



# 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 /Trophy

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 363 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, 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 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 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. Shoaib Sadiq**

Program Manager & HR Lead- BAJA SAEINDIA 2019

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

**Mr. Sameer Vanjare**

OC Member- BAJA SAEINDIA 2019

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.
- d) BAJA Organizing Committee has rights to apply penalty in case of any discrepancy in services/goods.

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

# Annexure – A

## Trophy

**Date of Release: 12-10-2018**

**Ref. No. : BSI2019 / SOR / 2018-19 / Trophy**

**Last date of submitting Quotes: 25-10-2018**

Sr. No.	Particulars	Details	Qty	Delivery Date	Cost
1	Trophy ( Winner )	<p>Trophy design to be submitted based on below inclusions:</p> <ul style="list-style-type: none"> <li>Trophy height to be at least of 12 in.</li> <li>Should contain BAJA Logo</li> <li>Should have space for sponsor logo &amp; Award name written.</li> <li>All logo &amp; Content will be digitally printed</li> </ul>	2 Nos.	23 <sup>th</sup> Jan 2019	
2	Trophy ( Runner up)	<p>Trophy design to be submitted based on below inclusions:</p> <ul style="list-style-type: none"> <li>Trophy height to be at least of 10 in.</li> <li>Should contain BAJA Logo</li> <li>Should have space for sponsor logo &amp; Award name written.</li> <li>All logo &amp; Content will be digitally printed</li> </ul>	2 Nos	23 <sup>th</sup> Jan 2019	
3	Trophy ( Events )	<p>Trophy design to be submitted based on below inclusions:</p> <ul style="list-style-type: none"> <li>Trophy height to be at least of 8 in.</li> <li>Should contain BAJA Logo</li> <li>Should have space for sponsor logo &amp; Award name written.</li> <li>All logo &amp; Content will be digitally printed</li> </ul>	41 Nos	23 <sup>th</sup> Jan 2019	

Taxes, if applicable ( in Rs. )		
Total Value		
Vendor Name		
Vendor Address		
Contact Person Name		
Mobile No.		
Stamp and Signature of Authorized person		
Additional Terms of quote	<p>NOTE:</p> <ul style="list-style-type: none"> <li>• <b>Design of the trophy should be initially submitted by the vendor, in soft copy, before submitting their quote.</b> Thereafter, all the vendors would quote for the same selected design. The material used for making above trophies should be of best quality of material and having excellent finish which can be preserved for a long time. The branding of sponsors and organizers are to be made by top quality digital printer. The trophies are to be supplied in individual cases/boxes with adequate protective coating to prevent it from any damage during transit.</li> <li>• The Trophies shall be delivered at the event site by hand delivery or courier.</li> <li>• Design submission on Soft form is allowed .</li> </ul>	