

**BAIF DEVELOPMENT RESEARCH FOUNDATION**  
**BAIF BHAVAN, DR MANIBHAI DESAI N AGAR, WARJE, PUNE – 411058**

**Tel.: 020 25231661**

**INVITATION FOR QUOTATION**

To

Date: 25/01/2018

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Dear Sir/Madam,

**Sub: Invitation for quotation for “Small Commercial Vehicle- Mahindra JEETO S6 11, BS IV”**

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 Mahindra Jeeto S6 11, BS 4 with Pay-load 600 kg. Details given in Annexure A: Techno-Commercial Offer	10 nos.	Within 20 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 liters) 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.
  - 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 confirm 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.
- 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 can be issued for a quantity below that is mentioned in this invitation, orders to be given in batches. 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 honoring 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

- 1) Offers shall be submitted in sealed envelopes only.
- 2) Envelope should be sealed and super scribed "**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. Techno-Commercial Offer (typed & printed) as per format of Annexure A. All pages should have party seal.

- b. Enclosures & supporting documents as required in Techno- Commercial Offer. All enclosures should have party seal & follow the order given in Annexure A.
  - c. Price Offer (typed & printed) as per format of Annexure B. All pages should have party seal.
  - d. Envelope should be submitted / sent to the following.  
**Mr. Somesh Pande**  
**BAIF Development Research Foundation**  
**BAIF Bhavan, Dr Manibhai Desai Nagar**  
**Warje, Pune-411058**
  - e. **Last date of submission: 31<sup>st</sup> Jan 2018 before 05:00 pm.**  
Submission “by hand” is preferred. However, the party may opt to send the offer by Speed post / Courier.
  - f. 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 Offer, if any, may be clarified by contacting Mr. Suraj Kumar (surajk@baif.org.in) during office hours at the number given above or from Mr. Somesh Pande (someshpande@baif.org.in) during office hours.

We look forward to receiving your offers.

**Yours sincerely,**

**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), model and variant	<i>Mahindra Jeeto S6 11</i>	
2	Fuel: Diesel	<i>[Agree / Does not agree]</i>	
3	Power: hp	<i>[Mention]</i>	
4	Torque: Nm	<i>[Mention]</i>	
5	Cooling: Air cooled / Water cooled	<i>[Mention]</i>	
6	Emission standard: BS4	<i>[Agree / Does not agree]</i>	
7	Transmission: Manual, 4 + 1	<i>[Agree / Does not agree]</i>	
8	Starting: Electric	<i>[Agree / Does not agree]</i>	
9	Steering: Manual, Rack & pinion wheel / Handle	<i>[Mention]</i>	
10	Payload: 600 kg	<i>[Agree / Does not agree]</i> <i>[Mention]</i>	
11	Color: White	<i>[Agree / Does not agree]</i>	
12	Cargo bed dimension: 5 ft x 4.5 ft x 1 ft (approx.)	<i>[Mention]</i>	
13	Project branding on front & 3 sides with radium / vinyl (matter to be given later)	<i>[Agree / Does not agree]</i>	

**C. Commercial terms**

Sr.	Particular	Vendor response	Remarks
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) PAN – (Enclose copy)  b) GST registration no. – (Enclose copy)  c) Certificate of incorporation (Enclose)	<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 20 days of date of PO	<i>[Agree / Does not agree]</i>	
7	Delivery at Urulikanchan	<i>[Agree / Does not agree]</i>	
8	Enclose valid authorization / 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. 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.

## 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 Nos.	On road price for qty. offered (₹)	Cash discount (₹)	Accessories	Final on road price for qty. offered (₹)
1	Small Commercial Vehicle with payload 600 kg.  As given in Techno-Commercial Offer	Nos.						10				

**Signature with stamp of firm**

Note: Price Offer must strictly adhere to the above format and must be typed and printed.



### **Enclosure check-list**

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