

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

PURCHASE & STORES SECTION

To: (Put here rubber stamp or seal of the organization)	ENQUIRY NO.: TISS/101018_1/New Year Diaries/2018
	Our Email ID: dilip_p@tiss.edu
	Mobile No: 09987 55 22 89 / 022 2552 5228
	DATE: 10/10/2018
	DUE DATE: 09.11.2018

Sir/Madam,

Kindly submit your sealed quotation in the prescribed format as given below, duly filled in, signed, and sealed by you on or before **9th November, 2018** to the Despatch Section addressing to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. on any working days between 10.30 a.m. and 4.00 p.m. **superscribing above enquiry number** with due date on the envelope.

SL	Description of items (Please Quote along with specifications or full details of the equipments)	GST%	Cost/Unit	Qty Required	TOTAL COST
1	Executive Diaries * (As per sample approved)			100	
2	Type II Diaries * (As per sample approved)			1000	
3	Type III Diaries * (As per sample approved)			650	
4	Pen Set – Single * (As per sample approved)			1500	

***Please visit alongwith the samples.**

IMPORTANT

1. Insertion: Three pages inside the diaries. Text materials will be provided by the Institute.
2. Pricing should be inclusive of Printing & Delivery Charges.

Section Officer
Purchase & Stores

TERMS & CONDITIONS

1. The rates of sales Tax, excise duty 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).

TATA INSTITUTE OF SOCIAL SCIENCES

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

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

PURCHASE & STORES SECTION

VENDOR REGISTRATION FORM

SECTION 1

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

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):** _____

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:

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. Clients' List
5. Products Profile/List
6. **Target** - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
7. Copy of Purchase Order pertaining to the Government Organization (at least three 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:

SECTION 2

INTEGRITY CLAUSES

- 1 It is hereby specifically agreed that the firm/vendor/contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
- 2 It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides action in accordance with law and criminal or disciplinary action against any, employee of the Institute, who seeks, demands accepts bribes of any sort.
- 3 The vendor/supplier/contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.
4. Any misinformation or wrong declaration in respect of above clause (3) above shall provide the Institute the right to cancel the contract unconditionally.