



# SAEINDIA

## NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI) / SOR FOR BAJA SAEINDIA 2018

Date of Release: 25-10-2017

Ref No. : BSI2018 / SOR / 2017-18 / **Catering**

Last date of submitting Quotes: 6-11-2017

### **PREFACE TO VENDORS:**

SAE INDIA's most popular event in student community "BAJA SAEINDIA" has begun with the next edition to be held in 2018. As the event is growing year on year, there has been a lot of interest shown by new engineering colleges. This year we have got 388 registrations including eBAJA, which highest till today. Due to certain limitations with respect to the event management, we conduct Virtual BAJA, a preliminary design round to filter out 218 (mBAJA & eBAJA) teams out of these 388 teams, who will fabricate their buggy and come to participate in the main event in early 2018 at NATRIP, Pithampur & IIT Ropar.

With an intention to streamline the event management, the Organizing Committee of BAJA SAEINDIA is inviting quote from all the eligible vendors /supplier / dealers / bidders (referred to as the "Vendor") to supply, install or provide the required services to enable us with smooth conduct of the event. All the vendors are requested to follow the guidelines and adhere to the terms and conditions of this document.

### **TENDER DETAILS:**

- 1) QUOTATION FOR SUPPLY OF GOODS AND SERVICES**
  - a) The vendor agrees to supply, install and maintain the goods and services as mentioned in the Specification of Requirements (SOR) hereby attached with this letter as **"ANNEXURE – A - SOR"**.
  - b) Vendor shall note that the SOR contains, but is not limited to, all the goods and services required to conduct the specific event. Vendor shall include all the required items so as to provide the mentioned goods and services in the SOR.
  - c) The quote should include all the details and product description (if applicable) of the goods intended for supply. No items in the quote should be ambiguous or uncertain.
  - d) Bid should be prepared in the attached format as per ANNEXURE A – SOR.
  
- 2) PRICE BASIS AND TAXATION**
  - a) All the quote should contain fair pricing considering that BAJA SAEINDIA is a Non-Profit Organization,
  - b) All the currency values to be in Indian Rupees ( ₹ ).
  - c) The rates quoted should contain distinct Unit Rate, Quantity, Total Basic Value, Discount per Item, Total Discount, Taxes as applicable and Total Bid Value.

d) By participating in the Bid, it is understood that the vendors are to the terms and condition of supply put here forth in this document.

**3) QUALITY POLICY** a) The quality of the goods and services offered should be of utmost quality as per industrial practices and should be compromised for any reason.

b) All the goods will be accepted only if they are found to be of desirable quality standards and specifications as per the requirement mentioned in the specific BOQ ( refer ANNEXURE 1)

c) The warranty of goods will hold true for the said period of 1 year or more, as applicable and same needs to be attested by the supplier.

**4) PAYMENT TERM:** a) As per the standards set by the BAJA Organizing Committee, the standard terms of payment will be :

40% - Advance within 15 days of order confirmation,

50% - Supply of goods / services

10% - Submission of Original Bills and Invoices as required by BAJA SAEINDIA, Accounts Officer.

b) Any deviation to the above payment terms, if quoted, needs to be justified to the BAJA Organizing Committee to be considered for bidding purposes.

**5) DELIVERY TERMS :**

All the goods /services to be delivered on site as per decision for both the locations (Indore & Ropar), Delivery period / dates have been mentioned in the Annexure – A.

**6) SUBMISSION OF QUOTES [QUOTATION]** i) PRICE QUOTE - Duly filled priced quote using **ANNEXURE A –SOR FOR BAJA SAEINDIA 2018**

ii) SUPPORTING DOCUMENTS (Product Catalogues, Company background/experience, etc.)

b) Quotes to be addressed in the name of “SAEINDIA, Chennai, T.N.”

c) The above documents to be duly filled, attested and couriered to the below office address;

**SAEINDIA INDORE DIVISION**

C/o Prestige Institute of Engineering & Science

Scheme No. 74 C Sector D

Vijay Nagar , Indore-452010. Madhya Pradesh.

Kind Attn: Praveen Satsangi

d) All columns are needed to fill by estimated amount of figure in BOQ bidding otherwise bid will Disqualified.

e) All details are given in the BOQ but if any doubt or issue regarding the BOQ so vendor can contact Respective person, contact details are given in the point 7.

f) Full and final decision will be taken by OC and Core committee of the BAJA SAEINDIA for selection Of vendor.

g) Event management company will not bid for any other BOQ.

## 7) GRIEVANCE RESOLUTION

- a) Any grievances or clarifications required by the vendors will be resolved by the below appointed Organizing Committee Member:

**Mr. Balram Sharma**

EST Team- BAJA SAEINDIA 2018

Email:- [mailmebalram@gmail.com](mailto:mailmebalram@gmail.com), Mob :- 7509068591

- b) Vendors are requested to get all their doubts clarified before submitting their quote to BAJA SAEINDIA.

## 8) BAJA ORGANIZING COMMITTEE DISCRETION:

- a) The decision of selecting, processing and finalizing a vendor lies at the sole discretion of BAJA SAEINDIA,
- b) BAJA Organizing Committee may visit the Vendor's manufacturing premises to verify the competence of a vendor to supply the goods.
- c) Any decision taken by the BAJA Organizing Committee will be final and binding on all the vendors.

