

**TATA INSTITUTE OF SOCIAL SCIENCES**  
**DEONAR, MUMBAI 400 088**  
**PURCHASE & STORES SECTION**

To:  (Put here rubber stamp or seal of the organization)	<b>ENQUIRY NO.: TISS/P &amp; S/NIT/2017/138</b>
	Our Email ID: <a href="mailto:dilip_p@tiss.edu">dilip_p@tiss.edu</a>
	<b>Mobile No:</b> 09987 55 22 89 / 022 2552 5228 7039201320 (Whatsapp No.)
	<b>DATE:</b> 28/12/2017
<b>DUE DATE: 03/01/2018</b>	

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 **3<sup>rd</sup> January, 2018** 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 5.00 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)	HSN/ SAC	Offer Price	Qty	SGST	CGST	IGST	TOTAL COST
1	HP Laserjet Pro P1108 Printer with One Year Warranty Color or Black: Black & White Functions: Print Connectivity: 1 Hi-Speed USB 2.0 Technology: Laser Services: 1 Year Next Business Day Exchange Support			01				

<b>Warranty</b>	
<b>GST Registration No. of TISS</b>	<b>27AAATT4224B1ZW</b>
<b>GST Registration No. of your firm</b>	

**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:**