

**TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088**

PURCHASE & STORES SECTION



To: (Put here rubber stamp or seal of the organization)	TISS ENQUIRY NO.: TISS/NIQ/156/2018
	Our Email ID: dilip_p@tiss.edu
	Mobile No: 7039201320 / 022 2552 5228
	DATE: 15/05/2018
	DUE DATE: 22/05/2018

Dear Madam/Sir,

Greetings from the TATA INSTITUTE OF SOCIAL SCIENCES, Mumbai!

You are requested to submit your sealed quotation in the below mentioned prescribed format (hard copy) superscribing "Quotation for COMPUTER WORK STATIONS, in your company's letter head addressing to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai. The last date for submission of quotation is on or before **22/05/2018** on any working days between 10:30 a.m. & 5.30 p.m. In this regard, please find attached herewith a soft copy of general enquiry (NIQ/QRF/NIT) for your ready reference. (**Category** : FURNITURE & FIXTURES)

SL	Description of items (Please Quote along with specifications or full details of the equipments)	Basic Price	GST (%)	Qty Required	TOTAL PRICE
1	COMPUTER WORK STATIONS (a to e)				
	a. Godrej Work Desk 4020			12	
	b. Godrej Express Office Work Station – Foundary Type			2	
	c. Godrej Nava Pedestal			2	
	d. Godrej Discover Desk with Gaslift Storage and Modesty Panel			2	
	e. Godrej Discover Chair			2	
	Any other Charges:				
	TOTAL (Rs.):				

TERMS & CONDITIONS

1. Please submit photocopies of PAN CARD, GST Cert. and Bank Details alongwith your quotation (cancelled cheque preferred).
2. The format as cited above may kindly be not altered for online purpose.
3. Free Delivery at the Institute's premises in Mumbai Campus.
4. Quotation should be valid for Six Months.
5. Payment will be release within 30 days time after successful delivery only. If any hidden charges, kindly specify.