टाटा सामाजिक विज्ञान संस्थान
Tata Institute of Social Sciences

REQUEST FOR PROPOSAL

Dear Sir/Madam,

January 3, 2020

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

Description of Stationery Items.

	Particular		Rate Inclusive of GST	GST %
1.	Chart paper A1 size	1		
2.	Thick Sketch pens for chart paper (color Red, blue, green and black).	1 Box(10 pcs)		
3.	Cello tape 2 inch	1		
4.	Notepad (40 pages) A5 size	1		
5.	Ball point Pen	1 packet(10 Pens)		
6.	Coir String	10 mts		
7.	Plastic ball 8/10 inch Diameter (also mention inflatable if available)	1		
8.	Cotton Folder	1		
9.	5 Multi plug electric extension cord with 5mt wire	1		
10	Flex Banner (6X3) hanging pattern color printing	1		
11	Adventure backpack (Big size)	1		
12	Sticky notes 76mm x 101mm (3"x4")	1		
13	Black and white Printing on single A4 size	1		
14	Black and white Printing on single A3 size	1		
15	Photocopy of Single A4 size	1		
16	Photocopy of Single A3 size	1		
17	Duster (White board)	1		

1

डाक पेटी क्रमांक 8313
देवनार, मुंम्बई 400 088
Post Box No 8313
Deonar, Mumbai 400 088

दूरभाष Telephone : 022 2552 5000
फैक्स Fax : 91 22 2552 5050
वेबसाइट Website : www.tiss.edu

A Deemed University established under Section 3 of the UGC Act, 1956, vide Notification No. F11-22/62-U2, dated 29th April, 1964, of the Government of India, Ministry of Education

18	White board marker (colour Red, blue, green and black).	1 box		
19	Rubber band small (2inch)	1/2 kg		
20	Binder clips 51mm	1 box		
21	Pencil	1 box		
22	Eraser	1 box		
23	Sharpner	1 box		
24	Red and Green Ribbon one roll of 2 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	1		
34	Cloth Envelopes A3 size	1		
35	Permanent Marker (colour Red, blue, green and black)	1 box		
36	Plastic Folder L Shape	1 Packet 50 piece		
37	Balloons	2 Dozen		
38	Water Color box	1 (12 color box)		
39	Brush Set	1 (6 piece set)		
40	Whistle	1 box		
41	Gluestick 15 gm	1		
42	Fevicol 105 gm	1 (100 gms)		
43	Big plastic bowl 6 inch diameter	1 (6 piece set)		

44.	Plastic shirt button or beads	1 set		
45.	Plastic folder with buttons/Clear Bag A3 size	1		
46.	Brown Envelopes A4 size	1		

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 One Year.** 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 **022-25525496, 5490.**
9. The bid should quote & enclose self attested **PAN Card copy and GST Registration Certificate (if applicable)** Payment will be released as per pan card registration only. If payment required on another name, please attach relevant copies. **GST is not mandatory for un-registered dealers.**
10. Last date for receipt of quotation submission: - **January 14, 2019.**
11. Rate of partial item/ quantity should not be considered for comparison & such quotation will not be considered by us.
12. **Kindly fill the details as per the above format on the companies Letter head with stamp and signature and send the hard copy with sealed Quotation.**
13. **Selection will be made on the total amount of all the items.**

14. Please address the quotation on the top and underline as : **Quotation for Stationery items for ANM & Counselors trainings in Kolkata and send to the below address,**

Ms Manisha Jadhav
Sr F&A Officer, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar
Mumbai 400 088
022-25525496

With Regards,

3/1/20

Mr Anil Vasaya
F&A Manager
Saksham