



TATA INSTITUTE OF SOCIAL SCIENCES

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

Advertisement No: _____

ADVERTISEMENT FOR VENDOR REGISTRATION

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 generations of social work, management and development professionals since its inception. The Institute requires various goods and services for its academic, administrative and residential needs catered across the country. Applications are invited from Vendors in the prescribed format to be enrolled as Registered Vendors. The duly filled application form must reach to the Registrar, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088 on or before 12th August, 2017. Applications received late shall be considered subsequently for registration. (For application form and more details visit to our website <www.tiss.edu>.)

Place : Mumbai
Date: 30.06.2017


REGISTRAR




TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

No. P&S/ERP/2017

June 30/6/2017

ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS

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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 10.30 a.m. to 1.00 p.m. & 2.00 p.m. To 3.00 p.m. Last date for submission of filled in application form is 12.08.2017. 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

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.
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 and TISS office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockist, documentary evidence from the Original Manufacturers shall be submitted along with the completed application form.
9. 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.
10. Firms/Manufacturer/Authorised dealers are requested to submit their e.mail address.
11. Firm should not have been blacklisted by any other Govt./Autonomous body.
12. 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.
13. 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.


REGISTRAR
