



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

**INVITATION FOR QUOTATION**

To \_\_\_\_\_  
\_\_\_\_\_

Date: 19/05/2016

Dear Sir/Madam,

**Sub: Invitation for quotation for “Small Commercial Vehicle”**

You are invited to submit your most competitive sealed offer for the following:

<b>Brief description of the product</b>	<b>Specifications and scope</b>	<b>Quantity</b>	<b>Delivery</b>	<b>Location</b>
Small Commercial Vehicle	Small Commercial Vehicle with payload 400 - 600 kg.  Details given in Annexure A: Techno-Commercial Offer	05 nos.	Within 10 days of PO	Urulikanchan, Pune

**About the project**

Community managed drinking water purification plants are being set-up for catering to the requirements of households in a village. The purpose of the vehicle is to deliver water jars (20 litres) from water purification plant to houses in the village.

## **General Terms & Conditions**

### **1. Quotation**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) The vendor / party should strictly adhere to the formats & requirements of Annexure A & Annexure B while submitting the Techno-Commercial Offer & Price Offer respectively. Offers not conforming to the formats are liable to be rejected.
- c) The final price offered should include all taxes, transport, registration charges, insurance, delivery etc. Price break-up into above heads giving rates & resultant amount needs to be shown as per Annexure B. Those not applicable shall be stated. Form C shall not be provided by BAIF.
- d) The rates quoted by the vendor / 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 vendor / party's cost.
- f) The prices shall be quoted in Indian Rupees only.

2. Each party / vendor must submit only one offer for specific product / model. In case of multiple models available, separate offers for each model has to be submitted. Vendor / party shall not contact any other parties in matters relating to this quotation.

### **3. Validity of offer**

The offer shall remain valid for a period not less than 30 days after the deadline fixed for submission of offers.

### **4. Evaluation of quotation**

- a) BAIF will evaluate and compare the offers determined to be substantially responsive i.e. which are properly signed and conform to the terms & conditions, format, specifications & scope.
- 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. The final price offered will be taken into consideration.
- c) Two step (Techno-Commercial Offer & Price Offer) evaluation shall be followed.

5. **Award of contract**

- a) The contract will be awarded to the party/ies whose offer has been determined to be substantially responsive and suit best to requirement. BAIF, prior to expiration of the offer validity period, will notify the party/ies whose offer 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 offer and to cancel the procurement process and reject any or all offers at any time prior to the award of the contract.
- c) Purchase Order / Work Order can be issued for a quantity below that mentioned in this invitation. Multiple orders can be issued during validity of offer.
- d) Rate contract can be entered into for subsequent procurement.

6. Payment terms: As given in Annexure A: Techno-Commercial Offer.

7. Normal commercial guarantee/warranty as given by the manufacturer shall be applicable to the vehicle & components.

8. **Qualification criteria**

- a) The party must be a reputed company/manufacturer//brand/dealer with established presence in the business of commercial vehicles.
- b) The party, as mentioned above, must be the manufacturer itself or authorized distributor/ dealer of the manufacturer for the region.
- c) Notwithstanding the above, BAIF reserves the discretion for assessment in this regard.

9. Penalty: In the event of selected party not honouring the terms of order, BAIF reserves the right to cancel the order in part or full and/or impose a penalty.

10. **Submission of offers**

- a) Offers shall be submitted in sealed envelopes only.
- b) Envelope 1 should be sealed and super scribed “**Techno- Commercial Offer for Small Commercial Vehicle**”. Contact details of the party should be stated on front side bottom left of the envelope. This envelope should contain
  - a. Covering letter on letter head.
  - b. Techno-Commercial Offer (typed & printed) as per format of Annexure A. All pages should have party seal.

- c. Enclosures & supporting documents as required in Techno- Commercial Offer. All enclosures should have party seal & follow the order given in Annexure A.
- c) Envelope 2 should be sealed and super scribed **“Price Offer for Small Commercial Vehicle”**. Contact details of the party should be stated on front side bottom left of the envelope. This envelope should contain
- a. Covering letter on letter head.
  - b. Price Offer (typed & printed) as per format of Annexure B. All pages should have party seal.
- d) Envelope 1 & Envelope 2 should be put inside Envelope 3. Envelope 3 should be sealed & super scribed **“Offer for Small Commercial Vehicle”**. Contact details of the party should be stated on front side bottom left of the envelope.
- e) Envelope 3 should be submitted / sent to the following.
- Mr. Somesh Pande**  
**BAIF Development Research Foundation**  
**BAIF Bhavan, Dr Manibhai Desai Nagar**  
**Warje, Pune-411058**
- f) **Last date of submission: 27<sup>th</sup> May 2016 before 05:00 pm.**
- g) Submission “by hand” is preferred. However, the party may opt to send the offer by Speed post / Courier.
- h) Offers received after the deadline will not be accepted. It is the responsibility of the party to ensure & confirm that the offer is received in time.
11. Queries pertaining to Techno-Commercial Offer, if any, may be clarified by contacting Mr. Suraj Kumar (surajk@baif.org.in) / Mr. Rakesh K. Warriar (rakeshkwariar@baif.org.in) during office hours at the number given above. Queries pertaining to offer submission, procedure etc., if any, may be clarified from Mr. Somesh Pande (someshpande@baif.org.in) during office hours.
12. Pre-bid meeting: A pre-bid meeting is scheduled on 24<sup>th</sup> May 2016 at 10.30 am at BAIF Development Research Foundation, Warje, Pune for any clarifications pertaining to offer, specifications, requirements etc. Interested parties may attend the same.