***With this notification, we would like to invite proposals for supply of goods and services from interested vendors / suppliers /dealers / organization to the attached ANNEXURE A : SOR.***

## 9) VENDOR QUALIFICATION:

- a) Vendor should have a professional experience of the task quoted.
- b) Vendor should resolve all ambiguities / queries before quoting.
- c) Vendor should have all concerned tax identification details.
- d) Vendor should have outdoor service experience of sports event like BAJA.
- e) Vendor should have experienced manpower.
- f) Execution of work of at least double the bill of quantity/amount.
- g) GST number
- h) Last 3 years Balance sheet
- i) At least 3 years of Work experience.
- j) Vendor should have FSSAI license for catering and food serving
- k) Vendor should have experience of serving food to at least 4000 peoples at one time and vendor should submit Venue Venue Specific License.

# Catering

Date of Release: 27-10-2017

Ref No. : BS12018 / SOR / 2017-18 / Event Registration Kit

Last date of submitting Quotes: 6-11-2017

<b>Catering EOI- BAJA 2018</b>							
S.no	Date	Schedule	Meal	Category	Venue	Pax	Menu
1	24.01.18 Day - 1	*BAT *Press Conference *Judges Meet	Lunch	Volunteers / Drivers	Student food zone	250	Milk Cake, Aloo Chole, Raita, Rice, Dal Fry, Paneer Pasanda, Paratha, Tandoori Roti, Salad, Pickle
2	25.01.18 Day - 2	*Registration at SITE *Inugration *Technical Evaluation *Go Green *Sales & Cost Evaluation	Breakfast	Volunteers / Drivers	Student food zone	300	Upma, Samose & Tea
				Judges	VIP food zone	100	
			Lunch	Participants/Volunteers / Drivers & Others	Student food zone	4000	Gulab Jamun, Butter Paneer Masala, Aloo Gobhi Mutter Dry, Boondi Raita, Rice, Dal Tadka, Tandoori roti, Paratha, Salad Pickle, Rasam
	OC members / Judges/ Sponsors/Media	VIP food zone	300				
3	26.01.18 Day - 3	*Technical Evaluation *Design Evaluation *Dynamic Events *Entertainment Night	Breakfast	Volunteers / Drivers	Student food zone	300	Poha, Jalebi, Kachori & Tea
				Judges	VIP food zone	100	
			Lunch	Participants/Volunteers / Drivers & Others	Student food zone	4000	Motipaak, Shahi Paneer, Dum Aloo , Cucumber Raita, Jeera Rice, Dal Fry, Tandoori Roti, Paratha, Salad, Pickle, Rasam
				OC members/ Judges/ Sponsors/Media	VIP food zone	300	
			Dinner	Participants/Volunteers / Drivers & Others	Student food zone	4000	
	OC members / Judges/ Sponsors/Media	VIP food zone	200				
4	27.01.18 Day - 4	*Technical Evaluation *Dynamic Events	Breakfast	Volunteers / Drivers	Student food zone	300	Idli Sambhar, Methi Puri & Dahi & Tea
				Judges	VIP food zone	100	
			Lunch	Participants/Volunteers / Drivers & Others	Student food zone	3800	Amra Kalakand, Hydrabadi Paneer, Aaloo Matar, Boondi Raita, Rajma, Rice, Tandoori Roti, Paratha, Salad, Pickle
	OC members / Judges/ Sponsors/Media	VIP food zone	300				
5	28.01.18 Day - 5	*Endurance Run *Valedictory Function	Breakfast	Volunteers / Drivers	Student food zone	300	Veg Sandwich, Aaloo Paratha, Dahi, Pickel & Tea
				Judges	VIP food zone	150	
			Lunch	Participants/Volunteers / Drivers & Others	Student food zone	4200	Mung Halwa, Rajasthani Kala Jamun, Kadhai Paneer, Methi Matar Malai, Dahi Vada, Jeera Rice, Dal Makhani, Tandoori Roti, Lachha Paratha, Salad, Pickle
	OC members / Judges/ Sponsors/Media	VIP food zone	500				

Separate pantry at VIP room Rate Card							Rate
1	For 4 Days (from 25th- 28th Jan'17)	VIP Guest	Full Day (with standard crockery set, other necessary items & dedicated trained serving person)	VIP Members	VIP food zone	Water bottle (300 ml)	
						Tea	
						Green Tea	
						Lemon Tea	
						Coffee	
						Colddrinks (200 ml)	
						Biscuits	
						Waffers	
						Veg Sandwich	
General requirement Rate Card							
1	For 4 Days (from 25th- 28th Jan'17)	General Category	Full Day	All Venue Area For Different Locations		Tea (100 ml)	
						Aaloo Bada/Samosa (80 gm,per pcs)	
						Veg Pakode (100 gm)	

**Terms & Conditions**

1. The rates will be inclusive of all kind of disposable items to be used in student & VIP dining area & VIP Pantry
2. Live Tawa Roti counter will be at the VIP dining area (with butter)
- 3.1 counter will be kept in VIP area with less oily & less spicy food for 50 pax daily
4. Drinking/cooking water will be provided by BAJA
5. Dedicated, trained & sufficient staff with supervisor should be there in VIP dining area
6. Good quality of serving utensils and bone china dining plates (with plastic cover) will be used in VIP dining area
7. Good quality of serving utensils and dining plates will be used in student dining area
8. All grocery material should be branded & pre approved by BAJA
9. Minimum guarantee will be the sum of Student & VIP numbers (per day) for breakfast and lunch

**NOTE:**

The vendors have to submit the quotes along with a sample each of these products to be considered for evaluation process.

Taxes, if applicable ( in Rs. )		
Total Value		
Vendor Name		
Vendor Address		
Contact Person Name		
Mobile No.		
Stamp and Signature of Authorized person		

