

## REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: December 13, 2021

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

| S<br>L                                                                                       | DESCPRITION OF ITEMS                                                                                                                                                                                                                                                                                | HS<br>N | Qty<br>Required | Per<br>Unit<br>Price | SGST | CGST | IGST | TOTAL<br>COST |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|----------------------|------|------|------|---------------|
| 1                                                                                            | Executive Diaries (As per sample copy attached herewith)<br>a) Foam cover with Resin, TISS and Saksham Logo<br>b) TISS information<br>c) Two List of Holidays<br>d) Planner & Bookmark with indexing<br>e) Paper quality 80GSM<br>f) Shall be personalized and shall carry the name of the employee |         | 76              |                      |      |      |      |               |
| 2                                                                                            | Type II Diaries (As per sample copy attached herewith)<br>a) Hard cover with TISS and Saksham Logo<br>b) TISS information<br>c) Two list of Holidays<br>d) Paper quality 70 GSM                                                                                                                     |         | 250             |                      |      |      |      |               |
| <b>Pricing should be inclusive of Printing &amp; Delivery Charges and exclusive of GST..</b> |                                                                                                                                                                                                                                                                                                     |         |                 |                      |      |      |      |               |

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](mailto:fam.saksham@gmail.com) latest by **30<sup>th</sup> December, 2021**.
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: - 30<sup>th</sup> December, 2021 by 3.00 p.m.**
11. Please write proper address and underline on top as: **Quotation for Diary 2022**
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 By  
Ms Pratiksha Singh  
Admin Asst /  
Sec to PD Saksham



Checked By  
Ms. Manisha Jadhav  
Sr Finance Officer  
Saksham



Verified By  
Mr Viknesh  
Finance & Admin Manager  
Saksham



Approved By  
Prof Shalini Bharat  
Programme Director  
Saksham Pravaah  
TISS- Mumbai