



BAIF Institute for Sustainable Livelihoods and Development
Adivasi Talim Sankul, Kaprada, Tal. Kaprada, Valsad, Gujarat - 396065
Tel.: 02633 220025

INVITATION FOR QUOTATION

To _____

Date: 22-01-2019

Dear Sir,

Sub: **INVITATION FOR QUOTATION FOR** "Creeper vegetable cultivation materials".

You are invited to submit your most competitive quotation for the following product:

Brief description of the product	Specifications	Unit	Quantity	Delivery period	Place of delivery
Tata Wiron Ayush Galvanized Iron Wire	Tata Ayush wire 2 mm (14 gauge), blue coating & Ayush mark 50 kg bundle	kg	9000	Within 7 days	BAIF Kaprada campus
Tata Wiron Ayush Galvanized Iron Wire	Tata Ayush wire 1.6 mm (16 gauge), blue coating & Ayush mark 50 kg bundle	kg	6400		
Nylon twine (Black wire)	For vegetable mandap 1 kg bundle	kg	3500		
Jute twine (Resha dori)	Fresh material 1 kg set	kg	3300		
Dambar (coal tar)	Black Japan (A grade) 1 lit pack	litre	208		

Note: Quantity of materials may change.

Detailed Description of the Product: As above.

1. Quoted Price:

- The offer shall be for full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- The party shall quote for goods / services in the format of quotation attached.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- The rates quoted by the party shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- Delivery and transportation at party's cost.
- The prices shall be quoted in Indian Rupees only.

Handwritten signature



- g. 2. Each party must submit only one **SEALED** quotation. Party shall not contact other parties in matters relating to this quotation.

3. Validity of Quotation

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

4. Evaluation of Quotations

- BAIF will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms & conditions and specifications.
- The evaluation would be done for all the goods / services put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly.
- List of similar works undertaken with details of clients etc. if any should be provided.
- Contract will be awarded to the responsive party/ies based on technical cum commercial grounds.

5. Award of contract

- The contract will be awarded to the party/ies whose quotation has been determined to be substantially responsive and technical specifications and commercial terms suit best to requirement. BAIF, prior to the expiration of the quotation validity period, will notify the party/ies whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order or Work Order. Quotations shall include GST & PAN numbers.
- Notwithstanding the above, BAIF reserves the right to accept or reject any quotation and to cancel the procurement process and reject all quotations at any time prior to the award of the contract.
- Rate contract can be entered into for subsequent procurement. Order may be given partially & in multiple slabs.

6. Normal commercial guarantee / warranty shall be applicable to the supplied goods.

7. Payment terms: After delivery within **15 days by cheque** / electronic transfer on receipt of invoice.

8. Queries pertaining to specifications and scope, if any, may be clarified by contacting the undersigned during office hours.

9. You are requested to provide your offer **on or before 29th January 2019** in the name of **BAIF, Gujarat** only at the above address. Superscribe subject on envelope.

10. We look forward to receiving your quotations and thank you for your interest in this project

BAIF Institute for Sustainable Livelihoods and Development

(To be printed on letterhead / entered in printed quotation / proforma invoice / entered in this format with detailed stamp / seal)

Quotation no.:

Date:

To

The Addl. Chief Programme Executive

BAIF

Gujarat

Quotation for _____

Sr. No.	Description of goods	Specifications & scope	Unit	Qty	Quoted unit price (Rs.)	Total Amount (Rs.) (A)	GST (___%) (Rs.) (B)	Other taxes/packing/installation charges / Discount (Rs.) (C)	Transportation (Rs.) (D)	Gross Amount (Rs.) (A+B+C+D)
1										
2										
3										
4										
5										
	Total									

Terms and Conditions:

1. Warranty / Expiry :
2. Terms of payment :
3. Delivery of material within :
4. Delivery at :
5. Validity of quotation :
6. License (if applicable) (Enclose copy):
7. GST registration no. (Enclose copy) : _____
8. Permanent Account Number (Enclose copy): _____

Sign & stamp of firm