



NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI) / SOR FOR Virtual BAJA SAEINDIA 2019

Date of Release: 13th June'19

Ref No. : BSI2019 / SOR / 2019-20 / **Print & Publication**

Last date of submitting Quotes: 21st June'19 EOD

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 are expecting 375 teams to register for the event. Due to certain limitations with respect to the event management, we conduct Virtual BAJA, a preliminary design round to filter out 250 (mBAJA & eBAJA) teams out of these 375 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 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.



SAEINDIA
Society of Automotive Engineers INDIA

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 Chandigarh by 5th July'2019 at Chitkara University, Rajpura Campus, Punjab

6) SUBMISSION OF QUOTES [QUOTATION] a) Quotes should contain the following documents to be submitted in soft copy i) PRICE QUOTE - Duly filled priced quote using **ANNEXURE A –SOR FOR Virtual BAJA SAEINDIA 2019**

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 Science and Technology |

Oppo. IIM Indore

Pithampur Road

Rau Madhya Pradesh-453331

Kind Attn: Mr Balraj S

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.

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 2019

Email:- BACHOOALI.SHOAIB@mahindra.com, Mob :- 98335-70803

Mr. Sameer Vanjare



SAEINDIA
Society of Automotive Engineers INDIA

OC Member- BAJA SAEINDIA 2019

Email :- 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

Date of Release: 12th June'19

Ref No. : BSI2019 / SOR / 2019-20 / Print & Publication

Last date of submitting Quotes: 21st June'19 EOD

*Quantity is indicative, and payment will be done for actual consumption

Sr. No.	Particulars	BOQ Qty	Specifications	Rate per Qty	Total Rate
1	A3 PaperBag	250	Size: 420mm x 297mm Spin: 4.5" Paper: 250gsm gloss sinar 5 Color Offset Printing(Extra Color Pantone 186C) Gloss lamination CMYK Proofing (Individual Color Sheets Need to be sent to Mahindra & Mahindra Ltd., Kandivali for proofing) Strong Pasting Creative Design Adaptation		
2	A4 PaperFolder Judges & Scoring with Clips	200	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 (Individual Color Sheets Need to be sent to Mahindra & Mahindra Ltd., Kandivali for proofing) Strong Two Punch Plastic Clip Creative for Pouch Pouch on 300gsm with good creasing Creative Design Adaptation		



SAEINDIA
Society of Automotive Engineers INDIA

3	A4 File Folder Students with Additional Pockets	400	<p>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 (Individual Color Sheets Need to be sent to Mahindra & Mahindra Ltd., Kandivali for proofing) Creative Design Adaptation</p>		
4	Participation Certificate	10000	<p>350 gsm Sinar Paper 5 Color Offset Printing(Extra Color Pantone 186C) CMYF Proofing Individual Data Feeding Sorting 350 gsm Sinar Paper 5 Color Offset Printing(Extra Color Pantone 186C) CMYF Proofing (Individual Color Sheets Need to be sent to Mahindra & Mahindra Ltd., Kandivali for proofing) Individual Data Feeding Sorting as per teams in an envelope Creative Design Adaptation White Names Printing, If Background is Dark for Certificate</p>		
5	Appreciation Certificate	300	<p>350 gsm Sinar Paper 5 Color Offset Printing(Extra Color Pantone 186C) CMYF Proofing Individual Data Feeding Sorting 350 gsm Sinar Paper 5 Color Offset Printing(Extra Color Pantone 186C) CMYF Proofing (Individual Color Sheets Need to be sent to Mahindra & Mahindra Ltd., Kandivali for proofing) Individual Data Feeding Sorting as per teams in an envelope Creative Design Adaptation White Names Printing, If Background is Dark for Certificate</p>		
6	A4 White Envelope with Printing (Certificates) - 100 GSM with Gumming	500	<p>Printing on Envelope Single Color Printing Green 120gsm Paper with Inside Gloss lamination</p>		
7	College Name Sticker 3 sets	1200	<p>Sticker Sheet Creative Designing Mirror Coat Half Cutting Punching 12in x 2in</p>		



