

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date July 10, 2018

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

\*Description of Product/Service:- LAPTOPS

| No.<br>(A) | Laptop Model:-                                | DELL Inspiron 15 3552 Intel Pentium Quadcore Processor/4GB/1TB/Windows 10 |
|------------|-----------------------------------------------|---------------------------------------------------------------------------|
| 1          | Total Qty.                                    | 25 plus                                                                   |
| 2          | Processor                                     | Intel Pentium Quad Core Processor                                         |
| 3          | Display                                       | 39.62 cm (15.6)                                                           |
| 4          | Audio & Speakers                              | HD Audio Solution, 2 Tuned Speakers                                       |
| 5          | RAM                                           | 4 GB RAM                                                                  |
| 6          | HDD                                           | 1 TB 5400 rpm                                                             |
| 7          | Operating System                              | Windows 10                                                                |
| 8          | Power                                         | 4-cell Battery (removable), 45W AC Adapter                                |
| 9          | Connectivity<br>Wireless<br>Bluetooth Version | 802.11 b/g/n<br>4.0, 204 GHZ                                              |
| 10         | Dimensions & Weight                           | 380X260X21.7 mm, 2.3 Kg                                                   |
| 11         | Camera                                        | HD (720p) webcam, microphone                                              |
| 12         | Touchpads                                     | Multi-touch gesture                                                       |
| 13         | Ports                                         | 1 USB 3.0<br>2 USB 2.0<br>1 HDMI B1.4a                                    |
| 14         | Antivirus                                     | Antivirus for 1 year                                                      |
| 15         | Optical Drive                                 | Tray load DVD drive (Reads and writes to DVD / CD)                        |
| 16         | Warranty                                      | 3 years including accidental coverage                                     |
| 17         | Cord                                          | HDMI-VGA Cord                                                             |
| 18         | Mbuse                                         | Optical Mouse                                                             |
| 19         | Laptop Bag                                    | Dell Laptop Bag                                                           |
| (B)        | Software                                      | MS Office Professional/ Education Paper License                           |
|            | Total Qty                                     | 25 plus                                                                   |

\*Description of Product / Service:- PRINTER

**HP LaserJet Pro MFP M128fn**

| Sr No | Product                                                             | Requirements                                                       |
|-------|---------------------------------------------------------------------|--------------------------------------------------------------------|
| 1     | HP LaserJet Pro MFP M128fn (CZ184A) with Cartridge and Installation | Qty 1                                                              |
| 2     | Auto Document feeder, Scan and Photo Copy                           | Yes                                                                |
| 3     | Paper size                                                          | A4, LEGAL                                                          |
| 4     | Functions                                                           | Print, Copy, Scan                                                  |
| 5     | Features                                                            | Automatic document feeder, Print from mobile device, Scan to email |
| 6     | Supporting Operating System                                         | Windows 10 32&64 bit                                               |
| 7     | File Formats                                                        | PDF; TIF; BMP; PNG; JPG                                            |
| 8     | Scanner type                                                        | Flatbed, ADF                                                       |
| 9     | Scan size, maximum                                                  | 216x297 mm                                                         |
| 10    | Memory                                                              | 128 MB                                                             |
| 11    | Warranty                                                            | 2 year                                                             |

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 sfao.sakshampravaah@gmail.com latest by 19<sup>th</sup> July, 2018
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: - 24<sup>th</sup> July, 2018 by 3.00 p.m.
11. Please write proper address and underline on top as: Quotation for Laptop – Saksham Prerak, Subject line should be changed according to the product.
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*  
Prepared By  
Ms Gayatri Pai  
Admin Asst /  
Sec to PD

*Ms Manisha Jadhav*  
Checked By  
Ms. Manisha Jadhav  
Finance Officer  
*Adar*

*for* *Ms Manisha Jadhav*  
Verified By  
Mr Satish Phanse  
Finance & Admin Manager  
*on leave*

*Dr Niles Gawde*  
Approved By  
Dr Niles Gawde  
Programme Director  
Saksham Prerak  
TISS- Mumbai