

# **INVITATION FOR QUOTATION**

Date: 09.02.2017

To

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Dear Sir/Madam,

**SUB: INVITATION OF QUOTATION FOR RATE CONTRACT FOR INTERNATIONAL COURIER SERVICES FOR PERIOD OF 01<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> MARCH 2018 AT BAIF WARJE PUNE**

You are invited to submit your most competitive quotation for the above mentioned work.

**A GENERAL CONDITIONS:**

1. Sealed Quotation shall be submitted in the office of BAIF DEVELOPMENT RESEARCH FOUNDATION, BAIF Bhavan, Dr. Manibhai Desai Nagar, Warje- Pune 411058, not later than **5-00 p.m. on dated 23.02.2017.**
2. Before filling the rates, Service provider(s) must inspect the site of works and acquaint with all the local conditions and matters pertaining thereto.
3. Quotation shall be signed in with ink. No erasure shall be made in the Quotation. Any necessary correction shall be made by crossing of words / figures, across incorrect portion and writing the correct portion above and shall be initialed by the Service provider(s).
4. The Service provider(s) shall sign all the attached submitted herewith.
5. Proof of technical & commercial documents should be submitted along with quotation by the providing agency. Service Provider shall submit the existing list of clients along with contact numbers.
6. Quotation shall be in a requisite. Proforma will be made available in soft copy form on BAIF's website [www.baif.org.in](http://www.baif.org.in) . The quotation shall be in this Proforma on the letter head of the service provider(s). Rs 100/- shall be paid at the time of submission of quotation.

**B BID PRICE**

1. Rates quoted in the Quotation for each item are binding on the Service provider(s) for the ARC period.
2. Rates quoted shall be inclusive of all freights, taxes such as Octroi , Sales Tax, Works Contract Tax, Service Tax, Royalties, LBT etc. as well as transportation, handling and storage of materials and any other charges including any enhanced labour rates etc. which may be enacted from time to time by the State and / or Central Government. BAIF is not concerned with any fall or rise in prices of any materials. Under no circumstances BAIF shall be held responsible for compensation or loss to the Service provider(s) due to any increase in costs.

3. The Service provider(s) shall comply with all requirements of State Govt, Central Govt. Acts regarding labour and personnel employed. BAIF is in no way responsible for any claims or compensations on this account.
4. The Price shall be quoted in Indian Rupees only.
5. Each Service Provider(s) shall submit only one quotation for prescribed work.
6. Service provider will be responsible for the death/injury of your person/s on duty. You shall produce the documentary proof of Workmen Compensation Insurance Policy/ESIC for those workers who will be deployed in BAIF Campus.

**C VALIDITY OF QUOTATION**

Quotation shall remain valid for 30 days from last date of submission.

**D EVALUATION OF QUOTATION**

BAIF will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and

- (a) PAN no is mentioned in quotation
- (b) VAT/TIN Service Tax no /PF/ESI/LWF/PT mentioned in quotation
- (c) Confirm to the terms and conditions of the contract.

The Quotations will be evaluated for all the items together.

**E AWARD OF CONTRACT**

BAIF will award the contract to the service provider(s) whose quotation has been competent. Notwithstanding the above BAIF reserves the right to accept or reject any quotation and to cancel the process and reject all quotations at any time.

The selected service provider(s) will be notified of the award of contract within the validity period of quotation.

- F** Terms of payment by cheque within 10 days after receipt of bill. In case of delay (more than the stipulated time) in delivery of article; 50% penalty will be charged & the bill amount will be deducted from that respective delayed dispatch.

**G Scope of work**

Pick Up time of articles will be in between 5.30 pm to 6.00 pm (except Sunday). In case of emergency; the delivery person will inform the timing over phone, in such cases service provider shall make the respective arrangement.

**SPECIAL NOTE:-**

Both the parties will reserve the rights to terminate the contract by giving notice of **ONE MONTH** in advance.

We look forward to receive your quotation.

**BAIF Development and Research Foundation**

*Sharmila*

**Sharmila Jadhav**

**Administrative Officer**

**BAIF Development and Research Foundation**

**Dr. Manibhai Desai Nagar, Warje Pune 411058.**

**Tel. No.91 - 20 - 25231661 Fax No.91 - 20 - 25231662**