SAEINDIA
Society of Automotive Engineers INDIA

8	Cue Cards	50	<p>Paper 350gsm Green board Open Size: A4 Close Size: A5 Digital Printing Front Side Matt Lamination Center Creasing Front & Back Printing</p>		
9	Standee	6	<p>HP Non tereable Print on 3M Media Prefect quality with 4pass printing 3ft x 6ft Roll up Standee</p>		
10	OC ID Cards / Alumni /EST /Faculty Leads	100	<p>89mm x 125mm Badge: Fusion Inkjet Card PVC Material Gloss Finish</p>		
11	Judges ID/ Student Lead/Volunteers Cards with Lanyard	225	<p>ID Card Designing (Creative) Corner Round Cutting Front & Back Printing Four Color Identity Card Sublimation Printing</p>		
12	Students ID Cards & Lanyards with Individual Data Entry with Photo	2500	<p>Individual Data Feeding on All CARDS (Photo, Name, Company, 3D Barcode & Blood Group)</p> <p>Color Proofing Needed Lanyard: Nylon 20mm 32" Length Buckle Pull Away Four Color Printing</p>		
13	Students ID Blank with Lanyards	100	<p>Front and Back Printing Metal hook Lanyard Designing Sublimation Printing Color Proofing Needed</p>		



SAEINDIA
Society of Automotive Engineers INDIA

14	Tags Sunboards A4 Size (Time Indicators for Presentation)	60	A4 Sunboard HP 3M vynl Four Color Printing 5 Pass Matt Lamination 5mm sunboard		
15	Baja Newsletter Printing - BAJACME	750	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		
16	Baja A3 Posters with Top Bottom Strip Gumming	3000	170gsm Matt Sinar Paper Size: A3 5 Color Offset Printing (Pantone 186C) Creative Adaptation CMYK Proofing Aqua Warnish Top Bottom Strip Gumming		
17	Momentoes for Volunteers/Alumni Pendrive with wrapping & Branding	200	Momento: Speaker Specifications Bluetooth: v4.2 Bluetooth range: up tp 10M Voltage: DC 5V Play Time: 8 to 10hrs Charging Time: 2 to 3hrs Speaker: 5W Frequency: 280hz to 16Khz Design: Luxury and Attractive Connection: Bluetooth, AUX Additional Function: Conference call speaker with Mic Pendrive for alumni Ferrari metal Pendrive 32 GB		



SAEINDIA
Society of Automotive Engineers INDIA

18	Score Sheet Printing	850	A4 Four Color Printing Different Color for every sheet 120 gsm paper Creative adaption		
19	Judges/OC welcome letter & schedule	100	A4 Four Color Printing 120 gsm paper Creative adaption		
20	Students welcome letter/ Guidelines / Schedule / Information Leaflet	400	A4 B/W Printing 120 gsm paper Creative adaption		
21	Momento for College Organizers / Alumni	50	Brass plate plaque with Silver & Matt PU Coating Name & Design etching & colour fill , Creative adaption Plate fixed on 1.5in. MDF Plaque with black matt colour coating with stand and hook at back side		
22	Momento for College	1	Silver Metal Tray with Reverse Itching Silver Matt PU Coating 1.5in Frame Brown metal with gold lining 1.5in Mount border on all sides of Frame		
23	Momento for convener / co convener	2	Brass plate plaque with Silver & Matt PU Coating Name & Design etching & colour fill , Creative adaption Plate fixed on 1.5in. MDF Plaque with black matt colour coating with stand and hook at back side		
24	Momento for Chief Coordinator / Chief Student Co-ordinator	2	Brass plate plaque with Silver & Matt PU Coating Name & Design etching & colour fill , Creative adaption Plate fixed on 1.5in. MDF Plaque with black matt colour coating with stand and hook at back side		



SAEINDIA
Society of Automotive Engineers INDIA

25	Notebook	300	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	
----	----------	-----	---	--

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