



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Bihar
House No. A/115, Park Road, PO. Ashiana Nagar, District: Patna
Patna – 800025
Tel.: 0612 2292486

INVITATION FOR QUOTATION

To

Date: 10-09-2024

Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR “GROCERY ITEM FOOD KIT”**.

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

Brief description of the product	Specifications	Quantity (Pc)	Delivery period	Place of delivery
FOOD KIT	Rice (Half boiled full grain)- 4kg, Tur Dal 500 gms, Masoor Dal-500 gms, Poha- 1kg, Edible oil (mustard oil Dhara, Fortune, Scooter, Engine, Good Life)- 1 litre, Sugar-1kg, Salt (Tata)- 1 kg, Parle G biscuit- 200 gms	12892 Kits	Within 15 days of issue of P.O	East Champaran, Samastipur, West Champaran, Begusarai, Dharbhanga, Madhubani, Madhepura, Purnia
Packaging	Non branded white bag			
Transportation	Delivery to districts with mentioned quantity as per attached list.			

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.

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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 or separately as feasible. 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.
- d. The party/ies are bound to abide by the Organization's Internal Committee guidelines.

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

7. The minimum annual turnover of the firm/ party for grocery should be minimum Rs.15 crores.

8. All materials should be of A grade quality. Quality will be checked by us before accepting & is liable to be rejected if not up to mark.

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

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

11. You are requested to provide your offer **on or before 16-09-2024 by 05:30 p.m.** in the name of **BAIF Institute for Sustainable Livelihoods and Development- Bihar** only at the above address. Superscribe subject on envelope.

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

BAIF Institute for Sustainable Livelihoods and Development

Grocery Item Food Kit

Authorized signatory