



# SAEINDIA

## NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI) / SOR FOR BAJA SAEINDIA 2020

Date of Release: 14-10-19

Ref No. : BSI2020 / SOR / 2019-20 /Event Registration Kit

Last date of submitting Quotes: 23-10-19

### **PREFACE TO VENDORS:**

SAE INDIA's most popular event in student community "BAJA SAEINDIA" has begun with the next edition to be held in 2020. 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 283 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 253 (mBAJA&eBAJA) teams out of these 283 teams, who will fabricate their buggy and come to participate in the main event in early 2020 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,

30% - After Supply of goods / services

30% - After 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 2020**

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 Indore Institute of Technology and Science

Oppo. IIM Indore, Indore Pithampur Road

Rau , Indore-453331. 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. ShoaibSadiq**

Program Manager & HR Lead- BAJA SAEINDIA 2020

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

**Mr. Sameer Vanjare**

OC Member- BAJA SAEINDIA 2020

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

**Mr. Rafiq**

OC Member- BAJA SAEINDIA 2020

Email :- [rafiq.pga@araiindia.com](mailto:rafiq.pga@araiindia.com) , Mob :-9967909239

- 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 atleast double the bill of quantity/amount.  
g) GST number  
h) last 3 years Balance sheet  
i) Atleast 3 years of Work experience.  
j) Last 3 years balance sheet.

## Annexure – A

### Event Registration Kits

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#### 1: OC/SC Identity Card with Lanyard

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Organizing Committee	25	89mm x 125mm	<b>Badge:</b> - Fusion Inkjet Card - PVC Material Gloss Finish - ID Card Designing ( Creative ) - Corner Round Cutting - Front & Back Printing - Four Color Identity Card - Sublimation Printing - Individual Data Feeding on All  <b>CARDS</b> (Photo, Name, Company, 3D Barcode & Blood Group)  - Color Proofing Needed <b>Lanyard:</b> - Nylon 20mm - 32" Length - Buckle Pull Away - Four Color Printing - Front and Back Printing - Metal hook - Lanyard Designing - Sublimation Printing - Color Proofing Needed	
2	Steering Committee	25	89mm x 125mm		
3	EST Committee	20	89mm x 125mm		
4	Alumni Committee	25	89mm x 125mm		
5	VIP	50	89mm x 125mm		
6	SPONSOR	75	89mm x 125mm		As Above

## 2: Participant & Faculty Advisor Identity Card with Lanyard

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Participant	4200	80mm x 115mm	<b>Badge:</b> <ul style="list-style-type: none"> <li>- 300gsm Sinar card Paper</li> <li>- 350 Micron Gloss Coating</li> <li>- ID Card Designing</li> <li>- Corner Round Cutting</li> <li>- Front &amp; Back Printing</li> <li>- Four Color Identity Card</li> <li>- Individual Data Feeding on All CARDS (Photo, Name, College, Team ID &amp; Blood Group)</li> </ul>	
2	Faculty Advisor	200	80mm x 115mm	<ul style="list-style-type: none"> <li>- Color Proofing Needed <b>Lanyard:</b></li> <li>- Red Satin 20mm</li> <li>- 32" Length</li> <li>- White Text Running Printing</li> <li>- Front and Back Printing</li> <li>- Metal hook</li> <li>- Lanyard Designing</li> <li>- Color Proofing Needed</li> </ul>	

3: Miscellaneous Identity Card with Lanyard

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Sponsors	200	85mm x 115mm	<b>Badge:</b> - 300gsm Sinar card Paper - 350 Micron Gloss Coating - ID Card Designing - Corner Round Cutting - Front & Back Printing - Four Color Identity Card - Color Proofing Needed <b>Lanyard:</b> - Blue Satin 20mm - 32" Length - White Text Running Printing - Front and Back Printing - Metal hook - Lanyard Designing - Color Proofing Needed	
2	Guests	400	85mm x 115mm		
3	Media	200	85mm x 115mm		
4	Race Control	50	85mm x 115mm		
5	Volunteers	250	85mm x 115mm		
6	Judges	120	85mm x 115mm		
7	Technical Mentors	65	85mm x 115mm		
8.	Baja Interns	15	85mm x 115mm		
9.	Ebaja coordinators	5	85mm x 115mm		

