

No. P&S/ERP/2017

July 3, 2017

Dear Madam/Sir,

Sub: ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS - 2017

Greetings!

The Tata Institute of Social Sciences (TISS) is an Educational Institute of National importance, Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. The Institute has imparted education and trained generation of Social Work, Management and Development professional since its inception.

Tata Institute of Social Sciences invites applications for Vendor registration from reputed firms/dealers/Suppliers etc. for the supply of materials for Stationery, Printing, Housekeeping/Conservancy Services, Gardening Services, Computers and its peripherals (hardware & Software items) Furniture, Electrical & Electronic goods, Routine Medicines & Medical Appliances, Hardware, Sanitary Materials, Carpentry and plumbing materials like Pipes, water tank etc. sports items and IT Products – Also see the exhaustive list of items enclosed.

Interested registered firms, dealers, suppliers etc. having PAN/TAN/GST//TIN numbers along with proof and documents of experience, may collect the registration form on all working days from Tata Institute of Social Sciences from Monday to Friday between 10.30 a.m. to 3.00 p.m. Last date for submission of filled in application form is **12<sup>th</sup> August, 2017**. The following documents are to be submitted to the Purchase & Stores Section, TISS, Deonar, Mumbai-400 088.

- 1) *Firm Registration Certificate*
- 2) *GST Registration Certificate*
- 3) *List of Clients*
- 4) *List of Products/Goods & Services*
- 5) *Three Consecutive Year's Audited Balance Sheet & Income Tax Return*
- 6) *Duly filled in & Signed Vendor Registration Form with Seal of the Company/Firm. To be signed by authorised signatory.*
- 7) *Photo-copies of any two recent MOUs with similar organisations*

The detailed information and online form will be available in our website : [tiss.edu](http://tiss.edu)

### TERMS AND CONDITIONS

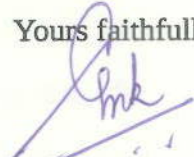
1. Applications submitted by the firms(s) in the prescribed "Application Form" for each group only will be accepted.
2. All pages of "Application Form" shall be signed by the authorised representative of the Firm.
3. TISS reserves the right to reject any application, if they do not comply with the requirement and standards set by TISS.

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4. Preference will be given to those firms who are on the approved list of Govt. Dept. and Public Sector Undertakings or ISO Certificate holders or dealers authorised by manufacturers.
5. Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
6. The registration as "Approved Supplier" will be kept valid for a period of 01 year. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business or whose performance has been found to be unsatisfactory.
7. Prescribed "Application Form" may be obtained from [www.tiss.edu](http://www.tiss.edu) and TISS office as well In case of Accredited Agents and Authorised Dealers/Stockist, documentary evidence from the Original Manufacturers shall be submitted along with the completed application form.
8. If TISS registers any Firm as approved Supplier he has to supply the material at TISS, Mumbai or its campuses at Tuljapur, Gauhati and Hyderabad as applicable. Payment terms i.e. payment shall be made by bank transfer within 30 days from the date of receipt and acceptance of the material in good condition.
9. Firms/Manufacturer/Authorised dealers are requested to submit their e.mail address.
10. Firm should not have been blacklisted by any other Govt./Autonomous body.
11. Any change in address, phone number, Fax no. and e.mail id shall be informed to TISS immediately, so as to have proper communication with these Firms/Manufacturers.
12. The following original documents to be submitted at the time of registration. (1) Registration of firm (2) PAN Card (3) Income tax returns 2014-15, 2015-16 & 2016-17 (4) GST Registration No.

Yours faithfully,

  
REGISTRAR