

## INVITATION FOR QUOTATION

Date: 24.02.2025

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

S.No.	NAME OF THE WORK	EVC (Rs. In Lakhs approx. with Tax)
1	Solar Installation and electrification for Administrative Staff College of India (ASCI) with 100KVA, Banjara Hills Campus	39.83 Lakhs

To assist you in the preparation of your quotation, we are enclosing the following:

- a) Instructions to Bidders.
- b) Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.
- c) It is to be noted that detailed study to be done from the vendors end to identify the scope of activities to be done within the given budget.

You are requested to provide your offer latest by 28-02-2025 before 5:00 PM.

Quotations will be opened in the presence of Bidders or their representatives who choose to attend on 28-02-2025 at 05:30 PM in the office of **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad – 500059**. We look forward to receiving your quotations and thank you for your interest in this project.

**For BAIF INTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT.**



**Shri. B. Shivarudrappa.**  
**Regional Director**

## Instructions to Bidders

### 1. Scope of Works

**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, Telangana (EMPLOYER)**

invites quotations for the works as detailed in the table given below.

S.No	NAME OF THE WORK	EVC (Rs. In Lakhs approx. with Tax)
1	Solar Installation and electrification for Administrative Staff College of India (ASCI) with 100KVA, Banjara Hills Campus	39.83 Lakhs

The successful bidder will be expected to complete the works by the intended completion period specified above.

### 2. Qualification of the bidder:

- a) Financial turnover not less than Rs.10 Lakh OR
- b) Satisfactorily completed as prime contractor (or as a sub-contractor duly certified by the employer/main contractor) at least one similar work of value not less than Rs.10 Lakh OR satisfactorily completed as prime contractor (or as a sub-contractor duly certified by the employer/main contractor) at least two similar works of value not less than Rs.5 Lakh.
- c) The following work will be considered as similar- Civil, structural works for RCC Frame Structures and Industrial Sheds. The bidders should produce latest valid GST & Income tax clearance certificate and contractor license valid as on date.

### 3. Bid Price

- a) The contract shall be for the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes, and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

### 4. Submission of Quotations

- a) The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- b) Each bidder shall submit only one quotation.
- c) The quotation submitted by the bidder shall comprise the following: -
  1. Quotation in the format given in Annexure I
  2. Signed Bill of Quantities as per Annexure II format; and
  3. Audited financial statement and work completion report from the concerned

authorities as proof for items mentioned in clause 2(a) & 2(b).

4. GST & Income tax clearance certificate and contractor license valid as on date

d) Quotations must be received in the office of **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad – 500059**, not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

e) Any quotation received by **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT – 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad - 500059**, after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

#### **5. Validity of Quotation**

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

#### **6. Opening of Quotations**

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

7. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

#### **8. Evaluation of Quotations**

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) Meet the qualification criteria specified in clause 2 above.
- b) Are properly signed; and
- c) Confirm to the terms and conditions, specifications, and drawings without material deviations.

#### **9. Award of contract**

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered among the lowest three evaluated quotation prices, who meets the specified qualification criteria, and who agrees comprehensively to all the terms and conditions mentioned in this document and agrees to enter into an agreement as given below. BAIF Livelihoods will reserve the rights for the finalization of bidders amongst the lowest three bidders.

- a. The party whose quotation is accepted will be notified of the award of the contract by the Employer prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- b. The contract may be given to more than one bidder/s as found suitable if they agree to provide the material at the least price offered.
- c. The contract shall anytime be terminated if the quality of material delivered, the scope of work, and specifications are found not to be satisfactory. The payment for work done till date shall be released in favor of the bidder, only after satisfactory inspection by BAIF Livelihoods.
- d. Arrangement of water and electric power and any other machine and equipment (as cranes, excavators, etc.) necessarily required for installation, transportation, and

handling, etc. will be in bidders' scope. Bidders are requested to give all such costs included.

- e. The bidder shall submit a work completion report mentioning the amount of work done.

**10.** Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**11.** The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

**12. Period of Maintenance:**

The "Period of Maintenance" for the work is **Twelve months** from the date of taking over possession or one full monsoon season whichever occurs later. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer.

**13.** Purchase of all construction materials including cement and steel as per the specifications (ISI certification marked goods wherever available) shall be the responsibility of the contractor.

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**QUOTATION**

**Annexure I**

**To:**

**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT,  
17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad -  
500059**

**Subject: Quotation for Solar Installation and electrification in Administrative Staff College of  
India (ASCI), Banjara Hills Campus, Telangana.**

**Reference:** Request for quotation dated \_\_\_\_\_ from BAIF Institute for  
Sustainable Livelihood Development – 17-1-382/SN/52, Srinivasa Nagar  
Colony, Champapet, Hyderabad - 500059

**Sir,**

We offer to execute the Works described in your letter referred to above in accordance with the  
Conditions of Contract enclosed therewith for a total Contract Price of Rs. \_\_\_\_\_  
(as per details of work specifications given in the annexure II attached herewith)

[in figures]

Rs. \_\_\_\_\_ [in words] including taxes.

This quotation and your written acceptance of it shall constitute a binding contract between us.  
We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our  
behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days as required in Clause 5 of the  
Instructions to Bidders.

Yours faithfully,

Date: \_\_\_\_\_

Authorized Signature :

Name & Title of Signatory : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

**LETTER OF ACCEPTANCE (LETTER HEAD OF THE EMPLOYER) CUM NOTICE  
TO PROCEED WITH THE WORK**

To:

Date:

Name and Address of the Contractor

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Dear Sirs,

This is to notify you that your Quotation dated \_\_\_\_\_ for execution of the \_\_\_\_\_ for the contract price of Rupees \_\_\_\_\_ [Amount in words and figures], is hereby accepted by us.

You are also requested to sign the agreement form and proceed with the work not later than \_\_\_\_\_ under the instructions of the Engineer, \_\_\_\_\_ and ensure its completion within the contract period.

With the issuance of this acceptance letter, contract for the above said work stands concluded.

Yours faithfully,

**Authorized Signature**  
**Name and title of Signatory**

**Annexure II****Annexure for Activity Identification and Budget Submission Sample**

<b>Project Name</b>		<b>Solar panel Installation and Electrification at Administrative staff college of India, Banjara Hills</b>			
<b>File Name</b>		<b>Detailed estimate</b>			
<b>Estimated Rates Reference</b>		<b>Local Rates</b>			
<b>S No</b>	<b>Description</b>	<b>UoM</b>	<b>Quantity</b>	<b>Rates</b>	<b>Total</b>
1					
2					
3					
4					
GST @18%					
Total					