10	Visitor	2500	65mm x 95mm	<b>Badge:</b> <ul style="list-style-type: none"> <li>- Paper 350gsm Green Board</li> <li>- PVC Pouch No. F</li> <li>- Individual Serial No.</li> <li>- Creative Designing</li> <li>- Front &amp; Back Printing Lanyard:</li> <li>- Blue Lanyard 12mm</li> <li>- White Running Printing</li> <li>- Metal Clip in lanyard</li> </ul>	
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#### 4: Stickers

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Dynamic Events	200	6" x 6"	Avery Vynl Eco Solvent Printing Sharp Pixel Printing Creative Designing 4ups Cutting	
2	Technical Inspection	200	6" x 6"	Avery Vynl Eco Solvent Printing Sharp Pixel Printing Creative Designing 2ups Cutting	
3	Weight	200	3" x 3"	Avery Vynl Eco Solvent Printing Creative Designing Sharp Pixel Printing	
4	BAJA	300	10" x 8"	Avery Vynl Eco Solvent Printing Creative Designing Sharp Pixel Printing	
5	SAEINDIA	300	8" x 6"	Avery Vynl Eco Solvent Printing Creative Designing Sharp Pixel Printing	

6	Car Parking Sticker	50	3" x 3"	Sinar Card Paper Front & Back Printing Creative Designing One Side Gumming	
7	VIP Car Sticker	50	12" x 12"	Avery Vynl Eco Solvent Printing Sharp Pixel Printing Creative Designing Shape Punching	
8	Judges Car Sticker	60	12" x 12"	Avery Vynl Eco Solvent Printing Creative Designing Sharp Pixel Printing Shape Punching	
9	Team	630	12" x 2"	Sticker Sheet Creative Designing Mirror Coat Half Cutting Punching	
10	Tech Inspectors Token	370	5" X 4"	Sinar Card Paper Digital Printing Perforation in 4 ups 350 gsm Individual Team Numbers and Creative Design	
11	Ebaja Technical Stickers	60	6" X 4"	Avery Vynl Eco Solvent Printing Creative Designing Sharp Pixel Printing Shape Punching	

#### 5: Identification Badge

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Alumni Committee	24	3in x 1.5in	<ul style="list-style-type: none"> <li>- 3D PVC BADGES</li> <li>- PVC Resin Paste Grade</li> <li>- Silicon Based</li> <li>- Non Toxic</li> <li>- Creative 3D Designing</li> <li>- Color Matching Samples</li> <li>- Plastic Body Safety Pin 1.5inch</li> <li>- Same design with different Names &amp;</li> </ul>	-
2	EBAJA Coordinators	10	3in x 1.5in		
3	Media	50	3in x 1.5in		
4	Race Control	50	3in x 1.5in		
5	Volunteer	250	3in x 1.5in		
6	Judge	120	3in x 1.5in		
7	Technical Evaluation Judge	70	3in x 1.5in		



