



# SAEINDIA

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

Date of Release: 27.10.2017

Ref No. : BSI2018 / SOR / 2017-18 / **Print & Publication**

Last date of submitting Quotes: **06.11.2017**

### **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 –BOQ 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 be disqualified.

e) All details are given in the BOQ but if any doubt or issue regarding the BOQ so you 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. Shoaib Sadiq**

Program Manager & HR Lead- BAJA SAEINDIA 2018

Email:- [BACHOOALI.SHOAIB@mahindra.com](mailto:BACHOOALI.SHOAIB@mahindra.com), Mob :- 98335-70803

**Mr. Sameer Vanjare**

OC Member- BAJA SAEINDIA 2018

Email :- [VANJARE.SAMEER@mahindra.com](mailto:VANJARE.SAMEER@mahindra.com), Mob :-73874-49990

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.
- e) Vendor should have outdoor service experience of sports event like BAJA.
- f) Vendor should have experienced manpower.
- g) Execution of work of at least double the bill of quantity/amount.
- h) GST number
- i) last 3 years Balance sheet
- j) At least 3 years of Work experience.

## Annexure – A

### Print & Publication

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#### 1. Appreciation

Sr. No.	Particulars	Qty	Size	Description	Cost
1	OC + EST Appreciation	50	A4	Print on 350gsm paper A4 Wooden Frame 1.5” Individual Name on each certificate Creative Adaptation	
2	Alumni + Program Management Appreciation Frame	50	80mm x 115mm	Print on 350gsm paper A4 Wooden Frame 1.5” Individual Name on each certificate Creative Adaptation	

#### 2. Coffee Table Book, BAJACME, Brochure, Invite & Leaflet Printing etc.

Sr. No.	Particulars	Qty	Size	Description	Cost
1	BAJACME	150 + 350	A4	250gsm Matt Sinar Paper Front Gloss Lamination 5 Colour Offset Printing (Pantone 186C) Creative Adaptation CMYK Proofing & Centre Pinning Open Size : 594mm x 210mm Close Size: 297mm x 210mm	

2	Sponsorship Brochure	200	A4	300gsm Matt Sinar Paper Front Gloss Lamination 5 Color Offset Printing (Pantone 186C) Creative Adaptation CMYK Proofing Center Pinning Open Size : 594mm x 210mm Close Size: 297mm x 210mm	
3	Schedule leaflet	1000	A5	300gsm Matt Sinar Paper Open Size: A4 Close Size : A5 Front Gloss Lamination 5 Color Offset Printing (Pantone 186C) Creative Adaptation CMYK Proofing Center Creasing	
4	Team Name Leaflet	50	A4	300gsm Matt Sinar Paper Open Size: A3 Close Size: A4 Front Gloss Lamination Digital Printing Creative Adaptation Center Creasing	
5	BAJA Invitation Cards With Envelope	1000	A5	300gsm Matt Sinar Paper 5 Color Offset Printing (Pantone 186C) Front & Back Printing Creative Adaptation Envelope 4 color Printing	

7	Regular Print	Per copy	Multiple	Quote for below prints on 300gsm matt Sinar Paper 1. Colour , A4 2. Colour , A3 3. Colour , A2 4. Black and White , A4 5. Black and White , A3 6. Photocopy , A4 7. Photocopy , A3	
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### 3: Miscellaneous

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Cue Card	100	A5	Paper 350gsm Green board Open Size: A4 Close Size: A5 Digital Printing Front Side Matt Lamination Center Creasing Front & Back Printing	

### 4: Certificates

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Participation Certificates to team members	4000	A4	- 350 gsm Sinar Paper - 5 Color Offset Printing(Extra Color Pantone 186C) - CMYF Proofing	

				- Individual Data Feeding Sorting - as per teams in an envelope Creative Design Adaptation -	
2	Appreciation Certificates to judges, volunteers	500	A4		

### 5: Mementoes

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Mementoes for 7 for Chief Guest & Guest of Honour 1 for Outstanding OC Member	8	9in. X 12in.	- - Brass plate plaque with Silver & Matt PU Coating - Name & Design etching & colour fill , Creative adaptation UV print on the plate Plate fixed on 1.5in. MDF Plaque with black matt colour coating with stand and hook at back side	

Taxes, if applicable ( in Rs. )		
Total Value		
Vendor Name		
Vendor Address		
Contact Person Name		
Mobile No.		

Stamp and Signature of Authorized person	
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