

## INVITATION FOR QUOTATION

Date: 08/02/2019

To,

Dear Sir/Madam,

**SUB: INVITATION FOR QUOTATION FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTED STATIONERY FOR THE PERIOD OF 01<sup>ST</sup> APRIL 2019 TO 31<sup>ST</sup> MARCH 2020 at BAIF, WARJE, PUNE-58**

You are invited your most competitive quotations for the above mentioned work.

### 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 pm on 16/02/2019.**
2. Before filing 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](http://www.baif.org.in). The quotation shall be in this Proforma on the letterhead of the service provider(s). Rs. 100/- 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 initiated by the Service provider(s).
5. Service provider shall visit the site & review the samples carefully & then only submit the quotation. List of client's contact numbers 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 freight, taxes 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 in the Services 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 the 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 QUOTATIONS:

Quotation shall remain valid for 60 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) GST No.
- (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:**

Payment will be made 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 the 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.

**For BAIF Development Research Foundation**



**Sharmila Jadhav**  
**Administration Officer**  
**BAIF Development and Research Foundation**  
**Dr. Manibhai Desai Nagar,**  
**Pune - 411058**  
**Tel No: 91 20 - 25231661/9075002912/3**