NOTICE FOR INVITING
EXPRESSION OF INTEREST (EOI) / SOR FOR
BAJA SAEINDIA 2017

Date of Release: 26.12.2016
Ref No. : BSI2017 / SOR / 2016-17 / Videography
Last date of submitting quotes: 10.01.2017

PREFACE TO VENDORS:

SAE INDIA's most popular event in student community "BAJA SAEINDIA" has begun with the next edition to be held in 2017. 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 413 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 150 mBAJA teams & 35 eBAJA teams out of these 413 teams, who will fabricate their buggy and come to participate in the main event in early 2017 at NATRiP, Pithampur in Western India.

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,
50% - 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 at NATRiP, Pithampur, M.P. Delivery period / dates have been mentioned in the Annexure – A.

6) SUBMISSION OF QUOTES [QUATATION]

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 BAJA SAEINDIA 2017***
   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 Prestige Institute of Engineering & Science
Scheme No. 74 C Sector D
Vijay Nagar, Indore-452010. Madhya Pradesh.
Kind Attn: Praveen Satsangi

d) Duly Attested and stamped copy [**Scanned PDF**] to be sent to tenders.bajasaeindia@gmail.com . With Ref Code mentioned in the Subject Line.

7) GRIEVANCE RESOLUTION

a) Any grievances or clarifications required by the vendors will be resolved by the below appointed Organizing Committee Member :

NITISH P. S.
Co-Convener & Program manager – BAJA SAEINDIA 2017
Deputy Manager – Mahindra & Mahindra Ltd.
Email: ps.nitish@mahindra.com Mobile: +91 81084 95695

ABHIJEET SANCHAWAT
Organizing Committee Member – BAJA SAEINDIA 2017
Email: abhijeet.1101@gmail.com Mobile: +91 8149416748

b) Vendors are requested to get all their doubts clarified before submitting their quote to BAJA SAEINDIA.

8) VENDOR QUALIFICATION:

a) Vendor should have executed the quoted activities in 5 National Level Events.
b) Vendor should have a professional experience of the task quoted
c) Vendor should resolve all ambiguities / queries before quoting.

9) 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.

Annexure – A

Videography

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Sr. No.	Particulars	Day/ Date	Qty	Remarks	Cost
1	Jimmy Jib with PD 170 Camera & Online Mixer	-1 / 15th Feb 17	1	Setup & Testing	
2	Professional Videographer @ BAJA Site	0 / 16th Feb 17	3	Fixed/ Floating Cameras	
3	Jimmy Jib with PD 170 Camera & Online Mixer		1		
4	Professional Videographer @ BAJA Site	1 / 17th Feb 17	2	Fixed/ Floating	
5	Jimmy Jib with PD 170 Camera & Online Mixer		1		
6	Professional Videographer @ BAJA Site	2 / 18th Feb 17	3	Fixed/ Floating	
7	Jimmy Jib with PD 170 Camera & Online Mixer		1		
8	Jimmy Jib with PD 170 Camera & 4 Online Mixer with Live Feed on LED Screen 42ft x 12ft		4	Setup & Testing on different locations	
10	Professional Videographer @ BAJA Site	3 / 19th Feb 17	6	Fixed/ Floating	
11	Jimmy Jib with PD 170 Camera & 4 Online Mixer with Live Feed on LED Screen 42ft x 12ft		5		
12	Optical Cable of Sufficient Measure		-	Sufficient Length to reach at all the needed points, mixers and also feed for Live Telecast	
13	UPS		1	Sufficient Power to run Live Webcast System for 1 hour	
14	High Quality 3 minutes Promotional Video of BAJA SAEINDIA	After the Event, within 4 weeks	1	Team to work with BAJA SAEINDIA PR Team to finalize the Video	
15	Soft Data of Overall Coverage in a Hard Drive	After the Event, within 4 weeks	1	Individual videos (edited) for all the sub events	

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

Penalty Clause	For the operating hours on the event days of 6-8 hours per day, in case of failure to provide services even for a minimum period of 15 minutes, penalty of amount (in Rs.) equivalent of one hour, or part thereof, will be applicable on the vendor.