



## NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI) / SOR FOR BAJA SAEINDIA 2021

Date of Release: 18-04-2021

Ref No. : BSI2021 / SOR / 2020-21 / **Valedictory Event**

Last date of submitting Quotes: 22-04-2021

### **PREFACE TO VENDORS:**

SAE INDIA's most popular event in student community "BAJA SAEINDIA" has begun with the next edition to be held in 2021. As the event is growing year on year, there has been a lot of interest shown by new engineering colleges. This year considering global pandemic, we had decided to go for online event. We have got 200 registrations including eBAJA who will participate in the main event in early 2021.

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 EVENT MANAGEMENT OF VALEDICTORY FUNCTION**

a) The vendor agrees to provide coverage of the Valedictory BAJA event on his/her platform that is available for 5000 participants and 30 speakers logins and Live Streaming on multiple social media like Youtube, Facebook, etc

b) Vendor shall also organize a professional EMCEE for the event who will lead the Valedictory function and prize distribution as per the below flow of the event

All Guests Virtually arrive at the Dias. Introduction of all guests
Felicitation of Chief Guest & Guest of Honor
Felicitation of other guests
Welcome address
Introduction of the Guest of Honor
Address by Guest of Honor
Felicitation of Convener, Jt .Convener and Co-conveners

Introduction of the Chief Guest
Address by Chief Guest
Prize Distribution for Static Events followed by Overall Static Event Winner
Prize Distribution for Dynamic Events followed by Overall Dynamic Event Winner
Felicitation of All Alumni Members
Declaration of Best OC Member
Announcement of BAJA SAEINDIA 2022
Announcement of overall winners for eBaja & mBaja
Vote of Thanks by Convener, BAJA SAEINDIA
Dispersal

c) The quote should include all the details and product description (if applicable) of the services 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 services offered should be of utmost quality as per industrial practices and should not be compromised for any reason.

b) All the media coverages 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 services 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 :

- Advance of Basic price if required be @25%
- Second payment of Basic Price on supply of materials/completion of service 50%(advance 25% Plus in this stage another 50% making a total of 75% of dues)
- Final payment of Basic Price on successful completion& certification of supply/work.
- However the GST portion will be paid only UPON showing of proof of Vendor's GST portal /remittance for effecting this portion
- TDS will have to be deducted as per prevailing rate at the time of Invoicing.

- 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 (Chandigarh), 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 2021***

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;

**Mr. Praveen Satsangi**

Flat no. 310 High Street Apartment  
Omaxe City II Mangliya Indore Bypass Road  
Indore-453771. Madhya Pradesh.

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:

**Shoaib Sadiq**

Program Manager - BAJA SAEINDIA 2021

Email:- [SADIQ.SHOAIB@mahindra.com](mailto:SADIQ.SHOAIB@mahindra.com) , Mob :- 9833570803

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) 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 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**

**Valedictory Event**

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Last date of submitting Quotes: 22.04.2021

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