

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: April 13, 2023

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

Description of Product/Service:-

Welcome in the saksham

No.	Laptop Model:-	Dell/ HP/ Lenovo
1	Total Qty.	2
2	Processor	Intel i5 or above processor
3	Display	14 inches or more Micro Edge
4	Audio & Speakers	In Built
5	RAM	16 GB or more
6	HD	512 SSD & 1TB & Integrate Graphics
7	OS	Windows 10
8	MS OFFICE	O 365 or MS Office II & S 2019
9	Warranty	3 years including accidental coverage – 1 year warranty
10	Accessories including bags	
No.	Laptop Model:-	Dell/ HP/ Lenovo
1	Total Qty.	8
2	Processor	Intel i3 - 8 th generation or above processor
3	Display	15 inches or more
4	Audio & Speakers	In Built
5	RAM	8 GB or more
6	HD	256 or 512 SSD & 1TB & Integrate Graphics 256 GB SSD and 1TB HDD & Integrated Graphics
7	OS	Windows 10
8	MS OFFICE	O 365 or MS Office H & S 2019
9	Warranty	3 years including accidental coverage
10	Accessories including bags	

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 rights 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 1 year**. 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 latest **by 29th April, 2023**
9. The bid should quote & enclose self attested **PAN Card copy**. Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.
10. If service tax is charged on above services , please mention service tax registration number
11. **Last date for receipt of quotation submission: - 30th April, 2023 by 3.00 p.m.**
12. Please write proper address and underline on top as: **Quotation for Laptop-Saksham** and send to the below address in a sealed
13. Rate of partial item/ quantity should will not be considered for comparison & such quotation will not be considered by us.
14. Final price will be referred to for awarding the contract. Errors in price or GST columns or calculations if any, shall be the responsibility of the applicant.

MANISHA JADHAV,
SFAO, SAKSHAM
TATA INSTITUTE OF SOCIAL SCIENCES,
V N PURAV MARG, DEONAR, MUMBAI 400088
TEL: 022 25525496

Thanks & Regards

for 

Prepared

Ms. Manisha Jadhav

Sr. Finance & Admin. Officer



Verified by

Mr. AVS Viknesh

Finance & Admin Manager