

**Tata Institute of Social Sciences
School of Vocational Education**

Date : 19/01/2017

Notice inviting "Expression of interest for supply of Office Stationary for TISS-SVE".

The School of Vocational Education, Tata Institute of Social Sciences invites expression of interest from reputed Companies / supply agencies for procurement of below mentioned Office Items.

Below is the list of required items :

Sr. No.	Particulars	Unit	Rate	Vat / Tax	Total Price	Average Yearly Quantity
1	A4 Printer Paper (80 GSM)	1 Rim				300 rims
2	A3 Size Paper (80 GSM)	1 Rim				10 rims
3	Legal Paper (Agreement) (90 GSM)	1 Rim				10 rims
4	Brown Cello Tape	1				30 dozens
5	White Cello Tape	1				30 dozens
6	Transparent Sheets	Bunch of 50				120 bunch
7	A4 Size (Sticker Paper)	1 box				10 boxes
8	Staplers (Big)	1				5 nos
9	Staplers (Small)	1				40 nos
10	Stapler Pins (Big)	1				5 big boxes
11	Staplers Pins (Small)	1				10 big boxes
12	Marker Pen (Black)	1				40 nos
13	Marker Pen (Red)	1				40 nos
14	White Board Pens	1				40 nos
15	Punch Machine	1				20 nos
16	Stamp Pad	1				10 nos
17	Scissor	1				40 nos
18	Calculator	1				20 nos
19	Paper Cutter	1				10 nos
20	Binder Clips (Big)	1 box				50 boxes
21	Binder Clips (Medium)	1 box				50 boxes
22	Binder Clips (Small)	1 box				50 boxes
23	U Pins	1 box				50 boxes
24	Post - it	1 (all size)				100 nos
25	Threads	1 bundle				200 bundles
26	Laakh Box	1 box				20 boxes
27	Spring Flies	1				20 boxes
28	Pencils	1 box				20 boxes
29	Eraser	1				20 boxes
30	Sharpner	1				20 boxes
31	Glue Stick	1				100 nos
32	Correction Pens	1				50 nos

33	Highlighters	1				50 nos
34	Box Files (Big)	1				100 nos
35	Box Files (Small)	1				10 nos
36	Rubber Bands (Big)	1 box				10 nos
37	Candle Box	1 box				10 nos
38	Pens (Black, Blue, Red)	1				1000 nos
39	Bubble Wrap (90 mts)	1				5 nos
40	Sketch Pens	1 packet				10 packets
41	Chart papers	1				10 nos
42	Blue Carry Bags (Big)	1 packet				5 packets
43	A3 Envelop (Cloth cover)	1				5000 nos
44	A4 Envelop (Cloth Cover)	1				2000 nos
45	Small Envelop	1				10,000 nos
46	Cheque Post	1				10 packets
47	Seperators	1				10 packets
48	Register	1				1 dozen

Please Note :

- Write NA for the product which cannot be supplied.
- Quote pricing for items mentioned only.
- Total amount should be inclusive of all the taxes.
- Yearly Contract would be signed with selected Suppliers.

Required documents to be submitted:

- Profile of the Organisation / Suppliers.
- Additional documents/information may be sought at a later stage.

Please note: For any queries, please call Ms. Shital Mahagaonkar 022-25525608 (Mon-Fri, 10am-6pm).

Kindly refer to www.sve.tiss.edu for our information

Timelines:

The last date for submission of complete application is **27th January, 2017**.

Expression of Interest completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope superscribed "**Expression of interest for supply of Office Stationary for TISS-SVE**".

The envelope shall be addressed to the following:

Ms. Shital Mahagaonkar,
School of Vocational Education,
Tata Institute of Social Sciences,
Room No 410, G-10 Building,
Naoroji Campus, Deonar Farm Road,
Deonar, Mumbai – 400 088

Sd -

H. A. Dabir
Prof. Neela Dabir
Dean - SVE