

Dear Sir,

Sub: "Invitation Quotation for Appointment of Service Agency for Conducting Regional level RRC Quiz Competition Program for MSACS 2022-23"

- 1) We are invited to submit your most competitive Quotation for Appointment of Service Agency for Conducting Regional level RRC Quiz Competition Program for MSACS 2022-23.

**Specification**

Sr. No.	Particular
1	Hall Rent
2	Food
3	Stage/ dye / LED Screen/ Sound / Mice / Laptop
4	Hall decoration With Standly/ Trophy/
5	Memento/Stationary/ Batches/ Identity card/File Folder 1. Quiz Master 2. Photo & Video Recording 3. Live streaming on YouTube Facebook channel 4. Design Charges Backdrop, Standlies, certificate etc 5. Transportation &Labour 6. Arrangement of accommodation ( for NACO official 2 Person, SACS official 2 Person etc.)

- 2) **Bid Price :**
- The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
  - All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
  - The prices shall be quoted in Indian Rupee- only.

- 3) **Validity of Quotation:**  
Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

- 4) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

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- 5) **Evaluation of Quotations:**  
The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which
- are properly signed; and
  - conform to the terms and conditions and specifications.
- The quotations would be evaluated for all the items together / would be evaluated separately for each item.
- 6) Following documents should be attached along with the quotation while submission:
- Signed inquiry format
  - Pan card
  - Addhar Card.
  - GST Registration

- 7) **Award of Contract:**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

  - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - 7.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8) **Payment shall be made after submitting the bill on completion of work.**
- 9) **You are requested to provide your offer latest by 04-12-2022 up to 3.00 p.m.**
- 10) **Quotations will be open in the presence of the bidders or their representative who choose to attend 3.30 pm on 04-12-2022 in the office of the MSACS.**
- 11) **We look forward to receiving your quotations and thank you for your interest in this project.**

**Join Director IEC  
MSACS**

**Assistant Director Procurement  
MSACS**



Date :-

To,  
The Project Director  
Maharashtra AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Over bridge,  
Wadala (W), Mumbai – 400 031.

**Sub: “Invitation Quotation for Appointment of Service Agency for Conducting Regional level RRC Quiz Competition Program for MSACS 2022-23”**

Ref :- Your inquiry no. \_\_\_\_\_ date \_\_\_\_\_

**Quotation**

Sr. No.	Particular	Amount
1	Hall Rent	
2	Food	
3	Stage/ dye / LED Screen/ Sound / Mice / Laptop	
4	Hall decoration With Standly/ Trophy/	
5	Memento/Stationary/ Batches/ Identity card/File Folder 7. Quiz Master 8. Photo & Video Recording 9. Live streaming on YouTube Facebook channel 10. Design Charges Backdrop, Standlies, certificate etc 11. Transportation &Labour 12. Arrangement of accommodation ( for NACO official, SACS official etc.)	
	<b>Amount</b>	
	<b>GST</b>	
	<b>Total Amount</b>	

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. \_\_\_\_\_ (amount in figures) Rupees- \_\_\_\_\_ (amount in words).

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of supplier**

**Signature of supplier**

**Note: on your letterhead**