



# BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Odisha  
Plot no.: 1565/2682, At Bhatra, PO. Dhanupali, Sambalpur  
Odisha – 768005  
Tel.: +91 7894418530

## INVITATION FOR QUOTATION

To

Date: 06.11.24

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Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR "Seeds & other agricultural inputs"**.

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

Brief description of the product/work/ service	Specifications	Quantity	Delivery period	Place of delivery/work/service
Seeds & other agricultural inputs	As per attached Annexure - I	As per attached Annexure - I	Within 5 days from PO	Balco Nagar, Korba, Chhattisgarh

### **Detailed Description of the Product: 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 goods / services in the format of quotation attached.
- 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 party's cost.
- 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 relating to this quotation.

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### 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

- 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.
- 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.
- List of similar works undertaken with details of clients etc. if any should be provided.
- Contract will be awarded to the responsive party/ies based on technical cum commercial grounds.

### 5. Award of contract

- The contract will be awarded to the party/ies whose quotation has been determined to be substantially responsive and technical specifications and commercial terms suit best to requirement. BAIF, prior to the expiration of the quotation validity period, will notify the party/ies whose quotation is 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.
- Notwithstanding the above, BAIF reserves the right to accept or reject any quotation and to cancel the procurement process and reject all quotations at any time prior to the award of the contract.
- Rate contract can be entered into for subsequent procurement. Order may be given partially & in multiple slabs.
- The party/ies 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 10<sup>th</sup> November, 2024** in the name of **BAIF, Odisha** only at the above address or at [bisld.odisha@baif.org.in](mailto:bisld.odisha@baif.org.in) by **password protected file**. Vendors will be contacted for password at the time of purchase committee meeting. Superscribe subject on 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**

Seeds & other agricultural inputs

  
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): \_\_\_\_\_

Sign & stamp of firm

Signature with Stamp of Firm  
Name of Authorized signatory



**Annexure - I**

Sr. No.	Particulars	Specifications	Pack Size	Quantity (in No.)
1	Seed	Syngenta Sahoo tomato (TO-3251), 10gm pack	10gm	200
		Potato Seeds, varieties – Kufri Sinduri / Kufri Jyoti/ Kufri Chipsona (in Kg)	25kg	5000
		Okra seed, VNR Radhika, 500gm pack	500gm	50
		Brinjal VNR 60, 10gm pack	10gm	50
		Groundnut seed, Variety: Kadiri 9/Mallika (ICHG 00440)/SB 11 (in Kg)	15kg	4500
		Wheat seed, variety - Lokwan/Sarwati (in Kg)	20kg	1300
		Blackgram seed, Variety - Indra urd pratham (in Kg)	1kg	540
2	Fertilizer	SSP, 50 Kg bag, Company: Mahadhan/Coromandel/Paras/Anand	50kg	250
3	Micronutrient	Agromin Gold, 100ml	100ml	500

*[Handwritten mark]*

*[Handwritten signature]*