



# SAEINDIA

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

Date of Release: 12-10-2018

Ref No. : BSI2019 / SOR / 2018-19 /Housekeeping & Security

Last date of submitting Quotes: 25-10-2018

### **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 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 254 (mBAJA & eBAJA) teams out of these 363 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, State and/or Central 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 at NATRiP, Pithampur, M.P. 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 2019**

- ii) SUPPORTIND DOCUMENTS (Product Catalogues, Site Layouts, 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 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. SAGAR BENDRE**

**Organizing Committee Member – BAJA SAEINDIA 2019**

Email ; [sagar.bendre@natrip.in](mailto:sagar.bendre@natrip.in) Mobile : +91 7489139496

- 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 MSME registration.  
e) Vendor should have outdoor service experience of sports event like BAJA amounting 5 Lakh+.  
f) Vendor should have experienced manpower.  
g) Execution of work of atleast double the bill of quantity/amount.  
h) Service tax number  
i) last 3 years Balance sheet  
j) Atleast 3 years of Work experience.  
k) Vendor Should be registered from MSME.  
l) Vendor Should submit venue specific license for security services.

# Annexure – A

## Housekeeping & Security

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S. No.	Detail of Manpower	Nos.	Days	Rate	Total
<b>1</b>	<b>Security</b>				
1.1	Trained Guards in Day shift of 12 hrs. Each.	30	5		
1.2	Guards in night shift	15	5		
1.3	Supervisor 2 shift of 12 hrs. Each.	5	5		
1.4	Patrolling Guards on Bike in 2 Shifts	2	5		
1.5	Gunman in night shift of 12 Hr. each.	5	5		
1.6	Ceremonial guards (Placement will be informed)	2	2		
1.7	Guards during post event time in shift of 12 Hrs each	10	1		
1.8	Bouncers during DJ night	10	1		
1.9	Bouncer during endurance	10	1		
<b>2</b>	<b>House keeping</b>				
2.1	Male Sweepers equipped with all toilet cleaning for Male Toilet	10	5		
2.2	Male Sweepers with well dressed in VIP toilet available from 8 AM to 8 PM	2	5		
2.3	Female Sweepers equipped with all toilet cleaning for female Toilet	2	5		
2.4	House keepers	50	5		
2.5	Housekeeping supervisor	5	5		
2.6	Dust Been garbage drum (Cleaning and replace)	30	5		
2.7	One pressure jet washing	1	4		
2.8	one vacuum cleaner	1	4		
2.9	Dust been SS	15	5		
3	Dust been (Feelp type)	10	5		
3.1	Housekeeping Consumables (Phenyl, Soap etc.)	As per actual		As per actual	
3.2	Food & beverages charges for total deployment	Per plate cost to be given			

Taxes, if applicable ( in Rs. )	
Total Value	

Vendor Name	
Vendor Address	
Contact Person Name	
Mobile No.	
Stamp and Signature of Authorized person	