



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT
L4, Saraswati Enclave, Opp. City Station, Sarla, PO. Dhankauda, Sambalpur
Odisha – 768006
Tel.: +91 7894418530

INVITATION FOR QUOTATION

To

Date: 14 June 2021

Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR “Veterinary medicines (cattle)”**.

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

Brief description of the product	Specifications	Quantity (nos.)	Make	Delivery period	Place of delivery
Veterinary medicines for cattle	GnRH injection: GnRH analogue (IM, 5 ml vial) (Buserelin 4 mcg/ml) (with disposable needle, syringe)	2,800	Zybus, Intas, Mankind, Pfizer, Cargill-Provimi, Virbac	07 days from date of issue of PO	Sambalpur, Odisha
	Prostaglandin injection: PGF ₂ α analogue (IM, 2 ml vial) (Cloprostenol 250 mcg/ml or Dinoprost Tromethamine 5mg/ml) (with disposable needle, syringe)	4,800			

Detailed Description of the Product: As mentioned above; **Expiry date:** Not less than 06 months from the date of supply.

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.



- g. Each party must submit only one **SEALED** quotation only in the format enclosed. Party shall not contact other parties in matters relating to this quotation.

2. Validity of Quotation

- a. The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.

3. 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/ies based on technical cum commercial grounds.
- e. Parties with GST registration & necessary licenses / authorization (manufacture and/or sale) shall only be eligible.
- f. Parties (except manufacturers) should have an annual turnover of not less than ₹15 lacs during 2019-20 or 2020-21 (Auditor's report, audited P&L statement, audited Balance sheet of 2019-20 or 2020-21 are to be enclosed). Parties not fulfilling the above requirement tend to stand disqualified.

4. Award of contract

- a. The contract will be awarded to the party 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 should 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 at 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.
5. Normal commercial guarantee / warranty shall be applicable to the supplied goods.
6. Payment terms: After delivery within 15 days by cheque / electronic transfer on receipt of invoice.
7. Queries pertaining to specifications and scope, if any, may be clarified by contacting the undersigned during office hours.
8. You are requested to provide your offer **on or before 25 June 2021, 5.00 pm** in the name of **BAIF, Odisha** only at the mentioned address. Quotations must be submitted in the given format and in sealed envelope. Superscribe subject on envelope as "**Offer for veterinary medicines (cattle)**".
9. We look forward to receiving your quotations and thank you for your interest in this project.

For BAIF Institute for Sustainable Livelihoods and Development

Veterinary medicines (cattle)

Chief Programme Executive

Annexure A: Quotation format

(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 _____

SN	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)	Transport (Rs.) (D)	Gross Amount (Rs.) (A+B+C+D)
1										
2										
3										
4										
5										
	Total									

Terms and Conditions:

1. Expiry :
2. Terms of payment :
3. Delivery of material within :
4. Delivery at :
5. Validity of quotation :
6. License to sell
(for distributor / dealer / retailer) (Enclose copy) :
7. Authorization from manufacturer
(for distributor / dealer / retailer) (Enclose copy) :
8. License to manufacture & sell
(for manufacturer) (Enclose copy) :
9. GST registration no. (Enclose copy) : _____
10. Permanent Account Number (Enclose copy) : _____
11. Auditor's report, P&L, Balance sheet
(Enclose except manufacturers) :

Signature with stamp of firm

Name of Authorized signatory

Annexure B

Undertaking

Date:

To
Chief Programme Executive
BAIF Institute for Sustainable Livelihoods and Development
Sambalpur, Odisha

Ref.: Invitation for quotation for Veterinary medicines (cattle) dated 14 June 2021.

Dear Sir,

In response to the Invitation for quotation, I/ We have examined the conditions, specifications and terms of the contract and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself / ourselves to execute the work / order as per schedule stipulated in the invitation for quotation.

I / We further agree to sign and execute all agreements / bonds as may be required by BISLD to abide by the all conditions of the contract and to carry out all work / order as per specifications, failing which, I / We shall have no objection for cancellation of the contract with BISLD.

I / We also undertake that I / We have not been blacklisted by any entities at any time.

I / We enclose herewith the required documents.

Sincerely yours,

Signature of vendor with seal

Encl.:

1. Offer as per Annexure A format.
2. Supporting enclosures as indicated in the Invitation for Quotation

Enclosure check-list

1. Copy of GST registration
2. Copy of PAN card
3. Annexure A, Annexure B
4. Authorization from manufacturer / license to sell / license to manufacture & sell (as applicable)
5. Auditor's report, audited P&L, audited Balance sheet (2019-20 or 2020-21) (except manufacturers)
6. Any other supporting documents