

# TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University under Section 3 of the UGC Act, 1956)

DEONAR, V.N. PURAV MARG, MUMBAI 400 088



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### PURCHASE & STORES SECTION

( Only Through e-Tendering Mode at TISS e-Procurement Website are :  
<https://www.tenderwizard.com.TISS> )

### e-COMMERCIAL BID

|                                                                                                                                                 |                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| To:<br>The Section Officer,<br>Purchase & Stores Section,<br>Tata Institute of Social Sciences,<br>Sion Trombay Road,<br>Deonar, Mumbai 400 088 | <b>E-ENQUIRY NO.:</b><br><b>TISS/111119/Diaries&amp;Pen</b> |
|                                                                                                                                                 | Our Email ID: dilip_p@tiss.edu                              |
|                                                                                                                                                 | <b>Mobile No:</b> 09987 55 22 89 / 022 2552 5228            |
|                                                                                                                                                 | <b>DATE:</b> 11/11/2019                                     |
|                                                                                                                                                 | <b>DUE DATE:</b> 27.11.2019                                 |

Sir/Madam,

Kindly submit your online quotation through TISS e-Procurement Site i.e, <https://www.tenderwizard.com/TISS> , duly filled in, signed, and attach the required documents by **Wednesday, 27<sup>th</sup> November, 2019.**

For any query pertaining to the following diaries, pen and printing, you may contact the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Deonar, Mumbai 400 088 (Mobile No: 9619537275). Please note that the samples of the diaries will be asked to bring from the qualified bidders only (competitive cost-wise).

Details of tender(s) i.e. Estimated Cost, EMD, Tender Fees, Time limit etc. is available on TISS e-Procurement Site at <https://www.tenderwizard.com/TISS> & <http://www.tiss.edu/careers-tenders/>

| SL | Events to be decided                  | : | Date (suggested)                  | Timing     |
|----|---------------------------------------|---|-----------------------------------|------------|
| 1  | Date of Tender Notification           | : | 11 <sup>th</sup> Nov, 2019        | 11.00 a.m. |
| 2  | Pre-bid Meeting (Qualified Vendors)   | : | Will be intimated over the phone: | 9619537275 |
| 3  | Last date of submission of the tender | : | 27 <sup>th</sup> November , 2019  | 16.30 p.m. |
| 4  | Date of Opening the bids              | : | 28 <sup>th</sup> November , 2019  | 11.30 a.m. |

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|   |                                                              |   |                                                                                           |                                                                                                                        |
|---|--------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 5 | EMD (Refundable without interest) & e-Tender Processing Fees | : | Rs.-----/-<br><b>e-Tender Processing Fees are applicable for vendors (Non-Refundable)</b> | Online : Pay the EMD through online mode only on TISS – eProcurement Site , e-payment Gateway are available on portal. |
|---|--------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

*Please note that the Institute will place the order to the supplier/vendor/agency, who stands the lowest considering overall cost of the items (Total Cost of the Tender based on the listed items).*

For further details please visit <[www.tiss.edu](http://www.tiss.edu)> or <<https://www.tenderwizard.com/TISS>>. Tender documents can be downloaded from the Website of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> or [www.tiss.edu](http://www.tiss.edu) . Tenders received without tender document fee and EMD will be rejected.

**Note : The Cost Of Tender Fees , EMD & Tender Processing Fees should be pay through online only on portal through Debit Card/Credit Card/ Net Banking . The e-Payment Gateway are available on TISS e-Procurement Site . No Physical D.D. accepted .**

## **Standard e-Tender Terms & Conditions For TISS e-Procurement .** **TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>**

- 1.The details of tender notification can be downloaded from [www.tenderwizard.com/TISS](http://www.tenderwizard.com/TISS) under "Tender of TISS" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from [www.tenderwizard.com/TISS](http://www.tenderwizard.com/TISS) by clicking on "Enrolment" link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on :
  - Telephone: 080-49352000 (Bangalore ) .
  - Sanjay KC – Mumbai & Maharashtra (09665721619) E-Mail Id : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com)
  - Bangalore Off. E-Mail Id: [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com).
5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

## **INFORMATION & INSTRUCTIONS TO THE BIDDERS** **FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).**

**Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>**

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**Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.**

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal

(URL: <https://www.tenderwizard.com/TISS> ) by clicking on the link “ **Enrolment** ” on the home page of e- Portal which is chargeable. **(Rs.2000/- + GST(18%)(Non-Refundable )** to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in “Vendor Help Manual “ .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

**Note : e-Tender Processing Fees are applicable on Per Tender Per Vendor .**

**Once tender requested by vendor on portal then system will show the Tender Processing fees which should be pay by vendors ( Non-Refundable)**

**Note : Information about e-Procurement Portal.**

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . **N.B:** Bidders can download the Vendor’s manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . KEY INSTRUCTIONS for BIDDERS by clicking on “**Latest Circulars/Formats/Help Manuals/Faq**”. **The complete Step by Step “Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines” & “Digital Signature Certificate Process”** this details are available on TISS e-Procurement Website for e-Tenders.

**Note:** Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through “Team viewer” , “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of TISS E-Procurement Site.

