

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: July 10, 2018

Saksham Pravaah 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:-

No.	Laptop Model:-	DELL Inspiron 3567 /7 th Generation i5/ 8GB/ 1TB/Windows 10/ TOUCHSCREEN LAPTOP
1	Total Qty.	6
2	Processor	7 th Generation Intel Core i5 Processor
3	Display	39.62 cm (15.6)
4	Audio & Speakers	Maxx Audio®Pro ,2tuned speakers, microphone
5	RAM	8GB
6	HDD	1 TB 5400 rpm
7	Operating System	Windows 10 Home 64 –bit Edition
8	Power	4-cell Battery (removable), 45W AC Adapter
9	Connectivity Wireless Bluetooth Version	802.11ac 4.1, Dual band 2.4&5 GHz
10	Dimensions& Weight	380X260X23.65 mm, Starting weight 1.96 kg
11	Camera	HD (720p) webcam, microphone
12	Touchpads	Multi touch gestures
13	Ports	1 USB 2.0 2 USB 3.1 gen1 1 HDMI 1.4a, SD Card Reader
14	Antivirus	Antivirs 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	Mouse	Optical Mouse
19	Laptop Bag	Dell Laptop Bag
(B)	Software	MS Office Educational – Paper License
	Total Qty	6

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

- Items mentioned above are general items used in offices.

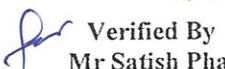
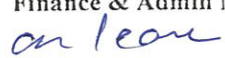
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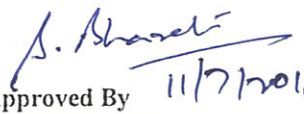
2. TISS reserves the right to award the contract to one or more bidders. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of enquiry TISS reserves the right to cancel the bidding before or after the receipt of bids or also after opening of 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 19th 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: - 24th July, 2018 by 3.00 p.m.
11. Please write proper address and underline on top as: Quotation for Laptop – Saksham Pravaah
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


Prepared By
Ms Gayatri Pai
Admin Asst /
Sec to PD'


Checked By
Ms. Manisha Jadhav
Sr Finance Officer



Verified By
Mr Satish Phanse
Finance & Admin Manager



Approved By
Prof Shalini Bharat
Programme Director
Saksham Pravaah
TISS- Mumbai