

ADVERTISEMENT OF REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: May 18, 2022

Saksham means "Capable" or "Self reliant" in Sanskrit.

Saksham is a project of Tata Institute of Social Sciences (TISS), Deonar, Mumbai.

Quotation required for Service Contracts of Stationery and Consumable Items

SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
1	ADVENTURE BACKPACK/ CAMPING BACKPACK 40 LITER	No.		
2	ADAPTAR - HDMI TO VGA	No.		
3	AIR FRESHNER SPRAY	No.		
4	AIR FRAGRANCE GODREJ AER POCKET	No.		
5	AIRWICK ROOM FRESHNER SPRAY REFILL	No.		
6	AIRWICK SPRAY DISPENSER	No.		
7	ATTENDANCE REGISTER	No.		
8	BALLY BALL PEN	No.		
9	BINDER CLIPS 15 MM GORILLA	Box		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
10	BINDER CLIPS 19 MM GORILLA	Box		
11	BINDER CLIPS 25 MM GORILLA	Box		
12	BINDER CLIPS 32 MM GORILLA	Box		
13	BINDER CLIPS 41 MM GORILLA	Box		
14	BINDER CLIPS 51 MM GORILLA	Box		
15	BALLOONS	Dozen		
16	BOND PAPER A4 SIZE RIM	No.		
17	BOX FILE BIG	No.		
18	BROWN ENVELOPS A4 SIZE	No.		

19	BROWN TAPE	No.		
20	BROWN TAPE-2 INCH	No.		
21	BUTTON FOLDER A4 SIZE	No.		
22	BLACK AND WHITE PRINTING A4 SIZE	No.		
23	BLACK AND WHITE PRINTING A3 SIZE	No.		
24	CALCULATOR BIG CASIO	No.		
25	CALCULATOR SMALL CASIO	No.		
26	CALL BELL	No.		
27	CARBON PAPER BLUE	Box		
28	CARTRIDGE REFILLING -			
29	CARTRIDGE REFILLING - HP Laser Jet P1108	No.		
30	CARTRIDGE REFILLING - HP Laser Jet 3055	No.		
31	CARTRIDGE REFILLING - HP Colour Jet CP1515N	No.		
32	CARTRIDGE REFILLING - HP M1522nf	No.		
33	CARTRIDGE REFILLING - HP Laser Jet Pro MFPM128FN	No.		
34	CARTRIDGE REFILLING - HP M438DN MFP LaserJet Pro Printer	No.		
35	CELL RECHARGABLE			
36	CELLO TAPE 1 INCH	No.		
37	CELLO TAPE 2 INCH	No.		
38	CELLO TAPE 0.5 INCH	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
39	CHAIN	No.		
40	CHART PAPER A1 SIZE	No.		
41	CHEQUE FOLDER PLASTIC	No.		
42	CLOTH DUSTER	No.		
43	CLEANING MOP WITH ROD	No.		
44	COLIN 250 ML	No.		
45	COLOUR MAGNET BIG	No.		
46	COLOUR MAGNET SMALL	No.		
47	COLOUR PAPER A4 SIZE	No.		
48	COIR STRING 10 METER	No.		
49	COMPUTER SPEAKER	No.		

50	CONFERENCE FOLDER	No.		
51	CRAYON	No.		
52	CUTTER BIG	No.		
53	CUTTER SMALL	No.		
54	DETTOL HAND WASH 175 ml	No.		
55	DRAWER ORGANIZER	No.		
56	DESK ORGANIZER	No.		
57	DOCUMENT CASE	No.		
58	DURA CELL-AA	No.		
59	DUSTBIN MEDIUM 15 LITER	No.		
60	DUSTBIN BIG 32 LITER	No.		
61	DUSTER FOR WHITE BOARD	No.		
62	DVD R	No.		
63	DVD RW	No.		
64	ENVELOPE COTTON A4 (50 piece)	No.		
65	ENVELOPE COTTON A3 (50 piece)	No.		
66	ENVELOPE PLAIN C5	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
67	EXTENTION CORD 5 PLUG (5 METER WIRE)	No.		
68	ERASER SMALL	Box		
69	FEVICOL BOTTLE 50 grams	No.		
70	FEVISTICK GLUE STICK 8 grams	No.		
71	FEVIKWIK 3 gms	No.		
72	FLAT FILE	No.		
73	FLIP CHART	No.		
74	FOLDER KHADI	No.		
75	FLEX BANNER A3 SIZE 6X3 HANGING PATTERN COLOUR PRINTING	No.		
76	FOLDER PLASTIC L SHAPE 50 PIECE	No.		
77	FOLDER PLASTIC WITH BUTTON MULTICOLOUR	No.		
78	FOLDER COTTON	No.		
79	FOLDER EXPANDING PLASTIC	No.		

