

INVITATION FOR QUOTATION

To

Date : 08.02.2019

Dear Sir/Madam,

SUB : INVITATION FOR QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR THE PERIOD OF 01st APRIL-2019 to 31st MARCH-2020 of AIR-CONDITIONING UNITS & WATER COOLERS SERVICE AT BAIF, WARJE-PUNE-411058

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. 16.02.2019.**
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. (Please attach separate list for technical staff person)
 - A) Service Provider must be Authorized Distributor or Authorized Dealer for any reputed Air-conditioning Company.
 - OR
 - B) Service Provider submit the copy of work order for Annual Maintenance Contract of Air-conditioning unit not less than for an amount 30,000/- 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. 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.

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 (incl. GST) 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.

3. Validity of Quotation

Quotation shall remain valid for 60 days from last date of submission.

4. Evaluation of Quotations

BAIF will evaluate and compare the quotations determined to be substantially Responsive i.e. which

- (a) are properly signed ; and
- (b) PAN., GST mentioned on quotation.

The Quotations will be evaluated for the entire item together.

5. Award of contract

BAIF will award the contract to the service provider(s) whose quotation has been competent.

- 5.1 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.
- 5.2 The selected service provider(s) will be notified of the award of contract within the validity period of quotation.
6. Terms of payment by cheque within 10 days after receipt of bill.
7. **Scope of work as Annexed herewith.**
8. Service provider should submit the list of clients having contact numbers of concern person.
9. **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 Research Foundation



**Sharmila Jadhav,
Administration Officer,
BAIF Development Research Foundation
Dr. Manibhai Desai Nagar, Warje Pune-411058.
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