



REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 2.08.2016

Saksham *Pravaah* is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The goal is to strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.

The project will continue until December 31, 2017 and Saksham will place one DR TB counsellor for each district in the 4 states.

Quotation required for Service Contracts of Stationary

SI No.	Item Name	Units	Basis cost	Vat %	Service Tax %	Total Cost
1	AIR FRESHNER	No's				
2	ALL OUT LIQUID	No's				
3	ATTENDANCE REGISTER	No.				
4	BALLY BALL PEN	No.				
5	BLINDER CLIPS 19 MM	Box				
6	BLINDER CLIPS 25 MM	Box				
7	BLINDER CLIPS 32 MM	Box				
8	BLINDER CLIPS 41 MM	Box				
9	BOND PAPER A4 SIZE	Rim				
10	BOX FILE BIG	No.				
11	BROWN ENVELOPS	No.				
12	BROWN TAPE	No.				
13	BROWN TAPE-2 INCH	No.				
14	BUTTON FOLDER	No.				
16	CALCULATOR BIG	NO.				
17	CALCULATOR POCKET	No.				
18	CALCULATOR SMALL	No.				
19	CALL BELL	No.				
20	CARBON PAPER BLUE	Box				
	CARTRIDGE NEW -					
21	CARTRIDGE NEW - CARTRIDGE REFILLING - HP Laser Jet P1108	NO.				
22	CARTRIDGE NEW - CARTRIDGE REFILLING - HP Laser Jet P1008	NO.				
23	CARTRIDGE NEW - CARTRIDGE REFILLING - HP Laser Jet 3055	NO.				

24	CARTRIDGE NEW - CARTRIDGE REFILLING - HP Colour Jet CP1515N	NO.				
25	CARTRIDGE NEW - CARTRIDGE REFILLING - HP M1522nf	NO.				
26	CARTRIDGE NEW - CARTRIDGE REFILLING - Canon Immage Runner 2525	NO.				
27	CARTRIDGE REFILLING -					
28	CARTRIDGE REFILLING - HP Laser Jet P1108	NO.				
29	CARTRIDGE REFILLING - HP Laser Jet P1008	NO.				
30	CARTRIDGE REFILLING - HP Laser Jet 3055	NO.				
31	CARTRIDGE REFILLING - HP Colour Jet CP1515N	NO.				
32	CARTRIDGE REFILLING - HP M15224nf	NO.				
33	CARTRIDGE REFILLING - Canon Immage Runner 2525	NO.				
34	CD ALBUM	No.				
35	CD COVER PLASTIC	No.				
36	CD COVER POUCH	NO.				
37	CD MAIL COVER	No.				
38	CD MARKER	No.				
39	CD R -	No.				
40	CD RW - Sony	No.				
41	CELL RECHARGABLE	No.				
42	CELLO TAPE 1 INCH	No.				
43	CELLO TAPE 2 INCH	No.				
44	CELLO TAPE HALF INCH	No.				
45	CHAIN	No.				
46	CHART PAPER	No.				
47	CHEQUE FOLDER PLASTIC	No.				
48	CLEAR BAGS	No.				
49	CLOTH DUSTER	No.				
50	CMOSE BATTERY	No.				
51	COFFEE	0				
52	COLIN	No.				
53	COLOUR GOLI FRESHNER	No.				
54	COLOUR MAGNET BIG	No.				
55	COLOUR MAGNET SMALL	No.				
56	COLOUR PAPER	No.				

57	COMPUTER SPEAKER	No.				
58	COMPUTER SPEAKER	No.				
59	CONFERENCE FOLDER	No.				
60	CRAYON	No.				
61	CUTTER BIG	No.				
62	CUTTER SMALL	No.				
63	DETTOL	No.				
64	DRAWING PING	Box				
65	DRAWING PINS	Box				
66	DURA CELL-AA	No.				
67	DUSTBIN	No.				
68	DUSTER FOR BLACK BOARD	No.				
69	DVD R	No.				
70	DVD RW	No.				
71	ENVELOPE COTTON A4	No.				
72	ERASER SMALL	No.				
73	FEVICOL BOTTLE	No.				
74	FEVISTICK	No.				
75	FLAT FILE	No.				
76	FLIP CHART	No.				
77	FOLDER KHADI	No.				
78	FOLDER PLASTIC	No.				
79	FOLDER PLASTIC BLUE	No.				
80	GLUSTICK	No.				
81	GOOD NIGHT LIQUIED	No.				
82	GUM BOTTLE SMALL	No.				
83	HIGHLIGHTER	No.				
84	ID BADGE AND CLIP	Doz.				
85	KEY BOARD	No.				
86	KEY CHAINS	No.				
87	MAGRACK	0				
88	MOSQUITO QUILS	No.				
89	MOUSE OPTICAL	No.				
90	MOUSE PADS SPONGE	No.				
91	NAME PLATE PLASTIC	No.				
92	NEEDLES PIN	No.				
93	NUMERIC PAD USB	No.				
94	OHP CD MARKER PEN	No.				
95	OIL	No.				
96	PARKER PEN	No.				

