

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/P & S/NIT/2017/103
	Our Email ID: dilip_p@tiss.edu
	Mobile No: 09987 55 22 89 / 022 2552 5228 7039201320 (Whatsapp No.)
	DATE: 11/09/2017
	DUE DATE: 13/09/2017

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 **13th September, 2017** to the Dispatch 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)	M.R.P.	Offered Price Per Head	Qty Required	TOTAL COST
1	Desktop : i3 Processor, 4 GB RAM, 500 GB HDD, Keyboard, Mouse, Without Monitor, No Operating System, 3 years Warranty			08 Nos.	
2	HP Laptop : AMD Processor, 4 GB RAM, 500 GB HDD, 14" Display, No Operating System, 3 years Warranty			02 Nos.	

<i>SGST:</i>				
<i>CGST:</i>				
<i>Any Other Liabilities:</i>				
<i>Date of Delivery:</i>				

TERMS & CONDITIONS

1. You are required to submit a photocopy of the PAN CARD of your organization.
2. Mention your **GST** Registration Number/s on the quotation form.
3. 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.
4. Please indicate discount, if any offered by you for an educational and non-profit organization.
5. Dealer/supplier submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.
6. 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
7. **The Payment will be made only after the successful supply of materials/equipment (on or before 46 days).**

Name of the Proprietor

Seal of the Organisation

Signature with Date:

Mobile No: