

REQUEST FOR PROPOSAL

Dear Sir/Madam,

February 28, 2019

The Tata institute of Social Science, Saksham Prerak would be conducting ANM & Counselor training's in Trichy. We, in order to achieve our stated objectives we are in need of the following products/services:

Description of Stationery Items.

Sr. no	Particular	Units	Price	GST %	Final price
1	Chart paper A1 size	1			
2	Thick Sketch pens for chart paper (colour Red, blue, green and black).	1 box			
3	Cello tape 2 inch	1			
4	Notepad (20 pages)	1			
5	Pens (Lexi 5)	1 packet 10 pens			
6	Coir String	10mts			
9	Plastic ball 8/10 inch Diameter (also mention inflatable if available)	1			
10	A4 size writing pad (40 pages)	1			
11	5 Multi plug electric extension cord with 5mt wire	1			
12	Flex Banner (6X3) hanging pattern color printing	1			
13	Adventure backpack (Big size)	1			
14	Sticky notes 76mm x 101mm (3"x4")	1			
15	Printing of A4 size A3 size	1			
16	Photocopy of A4 size A3 size	1			
17	Duster (White board)	1			
18	White board marker (colour Red, blue, green and black).	1 Box			
19	Rubber band small (2inch)	1 Box			
20	Binder clips 51mm	1 Box			
21	Pencil	1Box			
22	Rubber price of single piece	1			

23	Sharpner price of single piece	1			
24	Red ribbon one roll of inch	1			
25	Stapler No. 10	1			
26	Stapler pin No 10 price of single piece	1 piece			
27	Pendrive 32GB	1			
28	Double sided tape	1			
29	Punching Machine DP-500	1			
30	HDMI TO VGA Adapter (Projector connector)	1			
31	Scissor (SL-1173)	1			
32	Big Box File	1			
33	Cloth Envelopes A4 size A3 size	1			
34	Fevistick	1			
35	Permanent Marker (colour Red, blue, green and black)	1 Box			

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 MRP 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.**
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. For any queries or clarification please, contact via mail on ssphanse.tiss@gmail.com or you can call on **022-25525491, 5490 by March 11, 2019.**

9. 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.
10. Last date for receipt of quotation submission: - **March 14, 2019 by 3:00pm.**
11. Please write proper address and underline on top as - **Tata Institute of Social Sciences, Saksham Prerak - Quotation for Stationery items for ANM & Counselors trainings.**
12. Rate of partial item/ quantity should not be considered for comparison & such quotation will not be considered by us.
13. **Kindly fill the details as per the above format and send the hard copy with sealed Quotation.**
14. Please address the quotation on the top and underline as : **Quotation for Stationery items for ANM & Counselors trainings and send to the below address,**



Mr S S Phanse
F&A Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar
Mumbai 400 088
022-25525491