



**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: 13-10-2023

Dear Sir,

Sub: **INVITATION FOR QUOTATION FOR “Phosphate RichOrganic Manure (PROM)”**

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
Phosphate RichOrganic Manure (PROM)	Confirming to FCO Norms • Moisture percent by weight, maximum: 25.0 • Particle size minimum 90% material should pass through 4.0 mm ISsieve • Total organic carbon percent by weight, minimum: 10.0 • Total nitrogen (as N) percent by weight, minimum: 0.4 • Total phosphates (as P ₂ O ₅) percent by weight, minimum: 8.0 • pH (1:5 solution) maximum: 6.5 to 8.0 • Conductivity (as dSm ⁻¹) not more than: 10.0 Heavy metal as per FCO specification •Granular form • Packing: 50 kg bag	Bag	2500	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 Lachhakdi)

Note-(1) we are randomly collected sample from all bathes for lab test. 50% Payment after Material Delivery and 50% Payment after Lab Test.

(2) A copy of the Lab Test Analysis Certificate of Phosphate rich organic Manure (PROM) Material will have to be sent along with the quotation.

Detailed Description of the Product:

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.

Name of product: Phosphate RichOrganic Manure (PROM)



- f. The prices shall be quoted in Indian Rupees only.
- g. A copy of the Lab Test Analysis Certificate of Phosphate rich organic Manure (PROM) Material will have to be sent along with the quotation.

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 19th October 2023** 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.

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

V. B. Dyasa
(V. B. Dyasa)

Regional Director

(BISLD, Western Region)

BAIF Institute for Sustainable Livelihoods and Development