BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

BAIF VRINDAVAN CAMPUS, LACHHAKADI,

PO GANGPUR, TAL. VANSDA, NAVSARI 396580 Telephone: 02630 244005

INVITATION FOR QUOTATION

To **Date: 19/10/2026**

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Sub: INVITATION OF QUOTATION FOR- "Pitchers for Plants"

Dear Sir/Madam,

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

Description of the product	Specifications	Unit	Quantity	Place of delivery
Pitchers for Plants **(Pot Drip)**	1) Plastic material with the capacity of 1.5-2 ltr 2) Shape: Cylindrical 3) Height: 10-inch 4) Weight: min.125 g & Color: Black 5) Diameter Top: 4 inch & Bottom: 3-inch approx., 6) Thickness: 0.5 cm to 1.5 cm 7) 3-point size holes at bottom for Dripping water. **Packaging:** 150 in No.	No.	95250 No.	BAIF Cluster office, Dhamni Vibhag Bagayat Sahkari Mandli, At. Post Dhamni, Charipada Faliyu, Tal: Dharampur, Dist. Valsad Pin code: - 396580

- Expected Date of Delivery is within 7 days of Purchase Order

Detailed Description of the Product: As above

1. **Quoted Price:**
   a. The offer shall be for the entire quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
   b. The party shall quote for goods / services in the attached format of quotation.
   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. 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.

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 26th October 2026** in the name of **BAIF Institute for Sustainable Livelihoods and Development, LACHHAKADI** at our office in a **sealed envelope**. You can also send the **password protected pdf** document of your quotation to procurement.sg@baif.org.in

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

BAIF Institute of Sustainable Livelihoods and Development

Verified by

Dr. Lalit M. Patil

Signatory Authority
Dr. Raviraj Jadhav
Vice President (Programmes)

Name of product: **Pot drip**

Annexure I

Format of Quotation

Quotation						
Sr. No.	**Description of Goods**	**Specifications**	**Unit**	**Qty.**	**Quoted Unit Rate with Applicable GST**	**Total Amount With GST**
1						
2						
3						
4						
5						
Total						

Terms and Conditions:

1) GST Number: _____

2) Transport Charges: Including ☐ / Not Including ☐ (**Please tick mark)**

3) Unloading Charges: Including ☐ / Not Including ☐ (**Please tick mark)**

4) Validity Of Quotation: _____Days

5) Warranty / Guaranty:

6) MSME Registration: Yes ☐ / No ☐ (**Please tick mark)**

7) Authorised Distributorship/Dealership Certificate or License: Yes ☐ / No ☐
(If yes, please attach a copy of the certificate/license.)

8) PAN Number: _____**(Attach a copy of PAN)**

9) Bank Details: Account Number: _____**(Attach a copy of Bank details)**
Bank Name: _____
Branch Name: _____
IFSC Code: _____

Signature with stamp of the Firm
Name of Authorised Signatory

Name of product: **Pot drip**