



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Odisha

Plot No. 1565/2682, At Bhatra, P.O. Dhanupali, Sambalpur

Odisha 768005

Telephone: +91 7894418530

INVITATION FOR QUOTATION

To

Date: 28.05.25

Dear Sir / Madam,

Sub.: **INVITATION FOR QUOTATION FOR “Pheromone traps, fertilizer & other agricultural inputs materials”.**

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

Brief description of the product/work/ service	Specifications	Quantity (No.)	Unit	Delivery period	Place of delivery/work/ service
Agricultural inputs	As per Annexure – I	As per Annexure – I	As per Annexure – I	Within 7 days from PO/WO	Balco Nagar, Korba, Chhattisgarh

Detailed Description of the Product: As Above

Last Date of quotation submission: 8th June, 2025

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 attached format of quotation.
- 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 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 and 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/ies 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/ies 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.
 - d. 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 8th June, 2025** in the name of **BAIF, Odisha** at the abovementioned address. 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

Pheromone traps, fertilizer & other agricultural inputs materials"


Authorised signatory





To be printed on letterhead / entered in printed quotation / proforma invoice / entered in this format with detailed stamp / seal)

Quotation No.:

Date:

To
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): _____

Sign & stamp of firm

Signature with Stamp of Firm
Name of Authorized signatory



Annexure – I

Sr. No.	Particulars	Specifications	Quantity	Unit	Approx rate (Rs)
1	Pheromone Trap	Yellow stem borer with lure	3000	No.	
2	Fertilizer	NPK 19-19-19 (water soluble), 1kg packet, Company: IFFCO	850	No.	
3		SSP (Granular), Pack Size: 50kg, Company: Mahadhan/Coromandal/Paras/Anand	250	No.	
4	Micronutrient	Agromin Gold, 500ml Bottle	850	No.	
5	Fungicide	Carbendazim 12% + Mancozeb 63%, 500gm pack, Company: TATA/Dhanuka/UPL/Syngenta	850	No.	
6	Insecticide	Imidacloprid 17.8, 100ml bottle, Company: Bayer/TATA/Dhanuka	600	No.	

AB

[Signature]