

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

Date: 19//01/2017

Notice inviting Expression of interest for Supply of folders for TISS-SVE.

The School of Vocational Education, Tata Institute of Social Sciences invites expression of interest from reputed Companies / supply agencies for Supply of Folders.

Background brief for Agencies:

Kindly refer the about us section of www.sve.tiss.edu.

Quantity:

Based on requirement

Name of Item : Folder

Brief Description of the ITEM	Specifications
Folder Colour	Black
Embossing	Embossed on cover page with Institute Name and logo by golden ink.
Folder size	10 inch x15 inch, two fold with magnet loop
Material	Good quality Rexine having 4mm thickness with support of board and layer of cushion as per approved sample

Price Bid Format:

Sr. No.	Description of Item	Unit rate of Item	Taxes (if any)	Final Amount per Unit(Rs.)
1	Folder Colour : Black Embossing : Embossed on cover page with Institute Name and logo by golden ink. Folder size : 10 inch x15 inch, two fold with magnet loop Material : Good quality Rexine having 4mm thickness with support of board and layer of cushion as per approved sample			

Please note:

- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- Contract term would be minimum 1 year.
- Final Pricing should be inclusive of all taxes and delivery charges.
- Price on quotation would be considered final price.
- Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- Sample Folder should be approved before providing Purchase order.

For any queries, please call Mr.Sadanand Goski 022-25525627 (Mon-Fri, 10am-5pm).

Required documents to be submitted:

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

Timelines:

The last date for submission of complete application is **25th Jan, 2017**.

Expression of Interest completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope super scribed "**Expression of interest for Supply of Folders for TISS-SVE**".

The envelope shall be addressed to the following:

Mr.Sadanand Goski,
Sr.Manager Administration,
Tata Institute of Social Sciences, School of Vocational Education,
Room No 409, G-10 Building,
Naoroji Campus, Deonar Farm Road,
Deonar, Mumbai – 400 088

Folder Sample Copy :

