

# INVITATION FOR QUOTATION

Date: 08.02.2019

To,



Dear Sir/ Madam,

**SUB.: Invitation for Quotation for Annual Rate Contract For Supply Of Computer and Office Stationery For Period Of 01<sup>st</sup> April 2019 To 31<sup>st</sup> March 2020 At BAIF, Warje, Pune 411 058**

You are invited to submit your most competitive quotation 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, not later than **5-00 p.m. on dated 16.02.2019.**
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 there to.
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. 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 which is not refundable.
7. Service provider shall enclose the list of clients with the contact numbers of the concern person at the time of submission of 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 freights, taxes such as Octroi, Works Contract Tax, Royalties, 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 / Central Government. BAIF is not concerned with any fall or rise in prices of any materials. Under any circumstances BAIF shall not 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.

**C. Validity of Quotation**

Quotation shall remain valid for 30 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 Number
- (C) Confirm to the terms and conditions of the contract.

The Quotations will be evaluated for all the items 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.

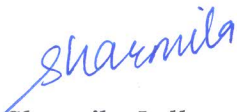
- F. Terms of payment by cheque within 30 days after receipt of bill.
- G. Material is to be delivered at BAIF Warje Campus within one day after getting order via phone or email.
- H. Party shall replace the material if found in improper condition or defective and not as per our specification

**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 Jadhav**  
**Administration Officer**  
**BAIF Development and Research Foundation**  
**Dr. Manibhai Desai Nagar, Warje Pune Pune 411058.**  
**Tel. No.91 - 20 - 2523161 Fax No.91 - 20 - 25231662**