.00 p.m.**
11. Please write proper address and underline on top as: **Quotation for Diary 2023**
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 Viknesh
Finance and Admin Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar Mumbai 400088
Contact no: 025525491, 025525496

Thanks & Regards.



Prepared & Checked By
Manisha Jadhav
Sr Finance & Admin Officer
Saksham, TISS, Mumbai



Verified & approved By
Mr Viknesh
Finance & Admin Manager
Saksham, TISS, Mumbai