97	PATCH CHORD - Cat 6- 2 meters	No.				
98	PATCH CHORD - Cat 6- 3 meters	No.				
99	PATTI FILES PLASTIC	No.				
100	PEN	No.				
101	PEN CELLO BALLPEN	No.				
102	PEN DRIVE 16 GB	No.				
103	PEN DRIVE 4 GB	No.				
104	PEN DRIVE 8 GB	No.				
105	PEN LEXI BLACK	No.				
106	PEN LEXI SPEED	No.				
107	PEN PAINT	No.				
108	PEN RIFIL	No.				
109	PEN STAND BIG	No.				
110	PEN UNI BALL	No.				
111	PENCIL	No.				
112	PENCIL BATTERY CELL	No.				
113	PEND DRIVE 2 GB	No.				
114	PENS CELLO GEL	No.				
115	PENS LEXI BLUE	No.				
116	PENS LEXI RED	No.				
117	PENS PILOT	No.				
118	PERMANENT MARKER	No.				
119	PIN CUSHION BOX	No.				
120	PLASTIC FILE	No.				
121	PLASTIC FOOT SCALE	No.				
122	POST IT 50X7MM	No.				
123	POST IT FLAGS	No.				
124	POST IT FLAGS 3MM YELLOW	No.				
125	PRESENTER	No.				
126	PUNCH 500	No.				
127	PUNCH HEAVY DUTY	No.				
128	REGISTER 100 PAGES	No.				
129	REGISTER 200 PAGES	No.				
130	REGISTER 400 PAGES	No.				
131	REGISTER ACCESSION	No.				
132	REGISTER STOCK	No.				
133	RUBER BAND SMALL	No.				
134	RUBER STAMP	No.				
135	SCALE BIG	No.				
136	SCISSORS	No.				

137	SCOTCH BRITE	No.				
138	SHARPNER	No.				
139	SKETCH PENS	No.				
140	SPARKLE COLOURS	No.				
141	SPRIAL NOTE PAD	No.				
142	SPRING BOX FILE	No.				
143	SPRING OFFICE FILE	No.				
144	SPY GUARD	No.				
145	STAMP	No.				
146	STAMP PAD	No.				
147	STAPLER BIG SIZE	No.				
148	STAPLER HD 10D	No.				
149	STAPLER MEDIUM SIZE	No.				
150	STAPLER PINS 23x10	Box				
151	STAPLER PINS 23x17	Box				
152	STAPLER PINS 24X6	Box				
153	STAPLER PINS NO 10	Box				
154	STICKER	No.				
155	STICKY PAD	No.				
156	SUBJECT BOOK	No.				
157	TAPE DISPENSER	No.				
158	TAPE FOAM 2 SIDED	No.				
159	TELEPHONE DIARY	No.				
160	TINTED PAPER	No.				
161	TISSUE BOX	Box.				
162	TISSUE ROLL	Roll				
163	TONER BLADE	No.				
164	TONNER REFILLING	0				
165	U CLIP 35 MM COLOUR	Box				
166	U PINS 26 MM	Box				
167	U PINS 35 M	Box				
168	USB DATA CABLE	No.				
169	V PINS	Box				
170	WATER COLOURS	No.				
171	WHITE BOARD MARKER	No.				
172	WHITE DUSTER	No.				
173	WHITE INK BOTTLE	No.				
174	WHITE INK PEN	No.				
175	WRITE ON PROMPTS 3 COLOUR	No.				
176	WRITING PAD 10 PGS	No.				
177	WRITING PAD 20 PGS	No.				

178	WRITING PAD A4 SIZE	NO.				
179	WRITING PAD MEDIUM	No.				
180	WRITING PAD SMALL	No.				
181	XEROX PAPER A3	No.				
182	XEROX PAPER A4	No.				
183	XEROX PAPER LEGAL	No.				
184	YELLOW DUSTER	No.				
185	SPIRAL WRITING PAD	No				
186	EXAM PAD	No				
187	CHARTPAPER	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. 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.
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 **Eighteen Months**. Rates given in quotation is 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.
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 had from the undersigned latest by **12.08.2016**
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: - **16.08.2016**.
12. Please write proper address and underline on top as: **Quotation for Stationary Items**
13. Rate of partial item/ quantity should not be considered for comparison & such quotation will not be considered by us.

Thank & Regards

Prepared By

**Ms. Payal Makad
HR & Admin. Officer**

Checked By

**Mr. S. Phanse
F. & A. Manager**

Approved By

**Prof. Shalini Bharat
Programme Director**