

**INVITATION FOR QUOTATIONS FOR AMC 2017-2018**

To

Date : 06.02.2017

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Dear Sir,

**SUB : INVITATION FOR QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR THE PERIOD OF 01<sup>st</sup> APRIL-2017 to 31<sup>st</sup> MARCH-2018 of WATER PURIFIER UNITS INSTALLED AT BAIF,WARJE,PUNE.**

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

**1. 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. 24.02.2017.**
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 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. ( Attached separate list for technical staff person)
  - A) Service Provider must be Authorized Distributor or Authorized Dealer for any Reputed Water Purifier Company.
  - OR
  - B) Service Provider submit the copy of work order for Annual Maintenance Contract of Water Purifier unit not less than for an amount 2000/- in last 2 years.
6. Proforma for quotation shall be in requisite. Proforma will be made available in soft 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 the quotation.
7. You will be responsible for the death/injury of your person/s on duty. You will also be responsible for damage physical loss & installations, equipment and accessories by accident and loss due to negligence on the part of you or your person/s. You shall produce the documentary proof of Workmen Compensation Insurance Policy/ESIC for those workers who will be deployed in BAIF campus.

**2. 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 exclusive 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

