

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 16/11/2018

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

- 1) White Ceramic Board -Size: 4ft x 8 ft. (Aluminium Border)- 1 No.**
- 2) White Magnetic Board-Size: 4ft x 8 ft. (Aluminium Border)- 1 No.**

Any one will be purchased. Kindly indicate the buy back amount of the same size of White Ceramic Board.

Please note that this offer is subject to the following terms and conditions:

1. **Item mentioned above are general items used in offices.**
2. 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 Three 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. No Advance payment will be made. Payment will be done within 15 days after supplying of materials & submission of Bill. 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 phanse.tiss@gmail.com latest by **21st November, 2018 by 2.30pm**
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: - 29th November, 2018 by 2.30 p.m.**
11. Please write proper address and underline on top as: **Quotation for White Ceramic Board – TISS Saksham Prerak**. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.
12. Institute reserves right to cancel all bids without any reasons.

Thanks & Regards

Verified

Mr Satish Phanse

Finance & Admin Manager