

INVITATION FOR QUOTATION

To

Date: 11.02.2017

Dear Sir,

SUB: INVITATION FOR QUOTATION FOR ANNUAL RATE CONTRACT FOR PRINTED STATIONERY FOR PERIOD OF 01ST APRIL 2017 TO 31ST MARCH 2018 AT BAIF WARJE, PUNE

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

A GENERAL CONDITION:

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 25.02.2017.**
2. Before filling the rates, the Service provider(s) must inspect the site of works and acquaint with all the local conditions and matters pertaining thereto.
3. Quotation shall be in a requisite format. Proforma will be made available in soft copy form on BAIF's website www.baif.org.in. The quotation shall be in this Proforma on the letterhead of the service provider(s). Rs100/- shall be paid at the time of submission of quotation.
4. 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).
5. Service provider shall visit the site & review the samples carefully & then only submit the quotation. List of clients with the contact number of concern person needs to be attached to quotation.

B Bid Price

1. Rates quoted in the Quotation for each item are binding on the Service provider(s) for the AMC 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 shall BAIF 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) bidder shall submit only one quotation for prescribed work.

C Validity of Quotation

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

D Evaluation of Quotations

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 Services Tax No /PF/ESI/PT mentioned in quotation.
- (c) Confirm to the terms and conditions of the contract.

The Quotations will be evaluated for the entire item 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 15 days after receipt of bill.

G The Material is to be delivered at BAIF Warje Campus within four days after getting order. The Format for printing order shall be given either by hard copy or by scan copy.

H Payment shall not be released for that job which will find improper & not as per Specification of order.

SPECIAL NOTE:-

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

We look forward to receive your quotation.

Sharmila

Sharmila Jadhav
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