

BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT
BAIF VRINDAVAN CAMPUS, LACHHAKADI
P.O. GANGPUR, TAL. VANSDA, NAVSARI 396580 Telephone: 02630-244005

INVITATION FOR QUOTATION

To, _____ Date:-19/05/2023

Sub: INVITATION OF QUOTATION FOR “Phosphate Rich Organic Manure (PROM)”

Dear Sir/Madam,

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

Description of the product	Specifications	Unit	Quantity	Place of Delivery
Phosphate-Rich Organic Manure (PROM)	Conforming to FCO Norms <ul style="list-style-type: none">Moisture percent by weight maximum:15.0-25.0Particle size minimum 90% material should pass through 4.0 mm IS sieveBulk density (g/cm²): 1.646	Kg	100000	BAIF Cluster Office Dhamni Vibhag Bagayat Sahkari Mandli, At. Post Dhamni, Charipada Faliyu Tal. Dharampur Dist. Valsad
	<ul style="list-style-type: none">Total organic carbon percent by weight, minimum: 7.87Total nitrogen (as N) percent by weight, minimum: 0.42Total phosphates (as P₂O₅) percent byweight, minimum: 10.42C:N ratio: 18:73:1pH (1:5 solution) maximum : 6.72 <ul style="list-style-type: none">Conductivity (as dSm⁻¹) not more than: 8.27Heavy metal as per FCO specification 50 Kg packing		100000	BAIF Cluster Office Ramjibhai Ziparbhai Gavli's house At. Post Bopi Vadpada Faliyu Tal. Dharampur Dist. Valsad

• Expected Date of Delivery is within 7 days of Purchase Order.

Detailed Description of the Product:

Based on above quoted Price:

- i. The contract shall be for full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, giving a date and re-writing.
 - ii. The party shall quote for goods / services in the attached format of quotation.
 - iii. 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.
 - iv. Delivery and transportation at party's cost.
 - v. The prices shall be quoted in Indian Rupees only.
 - vi. The party shall submit a sealed quotation.
1. Each party must submit only one quotation. Party shall not contact other parties in matters relating to this quotation.
 2. **Validity of Quotation:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.
 3. **Evaluation of Quotations:**
 - i. BISLD 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.
 - ii. 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.
 - iii. List of similar works undertaken with details of clients etc. if any should be provided.
 - iv. Contract will be awarded to the responsive party/parties based on technical-cum-commercial grounds.
 4. **Award of contract:**
 - i. The contract will be awarded to the party/parties whose quotation has been determined to be substantially responsive and technical specifications and commercial terms best suited to the requirement. BISLD, prior to the expiry of the validity period of the quotation, will notify the party/parties whose quotation has been accepted for 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.
 - ii. Notwithstanding the above, BISLD reserves the right to accept or reject any quotation, cancel the procurement process and reject all quotations at any time prior to the award of the contract.
 - iii. Rate contract can be entered into for subsequent procurement.
 5. Normal commercial guarantee/warranty shall be applicable to the supplied goods.
 6. **Payment terms:** After delivery within 15 days by cheque/electronic transfer on the receipt of invoice subject to the following.
 - a. 70% payment within 15 days after receiving material delivery and 30% on a lab test report basis.
 - b. Based on the lab report, if constituents are not as per requirement, the amount will be deducted from the party on a pro-rata basis. Lab tests done by BAIF will be considered final. No request for sharing test reports/ methodology shall be entertained.
 - c. In case of dispute, a party can conduct one test at a mutually agreed lab at its cost. The average of both the tests shall be considered for the release of the remaining payment.
 7. Queries pertaining to specifications and scope, if any, may be clarified by contacting the undersigned during office hours.
 8. You are requested to provide your offer on or before **27.05.2023** in the name of **BAIF Institute for Sustainable Livelihoods and Development** at our office in a sealed envelope.

You can also send the password-protected pdf document of your quotation on **procurement.sg@baif.org.in**

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

BAIF Institute of Sustainable Livelihoods and Development

V. B. Dyasa

**(V. B. Dyasa)
Regional Director
(BISLD, Western Region)**