Deputy Registrar (P & A)

**ACTING REGISTRAR**

Place: Mumbai  
Date:

**Note : Below Commercial Bid are available in EXCEL ( .xls) format on TISS e-Tendering website , Vendors needs to login and download the same from website and should be uploaded EXCEL filled file through online mode only .**

| SL | Description of items<br>(Please Quote along with specifications or full details of the equipments) | Cost Per Unit | GST % | GST (Rs.) Per Head | Qty Required | TOTAL COST |
|----|----------------------------------------------------------------------------------------------------|---------------|-------|--------------------|--------------|------------|
| 1  | Executive Diaries (As per sample) – Black Colour                                                   |               |       |                    | 100          |            |
| 2  | Type II Diaries (As per sample)                                                                    |               |       |                    | 1000         |            |
| 3  | Type III Diaries (As per sample)                                                                   |               |       |                    | 650          |            |

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|                                                                                                           |                                                                                                               |  |  |  |      |  |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--|--|--|------|--|
| 4                                                                                                         | Cello Genius Gel Pen with Merallic Body (With Printing Logo & tile of the Organisation)                       |  |  |  | 1750 |  |
|                                                                                                           |                                                                                                               |  |  |  |      |  |
|                                                                                                           | Dia-making charges for printing Institute’s Logo with the title of the organization (Embossing on Front Page) |  |  |  |      |  |
|                                                                                                           |                                                                                                               |  |  |  |      |  |
| <b>Pricing should be inclusive of Printing &amp; Delivery Charges.</b><br>Name & Seal of the Organization |                                                                                                               |  |  |  |      |  |

**TERMS & CONDITIONS**  
**( Below Documents Scan Copies Should be Uploaded online)**

1. The GST, Tax, and other statutory levies should be shown separately.
2. You are required to submit a photocopy of the **PAN CARD** of your organization.
3. Mention your **GST** Registration Number/s on the quotation form.
4. Free Delivery of the goods should be made at the Institute’s Purchase & Stores Section, Deonar, Mumbai 400 088 with duly stamped and signed bills or challan by the Security Staff of the main gate.
5. Please indicate discount, if any offered by you for an educational and non-profit organization.
6. Dealer/supplier submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.
7. Institute reserves the right to accept or reject any one or more quotations for the same item without assigning any reason whatsoever and the decision of the Institute in this regard shall be final and binding on all dealers. Institute also reserves the right not to accept the lowest quotation as may be deemed necessary in the larger interest of the Institute
8. The Payment will be made only after the successful supply of materials/equipment on or before 30 days of the receipt of bills.
9. Please add dia-making charges for printing Institute’s Logo with the title of the organization as attached.

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## **SECTION 1**

### **VENDOR REGISTRATION FORM**

#### **TECHNICAL BID & ORGANISATIONAL PROFILE**

To register as a new supplier, enter your user and organization information.

*Please provide information on the company's Letter Head*

( Scan copy should be uploaded online also )

1. Name of the Organisation/Company: \_\_\_\_\_
2. Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation):  
\_\_\_\_\_
3. Product Description: \_\_\_\_\_
4. Registered Office Address: \_\_\_\_\_
5. Landline No: \_\_\_\_\_
6. Mobile No: \_\_\_\_\_
7. Email ID: \_\_\_\_\_
8. Fax No: \_\_\_\_\_
9. Type of Organisation: Sole Proprietorship/Partnership/ Ownership or any other
10. Name of the Proprietor: \_\_\_\_\_
11. Name of the Bank: \_\_\_\_\_
12. Name of the Account Holder: \_\_\_\_\_
13. Bank Branch: \_\_\_\_\_
14. Bank A/c. Number: \_\_\_\_\_
15. NEFT Code: \_\_\_\_\_
16. GST Registration No.: \_\_\_\_\_
17. Income Tax PAN Card No: \_\_\_\_\_
18. Product Details: \_\_\_\_\_
19. Total Turn Over (as on the date of application): \_\_\_\_\_

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**20. Strength of the Man-power:** \_\_\_\_\_

**21. Address of Workshop or Shop Floors:** \_\_\_\_\_

**22. Any other branches:**

(a) -----

(b) -----

(c) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.

Yes

☐

No

☐

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

**Reason:** \_\_\_\_\_

*Enclosures:*

- 10. 1. Company founding year – Shop & Establishment Certificate
- 11. 2. Company size/branches,
- 12. 3. Clients' List
- 13. 5. Products Profile/List
- 14. 6. **Target** - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
- 15. 7. Copy of Purchase Order pertaining to the Government Organization (at least three
- 16. exceeding Rs. One Lakhs, if not please ignore)

*I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.*

*This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.*

Date:

Name & Signature of the Bidder/authorized person along  
with Rubber Stamp/ Seal of organization

Place:

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**DOCUMENTS REQUIRED**

**( Below Documents Scan Copies Should be Uploaded online)**

1. Firm Registration Certificate
2. GST Registration Certificate
3. List of Clients
4. List of Products/Goods & Services
5. Three Consecutive Year's Audited Balance Sheet & Income Tax Return
6. Duly filled in & Signed Vendor Registration Form with Seal of the Company/Firm. To be signed by authorized signatory.
7. Photo-copies of any two recent MOUs with similar organizations
8. Photocopy of Cancelled Cheque bearing NEFT, BANK A/C. No. & BANK NAME
9. Cancelled Cheque (Scanned)