80	FILE FOLDER DESKTOP (PAPER TRAY)	No.		
81	FILE SEPARATOR (50 piece) (Multicolour)	No.		
82	FOUR COLOR PEN (1 piece)	No.		
83	GIFT WRAPPING PAPER A3 SIZE	No.		
84	GLUESTICK	No.		
85	GOOD KNIGHT POWER ACTIVE + COMBI	No.		
86	GOOD KNIGHT POWER ACTIVE + REFILL	No.		
87	GARBAGE BAG MEDIUM (CITY CLEAN BAGS) (48 X 54 CMS)	Packet		
88	GARBAGE BAG LARGE (CITY CLEAN BAGS) (63.5 X 76.2 cms)	Packet		
89	HAND OPERATED PAPER CUTTER	No.		
90	HAND WASH LIQUID DETTOL	No.		
91	HAND WASH LIQUID REFILL DETTOL 750 ML	No.		
92	HIGHLIGHTER	No.		
93	ID BADGE AND CLIP	Doz.		
94	HIT INSECT KILLER SPRAY	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
95	JUTE ROPE	No.		
96	KEY BOARD DELL	No.		
97	KEY CHAINS	No.		
98	KITCHEN PLATFORM WIPER	No.		
99	KITCHEN SINK STARINER	No.		
100	KITCHEN AND BATHROOM SUCTION PUMP	No.		
101	KIWI MR. MUSCLE DRANEX POWDER DRAIN OPENER SMALL PACKET	No.		
102	LIZOL FLOOR CLEANER (1Ltr)	No.		
103	MAGAZINE RACK (Plastic)	No.		
104	MOPS	No.		
105	MOSQUITO QUILS	No.		
106	MOSQUITO BAT	No.		
107	MOUSE OPTICAL	No.		
108	MOUSE PADS SPONGE	No.		
109	MULTIPURPOSE ORGANIZER WITH PARTITION	No.		

110	NAME PLATE PLASTIC	No.		
111	NEEDLES PIN	No.		
112	NUMERIC PAD USB	No.		
113	OHP CD MARKER PEN	No.		
114	PAINT BRUSH SET (PACK OF 7)	Box		
115	PARKER PEN	No.		
116	PATCH CHORD - Cat 6- 2 meters	No.		
117	PATCH CHORD - Cat 6- 3 meters	No.		
118	PATTI FILES PLASTIC	No.		
119	PAPER WEIGHT	No.		
120	PEN	No.		
121	PEN CELLO BALL PEN	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
122	PEN DRIVE 32 GB	No.		
123	PEN DRIVE 16 GB	No.		
124	PEN DRIVE 4 GB	No.		
125	PEN DRIVE 8 GB	No.		
126	PEN LEXI BLACK (PACK OF 10)	No.		
127	PEN LEXI SPEED (PACK OF 10)	No.		
128	PEN STAND BIG	No.		
129	PEN UNI BALL (PACK OF 10)	No.		
130	PEN UNI CLICK GEL (PACK OF 10)	No.		
131	PENCIL NATRAJ (PACK OF 10)	No.		
132	PENCIL BATTERY CELL AA	No.		
133	PENCIL BATTERY CELL AAA	No.		
134	PENS CELLO GEL (PACK OF 10)	No.		
135	PENS FLAIR EZEE CLICK (PACK OF 10)	No.		
136	PENS LEXI BLUE (PACK OF 10)	No.		
137	PENS LEXI RED (PACK OF 10)	No.		
138	PENS PILOT (PACK OF 10)	No.		
139	PERMANENT MARKER	No.		
140	PHOTOCOPY A4 SIZE (SINGLE SIDE)	No.		

141	PHOTOCOPY A3 SIZE (SINGLE SIDE)	No.		
142	PIN CUSHION BOX	No.		
143	PLASTIC BALL 8/10 INCH DIAMETER	No.		
144	PLASTIC BOWL BIG 6 INCH DIAMETER	No.		
145	PLASTIC FILE	No.		
146	PLASTIC SCALE 1 FOOT	No.		
147	PLASTIC SCALE 15 CMS	No.		
148	POST IT FLAGS 1.3X4.5 CM (5 strips) MULTICOLOUR FLAT	No.		
149	POST IT FLAGS 1.3X4.5 CM (5 strips) MULTICOLOUR ARROW	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
150	POST IT NOTES 6X4 INCHES (5 strips) MULTICOLOUR	No.		
151	POST IT FLAGS 19 MM (5 strips) MULTICOLOUR	No.		
152	PUNCH KANGARO DP-500	No.		
153	PUNCH HEAVY DUTY DP-900	No.		
154	PUSH PIN – 21C	Box		
155	REGISTER BOOK 100 PAGES	No.		
156	REGISTER BOOK 200 PAGES	No.		
157	REGISTER BOOK 400 PAGES	No.		
158	REGISTER ACCESSION	No.		
159	REGISTER STOCK BOOK	No.		
160	RIBBON SATIN 2 INCH	No.		
161	RUBBER BAND SMALL SIZE 2 INCH	BOX		
162	RUBBER BAND BIG SIZE 4 INCH	BOX		
163	RUBBER STAMP (CIRCLE PAID STAMP)	No.		
164	RUBBER STAMP (SQUARE SIZE)	No.		
165	SCISSOR BIG SIZE	No.		
166	SCISSOR SMALL SIZE	No.		
167	SCOTCH BRITE	No.		
168	SHARPNER	No.		
169	SHIRT BUTTON PLASTIC	No.		
170	SKETCH PENS REGULAR	Packet		
171	SKETCH PENS THICK	Packet		