We look forward to receiving your offers.

**Yours sincerely,**

**Rakesh K. Warriar, Jt. Programme Director**  
**BAIF Development Research Foundation**

## Annexure A: Techno-Commercial Offer

### Small Commercial Vehicle

Date:

A. Technical specifications			
Sr.	Particular	Vendor response	Remarks
1	Make of vehicle (Manufacturer)	<i>[Mention]</i>	
2	Model	<i>[Mention]</i>	
3	Variant	<i>[Mention]</i>	
4	Fuel: Diesel	<i>[Agree / Does not agree]</i>	
5	Type: 3 wheeler / 4 wheeler	<i>[Mention]</i>	
6	Engine: Single cylinder	<i>[Agree / Does not agree]</i>	
7	Displacement: 400 – 700 cc	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
8	Power: 7 – 12 hp	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
9	Torque: above 15 Nm	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
10	Cooling: Air cooled / Water cooled	<i>[Mention]</i>	
11	Emission standard: BS3 & above	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
12	Transmission: Manual, 4 + 1	<i>[Agree / Does not agree]</i>	
13	Starting: Electric	<i>[Agree / Does not agree]</i>	
14	Steering: Manual, Rack & pinion wheel / Handle	<i>[Mention]</i>	
15	Payload: 400 – 600 kg	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
16	Colour: White	<i>[Agree / Does not agree]</i>	
17	Cargo bed dimension: 5 ft x 4.5 ft x 1 ft (approx.)	<i>[Mention]</i>	
18	Project branding on front & 3 sides with radium / vinyl	<i>[Agree / Does not agree]</i>	

19	Accessories	<i>[Mention]</i>	
<b>C. Commercial terms</b>			
<b>Sr.</b>	<b>Particular</b>	<b>Vendor response</b>	<b>Remarks</b>
1	Name , complete address & website of the party	<i>[Mention]</i>	
2	Contact person's name, designation, contact number & email	<i>[Mention]</i>	
3	Financials & statutory compliances of the party a) State sales tax (VAT) no. – (Enclose copy of registration certificate) d) PAN – (Enclose copy) e) Service tax registration no. – (Enclose copy) f) Certificate of incorporation (Enclose)	<i>[Enclosed / Not enclosed]</i> <i>[Mention]</i> <i>[Enclosed / Not enclosed]</i> <i>[Mention]</i> <i>[Enclosed / Not enclosed]</i> <i>[Mention]</i> <i>[Enclosed / Not enclosed]</i>	
4	Vehicle registration / RTO passing in Urulikanchan, Tal. Haveli, Pune in the name of “BAIF Development Research Foundation”	<i>[Agree / Does not agree]</i>	
5	Payment terms – 100% with PO	<i>[Agree / Does not agree]</i>	
6	Delivery within 10 days after PO	<i>[Agree / Does not agree]</i>	
7	Delivery at Urulikanchan	<i>[Agree / Does not agree]</i>	
8	Enclose valid authorisation / dealership certificate from manufacturer.	<i>[Enclosed / Not enclosed]</i>	
9	Catalogue of vehicle model on offer. (Enclose)	<i>[Enclosed / Not enclosed]</i>	
10	Validity of offer – 30 days after submission deadline.	<i>[Agree / Does not agree]</i>	
11	Any other supporting documents enclosed.	<i>[Mention] [Enclosed / Not enclosed]</i>	

**Signature with stamp of firm**

Note: Techno-Commercial Offer must strictly adhere to the above format and must be typed & printed on A4 pages. The column “Particular” must be presented as it is. Response should be given in the column “Vendor response” as follows.

- Offered / not offered – Whether the particular / item is included in the offer.
- Agree / does not agree – Whether the party agrees to the terms / requirement.
- Comply / does not comply – Whether the party complies with the requirement
- Mention – Details / specifications to be mentioned.
- Enclosed / not enclosed – Relevant enclosure to be included.

Remarks – Any point desired to be mentioned by the party. For response / enclosure which is not applicable to the respective party, “Not applicable” should be stated against the item in the Remarks column. For the response which defers from the requirement or not in line with the requirement, reason / justification should be clearly stated in the Remarks column.

A word copy of the Techno-Commercial Offer is available at

<https://drive.google.com/file/d/0ByN4jIAEY4bJNk9GUnBjUHZTZVE/view?usp=sharing>

## Annexure B: Price Offer

### Small Commercial Vehicle

Date:

Sr.	Particular	Unit	Ex. showroom unit price (₹)	Registration & road tax (₹)	Insurance (₹)	Any other tax / charges (₹)	On road unit price (₹)	Quantity	On road price for qty. offered (₹)	Cash discount (₹)	Accessories	Final on road price for qty. offered (₹)
1	Small Commercial Vehicle with payload 400 - 600 kg.  As given in Techno-Commercial Offer	Nos.						05				

**Signature with stamp of firm**

Note: Price Offer must strictly adhere to the above format and must be typed and printed on A4 pages. A word copy of the Price Offer is available at <https://drive.google.com/file/d/0ByN4jIAEY4bJNk9GUnBjUHZTZVE/view?usp=sharing>



### **Enclosure check-list**

1. Copy of VAT registration
2. Copy of PAN card
3. Copy of Service Tax registration
4. Copy of certificate of incorporation
5. Valid authorization / dealership certificate from manufacturer
6. Vehicle model catalogue
7. Any other supporting documents