



**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT
BAIF VRINDAVAN CAMPUS, LACHHAKADI, PO GANGPUR, TAL. VANSDA,
NAVSARI - 396580
Tel.: 02630 244005**

INVITATION FOR QUOTATION

To

Date: 19/07/2017

Dear Sir / Ma'am,

Sub : **INVITATION FOR QUOTATION FOR "Fertilizer"**

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

Brief Description of the Product	Specifications	Quantity	Delivery Period	Place of Delivery
Fertilizer	RCF Suphala (15:15:15) IPL 16:16:16	3400 bags (50 kg) 3400 bags (50 kg)	1 week	Waghai

Detailed Description of the Product:

As above.

1. Quoted Price:

- The contract 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.

2. Each party must submit only one 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

- a. 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.
- b. 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.
- c. List of similar works undertaken with details of clients etc. if any should be provided.
- d. Contract will be awarded to the responsive party/ies based on technical cum commercial grounds.

5. Award of contract

- a. 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 VAT/CST/PAN numbers.
 - b. 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.
 - c. The contract may be awarded in batch orders as per requirement and logistical feasibility.
 - d. Variation to the extent of 10% may arise in required quantity.
 - e. Rate contract can be entered into for subsequent procurement.
6. Normal commercial guarantee / warranty shall be applicable to the supplied goods.
7. Payment terms: After delivery by cheque / electronic transfer
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 24 July 2017** in the name of **BAIF Institute for Sustainable Livelihoods and Development** only.
10. We look forward to receiving your quotations and thank you for your interest in this project

BAIF Institute for Sustainable Livelihoods and Development

Authorized Signatory

APPENDIX A
FORMAT FOR QUOTATION

(To be printed on Letterhead / entered in printed quotation / proforma invoice)

Date

To

BAIF Institute for Sustainable Livelihoods and Development
Navsari

Quotation for _____

Sr. No.	Description of goods	Specifications & Scope	Unit	Qty	Quoted unit Price (Rs.)	Total Amount (Rs.)
		Total				
		GST @% (if any)				
		Transportation (if applicable)				
		Installation (if applicable)				
		Grand Total				

Terms and Conditions:

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

Signature with Stamp of Firm