



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

**INVITATION FOR QUOTATION**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 22-11-2022

Dear Sir,

Sub: **INVITATION FOR QUOTATION FOR “Organic Manure”**

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
Organic Manure	<ul style="list-style-type: none"> <li>• Conforming to FCO norms</li> <li>• Moisture per cent by weight, maximum: 25 %,</li> <li>• Bulk density (g/cm<sup>2</sup>) : &lt;1.0</li> <li>• Particle size : Minimum 90% material should pass through 4.0 mm IS sieve</li> <li>• NPK nutrients – Total N, P<sub>2</sub>O<sub>5</sub> and K<sub>2</sub>O nutrient should not be less than 3%</li> <li>• Total organic carbon % by weight, minimum : 14.0 %</li> <li>• Total nitrogen (as N) % by weight, minimum : 0.5 %</li> <li>• Total phosphates (as P<sub>2</sub>O<sub>5</sub>) % by weight, minimum : 0.5 %</li> <li>• Total potash (as K<sub>2</sub>O) % by weight, minimum : 0.5 %</li> <li>• C:N ratio : &lt;20, • pH : 6.5-7.5, • Conductivity (as dSm I) not more than : 4</li> <li>• Pathogen : Nil</li> <li>• Heavy metal (as mg./kg), maximum:               <ul style="list-style-type: none"> <li>o As<sub>2</sub>O<sub>3</sub> : 10.0, Cd : 5.0, Cr : 50.0, Cu :300.0, Hg : 0.15,</li> <li>Ni :50.0, Zn :1000.0</li> </ul> </li> <li>• Source of organic manure is any of the plant biomass/ animal biomass/ animal Excreta</li> <li>• <b>Packing: 50 kg bag</b></li> </ul>	Bag	5000	Within 7 Days after receiving the purchase order by hard copy or soft copy	Nearby villages of BAIF Lachhakadi Office.  (Around max. 15-25 Km from BAIF office Lachhakadi)

**Note-We are randomly collected sample from all batches for lab test. 70% Payment after Material Delivery and 30% Payment after Lab Test.**

**Detailed Description of the Product:**

**1. Quoted Price:**

- a. The offer shall be for full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b. The party shall quote for goods / services in the format of quotation attached.
- c. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- d. 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.

Name of product: Organic Manure



- e. Delivery and transportation at party's cost.
- f. The prices shall be quoted in Indian Rupees only.

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

- 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 GST & 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. 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 5.00 PM on 25<sup>th</sup> November 2022** in the name of **BAIF Institute for Sustainable Livelihoods and Development, LACHHAKDI (BAIF)** at our office in sealed envelope. You can also send the password protected pdf document of your quotation on [procurement.sg@baif.org.in](mailto:procurement.sg@baif.org.in) on or **before 05:00 PM**.

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

Mr. Abhishek Pandey  
Additional Chief Programme Executive  
**BAIF Institute for Sustainable Livelihoods and Development**