

REQUEST FOR PROPOSAL

Dear Sir/Madam,

April 12, 2019

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

***Description of Product / Service:- LAPTOPS**

No. (A)	Laptop Model:-	Lenovo Ideapad 330 (81D100JMIN)
1	Total Qty.	20
2	Processor	Pentium quad core processor N 5000
3	Display	39.62 cm (15.6) HD screen
4	Audio & Speakers	Built in Dual Speakers
5	RAM	4 GB DDR4 RAM
6	HDD	1 TB
7	Operating System	Windows 10 Home
8	Connectivity Ethernet Wireless Bluetooth Version Memory slots	LAN WIFI 1 x USB Type-C, 2 x USB 3.0 2 Slots, HDMI, Multi card Reader
9	Camera	yes
10	Antivirus	Antivirus for 1 year
11	Warranty	3 years including accidental coverage
12	Mouse	Optical Mouse of Lenovo
13	Laptop Bag	Lenovo Laptop Bag
(B)	Software	MS Office Professional/ Education Paper License
	Total Qty	20

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

1. **Items mentioned above are general items used in offices.**
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 in the given above mentioned format only otherwise it will be disqualified.*
4. The basic rates quoted against items should be effective **for a period of Sixth 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 **ssphanse.tiss@gmail.com** latest by **April 16, 2019**.
9. The bid should quote & enclose self attested **copy of Pancard 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: - April 18, 2019 by 3.00 p.m.**
11. Please write proper address and underline on top as: **Quotation for Laptop – Saksham Prerak**. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us. Kindly send your quotations to below address

Thanks & Regards

for my 12/4/19

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