BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

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

INVITATION FOR QUOTATION

Date: 11.11.2026

To,

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Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR "FOOD & TENT"**

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

Brief description of the Service	Specifications	Quantity (Pc)	Service period	Place of Service
Food & Tent	**Special Veg Thali** Menu-1.Tea - 100 Ml, 2.Tawa Roti/Puri 2 Pc, 3.Plain Rice - 150 g, 4.Dal - 100 g, 5.Seasonal Veg/Mix-Veg/Paneer Veg- 150 g, 6.Aloo Bhujiya/other Bhujiya, 7.Green Salad, 8.Papad, 9.Gulab Jamun/Rasgulla- 1Pc Med. in size, 10. Packing and Location - Food should be packed in CP Plate/Round Plastic Food Container and Delivered to Panchayat/Block. **Tent & Hall** 1.Tent- 45 Chairs, 2. Table on Daily rental basis with Cover for 50 Batches (4 Days each Batch) 3. Hall Rent - Size 400-450 sq. ft. with Electricity, Light, Drinking water facility for 50 Batches (4 Days each Batch) in all 14 Blocks of Purnea.	9250	Within 20 days of issue of P. O.	14 Blocks/Villages in Purnea (Maximum 120 km radius)

Detailed Description of the Service: As above

1. **Quoted Price:**
   a. The offer shall be for full 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 party's cost.
   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. 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 & in multiple slabs.
d. The party/parties are bound to abide by the guidelines of the Internal Committee of the organisation.

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** 25-11-2026 in the name of **BAIF Institute for Sustainable Livelihoods and Development- Bihar** only at the above address. Please superscribe 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

FOOD & TENT

Authorised Signatory