

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 FOR ELECTRICAL SERVICES AT BAIF, WARJE PUNE.

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

1. 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 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.
6. Proforma for quotation shall be requisite; Proforma will be made available on BAIF'S website www.baif.org.in the quotation shall be in this Proforma on the letter head of Service Provider(s).Rs.100/- shall be paid at the time of submission of the quotation.
7. Service provider shall submit the copy of work order for AMC of Electrical not less than for an amount of Rs. 10000/- in last 2 years. Service provider should have valid PWD license.
8. Maintenance work will be carried out at Warje campus in Admin building, Staff Quarters, Canteen, VAPCOL, BABTPL , Kamdhenu building (Senapati Bapat road) Pradeep Chamber (Bhandarkar Road)
9. Safety & Insurance of person who attend the repairing work should be ensured fully by contractor.

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 inclusive of all freights, taxes such as Octroi, Works Contract Tax, Royalties, 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 no., GST no. mentioned on quotation.
- (c) Confirm to the terms and conditions of the contract.
- (d) Valid PWD Electrical License copy.

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.

- Call shall be attended within 4 hours in case of urgent repairs and maintenance. However in case of emergencies your person should report in one hour.
- Visit will be mutually decided may be once in a week for preventive maintenance.
- A register to be maintained in which the details of the work done and suggestion if any will be recorded.
- Service provider must carry essential toolkit for required repairing/replacement work.

8. Service provider will also responsible for damage physical loss & Installations equipment's and accessories by accident and loss due to negligence on the part of you or your person/s. Service provider shall produce the documentary proof of Workmen Compensation Insurance Policy/ESIC for those workers who will be deployed in BAIF.

9. Service provider should submit the list of clients having contact numbers of concern person.

SPECIAL NOTE:-

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

We look forward to receive your quotation.

For BAIF Development Research Foundation



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