



# BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Odisha

Plot No.: 1565/2682, At Bhatra, PO. Dhanupali, Sambalpur

Odisha 768005

Telephone: +91 7894418530

## INVITATION FOR QUOTATION

To

Date: 22.02.25

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR "Pit digging work by machines for horticulture plantation"**.

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

Brief description of the product/work/ service	Specifications	Quantity (in No.)	Unit	Delivery period	Place of delivery/work/ service
Pit digging work by machines for horticulture plantation	Pit dimension: 1x1x1m (layout design as per Annexure – I) 50 pits per location in 350 locations from 40 villages in and around Balco Nagar, Korba	17500	No.	Within 10 days from WO	Balco Nagar, Korba, Chhattisgarh

**Detailed Description of the Product: As Above**

**Last Date of quotation submission: 2<sup>nd</sup> March, 2025**

**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 attached format of quotation.
- 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 the cost of the party.
- 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 related 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/parties based on technical-cum-commercial grounds.

**5. Award of contract**

- a. 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. BAIF, prior to the expiry of the validity period of the quotation, will notify the party/parties whose quotation has been 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 any time prior to the award of the contract.
  - c. Rate contract can be entered into for subsequent procurement. Order may be given partially and in multiple slabs.
  - d. The party/parties are bound to abide by the Organization's Internal Committee guidelines.
6. Normal commercial guarantee / warranty shall be applicable to the supplied goods.
7. Payment terms: After delivery within **10** 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 2<sup>nd</sup> March, 2025** in the name of **BAIF, Odisha** at the above mentioned address. Please superscribe the subject on the envelope.
10. We look forward to receiving your quotations and thank you for your interest in this project.

**BAIF Institute for Sustainable Livelihoods and Development**

Pit digging work by machines for horticulture plantation

  
Authorized signatory






To be printed on letterhead / entered in printed quotation / proforma invoice / entered in this format with detailed stamp / seal)

Quotation No.:

Date:

To  
The Chief Programme Executive  
BAIF  
Odisha

Quotation for \_\_\_\_\_

Sr. No.	Description of goods	Specifications, scope, make, etc.	Unit	Qty.	Quoted unit price (Rs.)	Total Amount (Rs.) (A)	GST (%) (Rs.) (B)	Other taxes/packing /installation charges / Discount (Rs.) (C)	Transportation (Rs.) (D)	Gross Amount (Rs.) (A+B+C+D)
1										
2										
3										
4										
5										
	<b>Total</b>									

**Terms and Conditions:**

1. Warranty / Expiry :
2. Terms of payment :
3. Delivery of material within :
4. Delivery at :
5. Validity of quotation :
6. License (if applicable) (Enclose copy):
7. GST registration No. (Enclose copy) : \_\_\_\_\_
8. Permanent Account Number (Enclose copy): \_\_\_\_\_

Signature and Stamp of firm

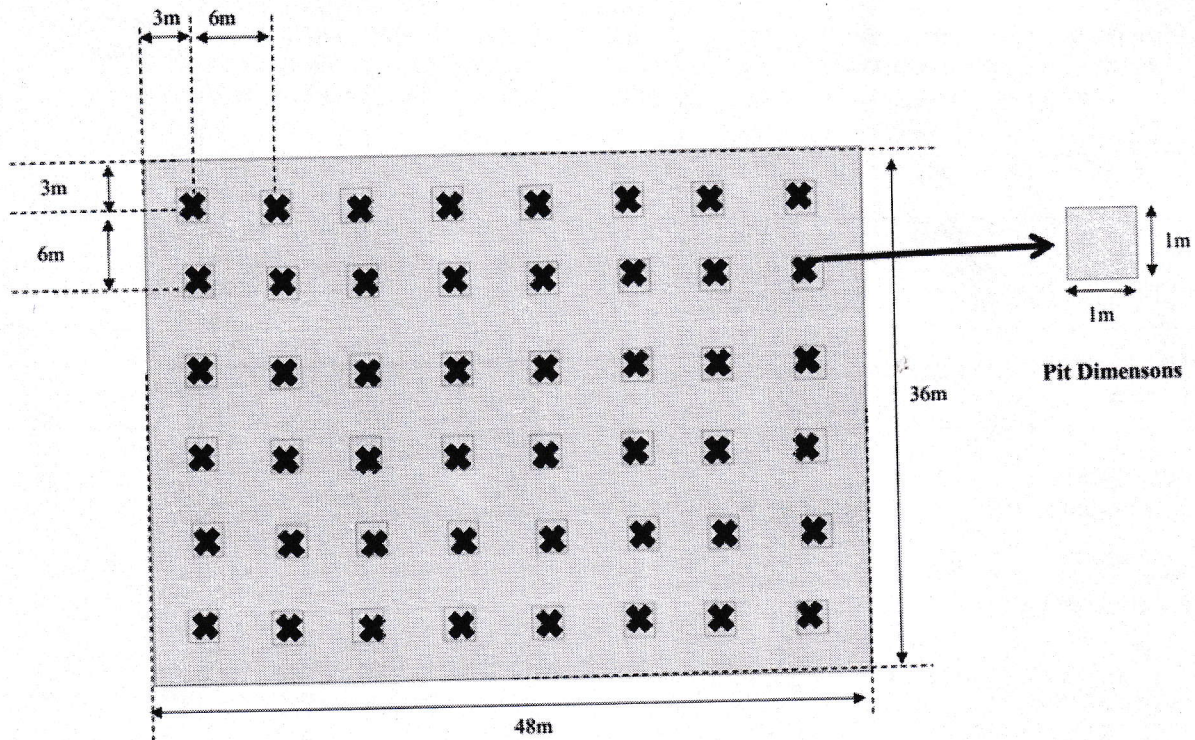
Signature with Stamp of Firm  
Name of Authorized signatory



### Annexure - I

Standard Norms to be followed on Site	
Land Holding	0.5 Acre
Species	Mango, Lemon, Apple Ber, Citrus
Spacing	6m x 6m
Dimensions of the Pit	1m x 1m x 1m

#### Layout Design (for reference) :



Total No. of pits/location: 50

Minimum area utilized: 2000 sqm.