

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date Sept 19, 2018

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

S L	DESCPRITION OF ITEMS	HS N	Qty Required	MRP	SGST	CGST	IGST	TOTAL COST
1	Executive Diaries (As per sample copy attached herewith) a) Foam cover with Resin, TISS and Saksham Logo b) TISS information c) Two List of Holidays d) Planner & Bookmark with indexing e) Paper quality 80GSM		50					
2	Type II Diaries (As per sample copy attached herewith) a) Hard cover with TISS and Saksham Logo b) TISS information c) Two list of Holidays d) Paper quality 70 GSM		250					
Pricing should be inclusive of Printing & Delivery Charges and exclusive of GST..								

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.
4. The basic rates quoted against items should be effective for a period of Six 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 24th September, 2018
9. The bid should quote & enclose self attested copy of Pan card 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: - 28th September, 2018 by 3.00 p.m.**
11. Please write proper address and underline on top as: **Quotation for Diary 2019**
12. Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.
13. Address for sending the Quotations is as below,

Mr S S Phanse,
Finance and Admin Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar Mumbai 400088
Contact no: 025525491,025525496

Thanks & Regards.

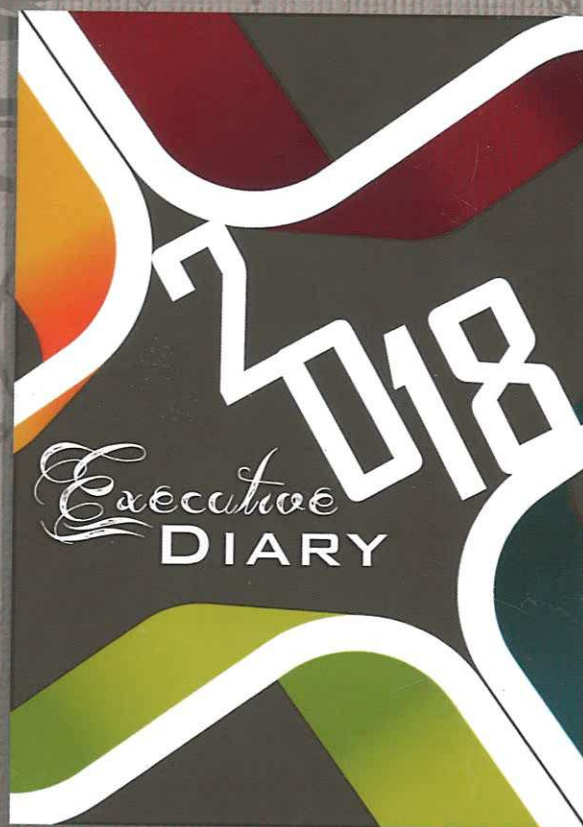


Mr S S Phanse,
F&A Manager, Saksham

2018

Tata Institute of Social Sciences





Tata Institute of Social Sciences





TATA INSTITUTE OF SOCIAL SCIENCES

VISION

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people - centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

MISSION

In pursuance of its vision and guiding principles, the Tata Institute of Social Sciences organises teaching programmes to facilitate the development of competent and committed professional's for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the large community through extension, at the local, national, regional and international levels.

TISS CAMPUSES

TISS CAMPUSES		
TISS MAIN CAMPUS	TISS NAOROJI CAMPUS	
Post Box 8313, V.N. Purav Marg, Deonar, Mumbai 400 088. Tel.: 022-25525000, 25525500 Fax : 022-25525050	Post Box 8313, Deonar Farm Road, Deonar, Mumbai 400 088. Tel.: 022-25525000, 25525500 Fax : 022-25525060	
TISS TULJAPUR	TISS GUWAHATI	TISS HYDERABAD
Post Box 09, Tuljapur, Osmanabad District 413601. Tel.: 9270105222/6 TeleFax : 02471-242061	14 A Bhuban Road, Uzanbazar, Guwahati, Assam 781001 Tel.: 0361-2510342/2736765/ 2736526 Fax : 0361-2510423	Old Bldg, 2nd Floor, Andhra Pradesh Academy of Rural Development (APARD), Rajendranagar, Hyderabad 500030, Andhra Pradesh Tel.: 040-24017701-3 Telefax : 040-24017701