



BAIF Development Research Foundation
Dr. Manibhai Desai Nagar, NH no 4, Warje, Pune-411058

INVITATION FOR QUOTATION

Date: 15.02.2022

To,

Dear Sir/ Madam,

SUB.: Invitation for Quotation for Annual Rate Contract For Supply Of Computer and Office Stationery For Period Of 01st April 2022 To 31st March 2023 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 22.02.2022.**
2. Before quoting the rates, the Service provider(s) must inspect the site of works and acquaint with all the requirements and matters pertaining thereto.
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 portions, and writing the correct portion above, and the Service provider(s) shall be initialed.
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.
7. Service provider shall enclose the list of clients with the contact numbers of the concerned 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 contract 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 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 fuel. Under no circumstances BAIF shall 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 labor 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

A quotation shall remain valid for 60 days from the 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 the quotation.
- (b) GST Number
- (c) Confirm 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 cancel the process and reject all quotations.

The selected service provider(s) will be notified of the award of the contract within the validity period of the quotation.

F. Terms of payment by Cheque/online funds transfer within 30 days after receipt of the bill.

G. Material is to be delivered at BAIF Warje Campus within one day after getting order via phone or email.

H. The service provider 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 right to terminate the contract by giving notice of **ONE MONTH** in advance.

We look forward to receiving your quotation.

For BAIF Development and Research Foundation



Sharmila Jadhav
Administration Officer
BAIF Development and Research Foundation
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