

INVITATION FOR QUOTATION

Date: 21.02.2018

To,

Dear Sir/Madam,

**Sub: Invitation of Quotation for Annual Rate Contract for Hiring of Vehicles
For the period of 01st April 2018 to 31st March 2019 of at BAIF Warje, Pune-58**

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

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, on or before **5-00 p.m. on 05.03.2018.**
2. Before quoting 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. Quotation shall be in a requisite form. Performa is available in soft form on BAIF's website www.baif.org.in. The quotation shall be in this Proforma on letter head of service provider(s).Rs 100/- shall be paid at the time of submission of quotation.
6. Proof of technical & commercial documents should be submitted along with quotation by the providing agency.
7. Service provider should submit the list of clients having contact numbers of concern person

B BID PRICE

Rates quoted in the Quotation for each item are binding on the Service provider(s) for the AMC period.

The CONTRACTOR shall be responsible for complying with all statutory and legal requirement relating to tax, Provident Fund Act, Employees State Insurance Act, Workman Compensation Act, Minimum Wages Act, Gratuity Act, Payment of Bonus Act, Shop and Establishment Act etc., Contract Labour laws rules, regulations and by-laws there under as are applicable or may become applicable from time to time and shall obtain necessary registration ,licenses approvals and sanctions as are required under applicable laws and deposit monthly contributions pertaining to CONTRACTOR's salary paid/payable to its personnel with the concerned authorities and shall submit ,a compliance report to BAIF for the previous month clearly stating the actions taken by the

Contractor on compliance with conditions and provisions of various Labour Laws and submit requisite proof thereof.

Contractor shall at all the time make sure that the vehicle is insured and he shall carry copies of Insurance document and vehicle permits.

Contractor will be responsible for the injury/death of your person/s on duty.

The Price shall be quoted in Indian Rupees only.

1. Each Service Provider(s) shall submit only one quotation for prescribed work.

C VALIDITY OF QUOTATION

Quotation shall remain valid for 45 days from last date of submission.

D EVALUATION OF QUOTATION

BAIF will evaluate and compare the quotation determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) Pan no & GST mentioned on quotation.

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 30 days after receipt of bill.

G Scope of work as annexed herewith.

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.

For BAIF Development and Research Foundation

Sharmila
Sharmila Jadhav

Administrative Officer

BAIF Development and Research Foundation

Dr. Manibhai Desai Nagar, Warje Pune 411058.

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