



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Bihar

House No. A/115, Park Road, P.O. Ashiana Nagar, Patna

Patna 800025

Telephone: 0612-2292486

INVITATION FOR QUOTATION

To

Date: 04-03-2025

Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR “Input Transportation Vehicle Hire”**

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

Brief description of the Service	Specifications	Requirement	Delivery period	Location of Service
Input Transportation Vehicle Hire	Vehicle hiring on per km basis- Mahindra Pickup (Detail as enclosed in Annexure 1)	23000 km per month. Approx. 2.76 lakh km annually. Subject to change as per actual demand.	Monthly as per our requirement	For Input supply across Bihar.

Detailed description: 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 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 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 Service 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. Service 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 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 20-03-2025** in the name of **BAIF Livelihoods – Bihar** only at the above 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

Input Transportation vehicle hire

Authorized signatory