8	Team Captain	180	3in x 1.5in	- Colors	
9	Event Captain	25	3in x 1.5in		

**6: Paper Bag, Paper Folder & Notepad**

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Paper Bag for judges	350	A3	Size: 420mm x 297mm Spin: 4.5" Paper: 250gsm gloss sinar 5 Color Offset Printing(Extra Color Pantone 186C) Gloss lamination CMYK Proofing Strong Pasting Creative Design Adaptation	
2	Paper Folder (Single Pouch Pasting) Right Side for <b>judges</b>	150	235mm x 310mm	Open Size: 483mm x 310mm Close Size: 235mm x 310mm Spin: 13mm Paper: 350gsm Green Board 5 Color Offset Printing(Extra Color Pantone 186C) Offset Printing Gloss Lamination CMYK Proofing Creative Design Adaptation	
3	Paper Folder (Two Pouch Pasting) 1: Box Pouch (Right) 2: Normal Pouch (Left) for <b>teams</b>	200	235mm x 310mm	Open Size: 483mm x 310mm Close Size: 235mm x 310mm Spin: 13mm Paper: 350gsm Green Board 5 Color Offset Printing(Extra Color Pantone 186C) Individual College Names on Folder Gloss Lamination CMYK Proofing Creative for Pouch Pouch on 300gsm with good creasing Creative Design Adaptation	

4	Paper Folder (with Punch Clip and Pouch) 1: Plastic Clip on Right 2: Pouch on Left	200	235mm x 310mm	Open Size: 483mm x 310mm Close Size: 235mm x 310mm Spin: 13mm Paper: 350gsm Green Board 5 Color Offset Printing(Extra Color Pantone 186C) Individual Activity Names on Folder Gloss Lamination CMYK Proofing Strong Two Punch Plastic Clip Creative for Pouch Pouch on 300gsm with good creasing Creative Design Adaptation	
5	Notepad	200	A5	20 Leaves Cover : 170gsm Sinar Paper Cover : 4 Color Printing Insert: 70gsm Sunshine Insert: Single Color Printing Perforation on Inserts Top Perfect Binding Creative Design Adaptation	
6	Judges Folder	120	235mm x 310mm	Leather Folder Notepad Pen Pencil Eraser Sharpener	

### 7: Food & Fuel Coupons

Sr. No.	Particulars	Qty	Size	Description	Cost
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1	Food Coupons Teams Booklet	173	290mm x 80mm	250gsm Sinar Paper 25 leaves Punching Perforation Each strip contains 7 coupons 4 color Printing Perfect Binding Cover 210gsm gloss Serial no. on every coupon Creative Designing	
2	Food coupons ( Volunteers ) - Leaves	250	290mm x 80mm	250gsm Sinar Paper 25 leaves Punching Perforation Each strip contains 7 coupons 4 color Printing Cover 210gsm gloss Serial no. on every coupon Creative Designing	
3	Food coupons Eat & Run For Judges & OC	150	A5	250gsm Sinar Paper Punching Perforation Each strip contains 20 coupons 4 color Printing Cover 210gsm gloss Serial no. on every coupon Creative Designing	
4	Breakfast Coupons For Volunteers	200	A5	250gsm Sinar Paper Punching Perforation Each strip contains 20 coupons 4 color Printing Cover 210gsm gloss Serial no. on every coupon Creative Designing	
5	Fuel Cheque Book	173	211mm x 80mm	250gsm Sinar Paper Punching Perforation Each book contains 11 leaves 4 color Printing Cover 210gsm gloss Individual Data on every coupon Perfect Binding Creative Designing	

6	Extra Fuel Cheques	100	211mm x 80mm	250gsm Sinar Paper Punching Perforation 4 color Printing Cover 210gsm gloss Individual Data on every coupon Creative Designing	
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8: Miscellaneous

Sr. No.	Particulars	Qty	Size	Description	Cost
1	Baja Registration Form Booklet For Visitors and Guests	30	A4	Paper 80gsm Sunshine 100 Leaves Single Color Printing Cover Matt Lamination Perforation & Top Binding	
2	Judges Taxi Card	50	A6	350gsm green board Open Size: A5 Close Size: A6 Digital Printing Front & Back Printing Center Creasing Front Matt Lamination	
3	Envelope A4 For team certificates	200	A4	Printing on Envelope Single Color Printing Green 120gsm Paper with Inside Gloss lamination	
5	Envelope A3	200	A3	Printing on Envelope Single Color Printing Green 120gsm Paper with Inside Gloss lamination	

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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	