BAIF DEVELOPMENT RESEARCH FOUNDATION
BAIF BHAVAN, DR MANIBHAI DESAI NAGAR, WARJE, PUNE – 411058
Tel.: 020 25231661

INVITATION FOR QUOTATION

To Date: 15/09/2015

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Dear Sir/Madam,

Sub: **Invitation for quotation for** "Household RO water purifiers"

You are invited to submit your most competitive quotation for the following product:

Brief Description of the Product	Specifications & Scope	Quantity	Delivery and Installation Period	Place of Installation
Household RO water purifiers	**Technical Specifications:** 1) Household water purifier with Reverse Osmosis technology 2) Suitable for input TDS in the range of 1000 - 1500 ppm 3) Purified water flow rate: 10 -15 LPH 4) Water storage capacity: 7 - 10 liters 5) Wall mounting & table top compatible 6) Output water quality conforming to IS 10500:2012 standards 7) Consumable change indicator / alert 8) Water level indicator **Scope:** 1) Pre-installation site survey 2) Complete installation & commissioning 3) Installation of booster pumps wherever required	200	2 weeks	Houses in 2 villages at 8-10 km from Uruli Kanchan, Pune

Brief Description of the Product	Specifications & Scope	Quantity	Delivery and Installation Period	Place of Installation
	4) Availability of on-site service within 72 hours 5) Registration of individual households as customers 6) Project branding & logo display (9 cm x 2 cm approx.) on product (printed / sticker) 7) 1 year warranty			

1. **Quoted Price:**
   a. The contract shall be for full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
   b. The bidder shall quote for goods / services in the format of quotation attached.
   c. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
   d. The rates quoted by the party shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
   e. Delivery and transportation at party's cost.
   f. The prices shall be quoted in Indian Rupees only.

2. Each bidder must submit only one quotation. Bidder shall not contact other bidders in matters relating to this quotation. Please take note that only bidders complying to the criteria mentioned in APPENDIX B should apply for the tender.

3. **Validity of quotations:**
   The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

4. **Evaluation of quotations:**
   a. BAIF will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms & conditions and specifications.
   b. The evaluation would be done for all the goods / services put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly.
   c. List of similar works undertaken with details of clients etc. if any should be provided.
   d. Contract will be awarded to the responsive bidder/s based on technical cum commercial grounds.

5. **Award of contract:**
   a. The contract will be awarded to the bidder/s whose quotation has been determined to be substantially responsive and technical specifications and commercial terms suit best to requirement. BAIF, prior to the expiration of the quotation validity period, will notify the bidder/s whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order or Work Order.

b. Notwithstanding the above, BAIF reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
c. Rate contract can be entered into for subsequent procurement.

6. Parties shall mention their payment terms in the quotations.

7. Normal commercial guarantee / warranty shall be applicable to the supplied goods.

8. Cost of procurement processing: The bidder shall pay ₹200/- (non-refundable), in favor of "BAIF Development Research Foundation" via cheque.

9. Earnest Money Deposit**:** Demand Draft amounting to 5% of the total quoted cost in favor of **"**BAIF Development Research Foundation**",** payable at Pune, towards Earnest Money Deposit (EMD) is to be submitted along with quotation. Same amount will be refunded without interest if your quotation is not selected for procurement else the same will be refunded (interest free) after the installation or getting the work completion report of the total scope of work. The earnest money shall be liable to be forfeited, if the successful bidder, after submitting his tender rescind from or modifies his offer after the acceptance of his tender.

10. Queries pertaining to specifications and scope, if any, may be clarified by contacting the undersigned during office hours.

11. **Submission of quotations:**
    a. Sealed envelope mentioning "**QUOTATION FOR HOUSEHOLD RO WATER PURIFIERS"** on it along with contact number should be sent to the below mentioned address.
    Mr. Somesh Pande
    BAIF Development Research Foundation
    BAIF Bhavan, Dr. Manibhai Desai Nagar, Warje, Pune – 411058
    b. The envelope shall contain the technical cum commercial offer along with EMD DD.
    c. Processing fee cheque of ₹200/- shall be enclosed and submitted in a separate envelope.
    d. **Last date of submission 25th September 2015** latest by **5.00 pm.**

We look forward to receiving your quotations.

Yours sincerely,

(Rakesh K. Warrier)
Jt. Programme Director

APPENDIX A
FORMAT FOR QUOTATION

(To be printed on Letterhead)

Date

To
BAIF Development Research Foundation
Pune

Quotation for _____

Sr. No.	Description of goods	Specifications & Scope	Qty.	Unit	Quoted Unit Price	Total Amount
		Total				
		Taxes @ ……% (if any)				
		Transportation (if applicable)				
		Installation (if applicable)				
		Grand Total				

Terms and Conditions:

1. Warranty
2. Terms of payment
3. Delivery within
4. Delivery at
5. Validity of quotation
6. Tax registration no.
7. Permanent Account Number

Signature with Stamp of Firm
Name of Authorized signatory

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APPENDIX B

ELIGIBILITY/CONDITIONS FOR SUBMITTING QUOTATIONS

1. The bidder must be a reputed company/manufacturer/name/brand with pan India presence of at least 2 years in the field of household water purification systems manufacture, sales, installation & service.
2. The bidder, as mentioned above, must be the manufacturer itself or authorized franchisee / distributor / channel partner of the manufacturer for the region.
3. The product must have been certified by authorized and reputed certification agency/ies.
4. Processing fee cheque & EMD DD are required to be sent along with the quotation.

The entries fulfilling the above mentioned criteria shall only be evaluated.