



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: 22-05-2026

Dear Sir / Madam,

Sub.: INVITATION FOR QUOTATION FOR “Horticulture Grafted Plants”

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

Sr. No.	Brief description of the product/work / service	Specifications	Quantity (Unit)	Delivery period	Place of delivery/work/ service
1.	Mango grafted plants	Mango grafted plants: <i>Amrapalli</i> :3000 <i>Dasahri</i> :7000 Height: 2.5 to 3.5 ft, Age:1.5 to 2 years, Poly bag size:01to1.5 kg (6"X9"). Plant must have 10 to12 leaves	10,000	Within 15 days from date of issue of P.O.	Narayanpur, Chhattisgarh
2.	Apple Ber grafted plants	Ber grafted plants: Apple Ber Age:1.5 to 02 years, Height:1.5 to 02 ft, Poly bag size:0.5-1.5 kg. Plant must have 10-12 leaves	2000		
3.	Lemon grafted plants	Lemon grafted plants: <i>Kagzi lime</i> Age: 01 to 02 years, Poly bag size: 01to1.5 kg. Plant must have 10-12 leaves	4000		

Detailed Description of the Product: As above

1. Quoted Price:

- The offer shall be for the 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 the quotation.

Sd/-



- c. All duties, taxes, and other levies payable on the raw materials and components shall be included in the total price.
 - d. 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.
 - e. Delivery and transportation at the cost of the party.
 - f. 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. A list of similar work 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 and 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 contracts 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: Within 10 days after delivery by cheque / electronic transfer on receipt of invoice.

8. Queries pertaining to specifications and scope, if any, may be clarified by contacting Mr. Purna Mahapatra (7978181562) during office hours.

9. You are requested to provide your offer **on or before 7th June, 2026** in the name of **BAIF Odisha** only at the above address or mail to bisld.odisha@baif.org.in in a **password protected file**.

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

BAIF Institute for Sustainable Livelihoods and Development

“Horticulture Grafted Plants”

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										
	Total									

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 _____