

## **INVITATION FOR QUOTATION**

Date: 27.02.2024

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Dear Sir/Madam,

**Sub: Invitation of Quotation for Annual Maintenance for Comprehensive AMC for Hardware. For period of 01<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 of at BAIF Warje, Pune-58**

You are invited to submit your most competitive quotation for the above-mentioned services.

### **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, on or before **5-00 p.m. on dated 10.03.2024.**
2. Before filling the rates, the Service provider(s) must inspect the site of works and acquaint with all the local conditions 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 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 Proforma which is available at BAIF for Rs.100/-. It can be bought by paying cash. Proforma will be made available in soft/hard form. The quotation shall be in this Performa on the letter head of the service provider(s). Rs.100/- shall be paid at the time of submission of the 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 Taxes 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 / or Central Government. BAIF is not concerned with any fall or rise in prices of any materials. 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 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) 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 QUOTATION**

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 no/ VAT/TIN Service Tax no /PF/ESI/LWF/PT mentioned in quotation
- 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 15 days after receipt of bill.

G Scope of work as annexed herewith.

F Type of Contract – Comprehensive

Maintenance Includes –

- Complete checkup and cleaning of the Unit every three months
- Testing Hardware efficiency

- Checking Switch and Routers
- Checking the General operation
- Cleaning of hardware peripherals i.e. keyboard,mouse etc.
- Checking & blooring every three months' time.
- Vendor should Summit Residential Hardware Engineer PF Slip & Salary Slip monthly to account.

**SPECIAL NOTE: -**

Both the parties will reserve the rights to terminate the contract by giving notice **ONE MONTH** in advance.

We look forward to receive your quotation.

**BAIF Development and Research Foundation**



**Mr. Yogesh Umardand**  
**Associate IT Manager**  
**BAIF, PUNE**