172	SPARKLE COLOURS	No.		
173	SPRING BOX FILE	No.		
174	SPRING OFFICE FILE	No.		
175	SPIKE GUARD (4 sockets)	No.		
176	SPIRAL WRITING PAD (A5 SIZE)	No		
177	STAMP INK RED	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
178	STAMP INK BLUE	No.		
179	STAMP PAD (BLUE/RED)	No.		
180	STAPLER BIG SIZE HP-45	No.		
181	KANGARO STAPLER HD 10D	No.		
182	SPONGE WIPE	No.		
183	STAPLER PINS 23x10 KANGARO	Box		
184	STAPLER PINS 23x17 KANGARO	Box		
185	STAPLER PINS 24X6 KANGARO	Box		
186	STAPLER PINS NO 10 KANGARO	Box		
187	STICKY NOTES PUT IT 76MMX76MM 100 SHEETS	No.		
188	STICKY BOOK MARKER PUT IT 76MMX25MMX3 50 SHEETS	No.		
189	STICKY BOOK MARKER PUT IT 15MMX75MMX5 200 SHEETS	No.		
190	TAPE DISPENSER	No.		
191	TAPE FOAM 2 SIDED	No.		
192	TELEPHONE DIARY	No.		
193	TINTED PAPER	No.		
194	TISSUE BOX	Box.		
195	TISSUE ROLL	No.		
196	TONER BLADE	No.		
197	TONER REFILLING	No.		
198	TRANSPARENT SIGN HERE STICKER	Packet		
199	U CLIPS 35 MM COLOR ROLEX CLIPS	Box		
200	U CLIPS 26 MM ROLEX CLIPS	Box		
201	U CLIPS 35 M ROLEX CLIPS	Box		
202	USB DATA CABLE	No.		

203	V PINS ROLEX CLIPS	Box		
204	VIM BAR 200gm	No.		
205	WASH BASIN BRUSH	No.		
SR NO.	Item Name	Units	Rate Inclusive of GST	GST %
206	WATER BOTTLES	No.		
207	WATER COLOURS CAMLIN (PACK OF 12)	Box		
208	WET WIPES	Box		
209	WHITE BOARD MARKER	No.		
210	WHITE DUSTER	No.		
211	WHITENER CORRECTION PEN	No.		
212	WHISTLE (1 BOX)	No.		
213	WRITING PAD 10 PGS (A5 SIZE)	No.		
214	WRITING PAD 20 PGS (A5 SIZE)	No.		
215	WRITING PAD A4 SIZE	No.		
216	JK COPIES XEROX PAPER A3 RIM	No.		
217	JK COPIES XEROX PAPER A4 RIM	No.		
218	JK COPIES XEROX PAPER LEGAL RIM	No.		
219	YELLOW DUSTER	No.		
220	ZIPPER POUCH CHEQUE SIZE (11*23cm/4.3*9.1inch)	No.		
221	ZIPPER POUCH A6(13.5*18cm/5.3*7inch)	No.		
222	ZIPPER POUCH A5 (18*24.5cm/7*9.6inch)	No.		
223	ZIPPER POUCH B5 (21*29cm/8.2*11.4inch)	No.		

Final cost must be less than MRP.

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. **Kindly fill the details as per the above format on the company letter head with stamp and signature and send the hard copy with sealed quotation.**

3. Please send the sealed envelope super scribed **"Quotation for Stationery and Consumable Items"** addressed to **Mr AVS Viknesh Finance & Admin Manager, Saksham, Tata Institute of Social Sciences, V N Purav Marg, Deonar, Mumbai 400088, Tel: 022 25525491.**
4. **Last date for receipt of quotation submission: - June 02, 2022 by 3:00pm**
5. **Selection will be made on the total amount of the items**
6. **Only vendors based in Mumbai will be selected.**
7. 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.
8. 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.
9. The basic rates quoted against items should be effective for a period of **Twelve Months**. 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.**
10. 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.
11. Bids incomplete in any respect will not be considered.
12. Please mention your payment terms /condition in the bid.
13. For any queries or clarification please contact via mail on fam.saksham@gmail.com or you can call on **022-25525491** by **May 27, 2022.**
14. The bid should quote & enclose self attested **PAN Card copy and GST Registration Certificate**/ Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.
15. Rate of partial item/ quantity should not be considered for comparison & such quotation will not be considered by us.

16. Kindly note, soft copy of Stationery Item list is attached herewith, kindly fill the details as per the format and send the hard copy along with the Quotation.

Thanks & Regards



Prepared By
Ms. Pratiksha Singh
Secretary to PD & Admin Assistant



Checked By
Ms. Manisha Jadhav
Sr. F&A Officer



Verified By
Mr. AVS Viknesh
Finance & Admin Manager

Approved By
Prof. Shalini Bharat
Programme Director



Approved By
Dr. Nilesh Gawde
Programme Director