

**Tata Institute of Social Sciences
School of Vocational Education**

Date : 28/09/2016

Notice inviting “Expression of interest for supply of Souvenir Mugs for TISS-SVE”.

The School of Vocational Education, Tata Institute of Social Sciences invites expression of interest from reputed Companies / supply agencies for procurement of below mentioned Office Items.

Background brief for Agencies:

Kindly refer the About us section of www.sve.tiss.edu.

Below is the list of required devices :

Sr. No.	Item Name	Specification	Quantity
1.	Souvenir Mugs	<u>Size & Specifications</u> Size : 11oz Capacity (ml.): 300 Weight (gms.): 330 Diameter (cms.): 8 Length (cms.): 9.5 Composition and Usage Fragile: Yes Material: Ceramic Shape: Round Microwave safe. Easy to wash and maintain Premium End to End Printing on Mugs	50

Mandatory to provide the quotation in the below format :

Sr. No	Item Name	Description	Warranty(Year or Months)	Rate Per Unit	Taxes (Service Tax and VAT)	Octroi, handling charges and any other charges	Units	Total
1.	Souvenir Mugs	<p><u>Size & Specifications</u></p> <p>Size : 11oz Capacity (ml.): 300 Weight (gms.): 330 Diameter (cms.): 8 Length (cms.): 9.5</p> <p><u>Composition and Usage</u></p> <p>Fragile: Yes Material: Ceramic Shape: Round Microwave safe. Easy to wash and maintain</p> <p>Premium End to End Printing on Mugs</p>					50	

Required documents to be submitted:

- Each ITEM will be ordered seperately.
- Write **NA** for the product which cannot be supplied.
- Write **NA** if octroi is **not applicable**.
- Quote pricing for device mentioned only.
- Total amount should be inclusive of all the taxes, octroi and handling charges.
- Total amount mentioned would be considered as final price and PO would be created on Total Price.

Required documents to be submitted:

- a) Profile of the Organisation
- b) Additional documents/information may be sought at a later stage.

Please note: For any queries, please call Ms. Shital Mahagaonkar 022-25525608 (Mon-Fri, 10am-6pm).

Timelines:

The last date for submission of complete application is **5th October, 2016**.

Expression of Interest completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope superscribed “ **Expression of interest for supply of Souvenir Mugs for TISS-SVE**”.

The envelope shall be addressed to the following:

Ms. Shital Mahagaonkar,
School of Vocational Education,
Tata Institute of Social Sciences,
Room No 410, G-10 Building,
Naorji Campus, Deonar Farm Road,
Deonar, Mumbai – 400 088