



# SAEINDIA

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

Date of Release: 04-02-2020

Ref No. : BSI2020 / SOR / 2019-20 / Video Drone & Live Telecast

Last date of submitting Quotes: 18-02-2020

### **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 282 registrations including mBAJA & eBAJA. 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, who will fabricate their buggy and come to participate in the main event in early 2020 at NATRIP, Pithampur & in Punjab.

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 Chitkara University, Rajpura Road, Punjab. 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, Site Lay-out, 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 Chitkara University,  
Chandigarh-Patiala National Highway (NH- 64), Village, Jansla,  
Rajpura, Punjab 140401

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 Mohit Bohare**

**Organizing Committee Member – BAJA SAEINDIA 2020**

Email : - saeindia\_indore@saeindia.org

Mobile : +91 7566547424

- 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 at least one backup vehicle in every category.  
e) All vehicles to be registered in taxi quota.  
f) Drivers should be well dressed and behave properly with guests.  
g) Water bottle and newspaper should be available in vehicle.  
h) Route map (Google map print) should be on every taxi for ex. Hotel to BAJA Site or Airport to Hotel/BAJA Site  
i) Vehicle to be properly cleaned inside and outside. Penalty will be applied if objection received from guests.  
j) Supervisor/coordinator to be deputed exclusively for managing the all requirements at Source to destination  
k) Execution of work of at least double the bill of quantity/amount.  
l) GST number  
m) last 3 years Balance sheet.  
n) Atleast 3 years of Work experience.

## Annexure – A

**Date of Release: 04.02.2020**

**Ref No. : BSI2020 / SOR / 2019-20 / Videography & Live Event**

**Last date of submitting quotes: 18.02.2020**

| Videography |   |  |     |   |      |
|-------------|---|--|-----|---|------|
| Sr. No.     | Particulars   | Day/ Date  | Qty | Remarks   | Cost |
| 1           | Jimmy Jib with PD 170 Camera & Online Mixer   | 5 <sup>th</sup> March, 2020  | 1   | Setup & Testing   |      |
| 2           | Professional Videographer @ BAJA Site   | 5 <sup>th</sup> to 7 <sup>th</sup> March 2020  | 3   | Fixed/ Floating Cameras                                       |      |
| 3           | Jimmy Jib with PD 170 Camera & 4 Online Mixer with Live Feed on LED Screen                    | 7 <sup>th</sup> March, 2020 (Setup and Testing) and Main event on 8 <sup>th</sup> March 2020 | 4   | At different locations on BAJA Site                           |      |
| 4           | Optical Cable of Sufficient Measure   |  | -   | Sufficient Length to reach at all the needed points           |      |
| 5           | UPS   |  | 1   | Sufficient Power to run Live Webcast System for 1 hour        |      |
| 6           | High Quality 30 Sec., 3 minutes and 30 minutes Promotional Video of BAJA SAEINDIA 2020 event. | After the Event, within 2 weeks  | 1   | Team to work with BAJA SAEINDIA PR Team to finalize the Video |      |
| 7           | Soft Data of Overall Coverage in a Hard Drive   | After the Event, within 2 weeks  | 1   | Individual videos (edited) for all the sub events             |      |
| Drone       |   |  |     |   |      |

|   |   |                            |   |   |  |
|---|---|----------------------------|---|---|--|
| 1 | Arial Filming for 4 hours<br>Endurance Race – Drones                      | 8 <sup>th</sup> March 2020 | 2 | -Feed from the Drones to<br>be given to the<br>Online Mixer in<br>Real Time for YouTube<br>Live Streaming   |  |
| 2 | Mixing & Editing  | 8 <sup>th</sup> March 2020 |   | Audio and Video Mixer<br>Setup to mix Camera<br>feeds and pre-recorded<br>digital feeds from Drone<br>and/or moving cameras<br>capturing stock footage of<br>the event day<br>Editing and playback suite<br>for event day |  |
| 3 | Complete Footage to be<br>handed over to BAJA<br>SAEINDIA in a Hard Drive | -                          | - | Maximum 15 Days<br>after event.   |  |

### Live Telecast

| S. No. | Particulars   | Day/ Date                  | Remarks   | Cost (in Rs.) |
|--------|---|----------------------------|---|---------------|
| 1      | Live Webcast for 4 hour<br>Endurance Race and 3<br>hour Valedictory<br>Function. Live Streaming<br>on Specific server online<br>& also through You-Tube<br>Link | 8 <sup>th</sup> March 2020 | Setup for Live Webcast on<br>YouTube for One Event Day<br>[ Including Testing ] |               |

|                               |  |
|-------------------------------|--|
| Taxes, if applicable (in Rs.) |  |
|-------------------------------|--|

|  |  |
|--|--|
| Total Value                              |  |
| Vendor Name                              |  |
| Vendor Address                           |  |
|  |  |
|  |  |
| Contact Person Name                      |  |
| Mobile No.                               |  |
| Stamp and Signature of Authorized person |  |

|                |  |
|----------------|--|
| Penalty Clause | <p>For the operating hours on the event day of 4 hours, in case of failure to provide services even for a minimum period of 10 minutes, penalty of amount (in Rs.) equivalent of one full day, or part thereof, will be applicable on the vendor. If Deliverables are not submitted in given time frame to SAEINDIA Indore Office, Penalty will be applied as per OC discretion.</p> |
|----------------|--|