



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

Date of Release: 2<sup>nd</sup> July 2018

Ref No. : BSI2018 / SOR / 2018-19 / **Print & Publication**

Last date of submitting Quotes: 5th July 2018

### **PREFACE TO VENDORS:**

SAE INDIA's most popular event in student community "BAJA SAEINDIA" has begun with the next edition to be held in 2019. 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 360 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 360 teams, who will fabricate their buggy and come to participate in the main event in early 2019 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% - After 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**, Delivery period / dates have been mentioned in the Annexure – A.

### 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 2018**

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

b) Quotes to be addressed in the name of “|SAEINDIA | No.1/17 Ceebros Arcade | 2nd Floor |Kasturba Nagar | Adyar | Chennai 600020”

- 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  
VijayNagar , 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

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| <b>Sr. No.</b> | <b>Particulars</b>   | <b>Qty</b> | <b>Rate</b> |
|----------------|--|------------|-------------|
| 1              | A3 PaperBag  | 200        |             |
| 2              | A4 PaperFolder Judges with Clips                                       | 200        |             |
| 3              | A4 File Folder Students with Additional Pockets                        | 400        |             |
| 4              | Participation Certificate  | 10000      |             |
| 5              | Appreciation Certificate   | 300        |             |
| 6              | A4 White Envelope with Printing (Certificates ) - 100 GSM with Gumming | 500        |             |
| 7              | College Name Sticker 3 sets  | 1200       |             |
| 8              | Cue Cards  | 50         |             |
| 9              | OC ID Cards / Alumni /EST /Faculty Leads                               | 75         |             |
| 10             | Judges ID/ Student Lead Cards with Lanyard                             | 110        |             |
| 11             | Students ID Cards & Lanyards with Individual Data Entry with Photo     | 2300       |             |
| 12             | Students ID Blank with Lanyards  | 100        |             |

|    |  |      |  |
|----|--|------|--|
| 13 | Tags Sunboards A4 Size (Time Indicators for Presentation)            | 60   |  |
| 14 | Baja Newsletter Printing - BAJACME                                   | 500  |  |
| 15 | Baja A3 Posters with Top Bottom Strip Gumming                        | 3000 |  |
| 16 | Momentoes for Volunteers/Alumni Pendrive with wrapping & Branding    | 150  |  |
| 17 | Score Sheet Printing   | 850  |  |
| 18 | Judges welcome letter & schedule                                     | 100  |  |
| 19 | Students welcome letter/ Guidelines / Schedule / Information Leaflet | 400  |  |
| 20 | Momento for College Organizers / Alumni                              | 30   |  |
| 21 | Momento for College  | 1    |  |
| 22 | Momento for convener / co convener                                   | 2    |  |
| 23 | Momento for Chief Coordinator / Chief Student Co-ordinator           | 2    |  |
| 24 | Notebook   | 200  |  |

|                               |  |  |
|-------------------------------|--|--|
| Taxes, if applicable (in Rs.) |  |  |
| Total Value                   |  |  |
| Vendor Name                   |  |  |
| Vendor Address                |  |  |

|  |  |
|--|--|
|  |  |
|  |  |
| Contact Person Name                      |  |
| Mobile No.                               |  |
| Stamp and Signature of Authorized person |  |