

REQUEST FOR QUOTATION (RFQ) For Supply of Training Kits

Date of Publication: 26/08/2026

Last Date for Submission of Quotation: 08/09/2026

1. About BRLF

Bharat Rural Livelihoods Foundation (BRLF) was established by the Government of India as an independent society under the Ministry of Rural Development (MoRD). BRLF works to strengthen civil society action in partnership with Central and State Governments to improve the implementation and outreach of government schemes and programmes in collaboration with Civil Society Organizations (CSOs).

The principal objective of BRLF is to empower rural India and improve the lives of vulnerable communities, particularly indigenous and marginalized communities, through collaboration with CSOs, the Government of India, and State Governments. BRLF also seeks to facilitate effective utilization of funds allocated by governments, banks, corporates, and philanthropic foundations for public development programmes and to strengthen grassroots implementation for better outcomes.

For more information, please visit www.brlf.in.

2. Project Background and Context

Bharat Rural Livelihoods Foundation (BRLF) invites **Request for Quotation (RFQ)** from eligible vendors for the **supply of 3,000 Training Kits** for Odisha SPMU, Bhubaneswar.

The detailed specifications, quantities, and requirements of the Training Kits are provided in **Annexures 1, 2, 3 and 4** of this RFQ.

Particulars	Details
Description	Supply of Training Kits
Total Quantity	3,000 Training Kits
Specifications	As per Annexures 1, 2, 3 and 4
Delivery Location	Odisha SPMU, Bharat Rural Livelihoods Foundation, Plot-101, 2nd Floor, Rajiv Nagar, Aiginia, Bhubaneswar – 751019, Odisha

3. Scope of Work

The selected vendor shall be responsible for the following:

- Supply of a total of **3,000 Training Kits** as per the specifications and quality standards provided in Annexures 1, 2, 3 and 4.
- The Training Kits shall be supplied to **Odisha SPMU, Bhubaneswar**.
- BRLF will procure the total quantity through multiple Purchase Orders during the validity period of the quotation.
- Each Purchase Order will generally be issued for **500 Training Kits**, as and when required by BRLF.
- The vendor shall be responsible for packing, loading, transportation, unloading, and safe delivery of the Training Kits at the designated location.
- The vendor shall ensure that all materials are properly packed and transported safely to avoid any damage during transit.
- The supplied Training Kits must strictly conform to the specifications mentioned in the relevant annexures.

8. Any damaged, defective, short-supplied, or non-conforming items shall be replaced by the vendor at no additional cost to BRLF.

4. Delivery Period

The vendor shall complete the delivery of the quantity specified in each Purchase Order **within 5 days from the date of receipt of the respective Purchase Order**, unless otherwise specified in the Purchase Order.

5. Quotation Validity and Purchase Order Clause

The quotation shall remain valid **until March 2028 or until the total approved quantity of 3,000 Training Kits has been procured, whichever is earlier.**

During the validity period, BRLF will issue Purchase Orders from time to time, as and when the Training Kits are required. Each Purchase Order will generally be for **500 Training Kits**, until the total approved quantity of **3,000 Training Kits** is completed.

The **unit rates quoted by the selected vendor shall remain firm and valid throughout the quotation validity period** and shall be applicable to all Purchase Orders issued during the validity period. No increase in the quoted rates shall be permitted during this period.

Issuance of Purchase Orders shall be subject to the actual requirement of BRLF, and BRLF does not guarantee issuance of Purchase Orders for the entire quantity at any particular time.

6. General Terms and Conditions

1. The bidder shall bear all costs associated with the preparation and submission of the quotation.
2. All documents relating to the quotation shall be submitted in the **English language**.
3. The bidder shall ensure that the information and documents submitted are complete, accurate, and valid.
4. BRLF reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason.
5. BRLF reserves the right to seek clarification or additional documents from the bidder, wherever required.
6. BRLF will inspect the Training Kits at the time of delivery to verify quantity, quality, specifications, and conformity with the approved requirements.
7. Any item found to be defective, damaged, or not conforming to the approved specifications shall be replaced by the vendor at its own cost.
8. The vendor shall be responsible for all applicable statutory taxes, duties, transportation, packing, loading, unloading, and other incidental costs, as specified in the financial proposal.
9. The selected vendor shall comply with all applicable statutory and legal requirements.

7. Liquidated Damages (LD)

In case of delay in delivery beyond the delivery period specified in the respective Purchase Order, **Liquidated Damages at the rate of 0.5% of the value of the delayed portion of the order per week of delay** shall be applicable, subject to a maximum of **10% of the value of the delayed portion of the order**.

BRLF reserves the right to deduct the applicable Liquidated Damages from any payment due to the vendor.

8. Financial Proposal and Pricing

1. The bidder shall submit the financial proposal strictly in the format provided in **Annexures 1, 2, 3, 4**.

2. The bidder shall clearly mention the applicable **GST rate and GST amount**.
3. The quoted rates shall include all costs associated with the supply, including packing, loading, transportation, unloading, and delivery to the designated location, unless otherwise specified in the financial format.
4. The quoted rates shall remain **firm and fixed until March 2028**, subject to the terms of this RFQ.
5. No price escalation shall be permitted during the quotation validity period.

9. Documents Required for Compliance

The bidder shall submit the following documents along with the quotation:

1. Quotation along with **Company/Agency Profile**.
2. Valid **PAN Card**.
3. Valid **GST Registration Certificate**.
4. **MSME Registration Certificate**, if applicable.
5. **Income Tax Returns for the last two financial years**.
6. Copies of **Purchase Orders/Work Orders for similar assignments undertaken during the last two years**.
7. Financial Proposal as per **Annexures 1, 2, 3 and 4**.
8. Any other document specifically required under the annexures.

10. GST Registration Requirement

Bids/quotations submitted by non-GST-registered suppliers shall not be considered for evaluation.

The bidder must submit a valid GST Registration Certificate along with the quotation. The GST details provided in the quotation should correspond with the bidder's registered entity and submitted financial proposal.

11. Submission of Quotation

The complete quotation along with all required supporting documents shall be submitted by email to:

Email: procurement@brlf.in

The subject line of the email should clearly mention: **"Quotation for Supply of Training Kits"**

The complete proposal must be received by BRLF **on or before 08/09/2026**.

Any proposal received after the stipulated deadline shall not be considered for evaluation.

12. Timeline

Particulars	Date/Timeline
Date of Publication of RFQ	26/08/2026
Last Date for Submission of Quotation	08/09/2026
Delivery Period for Each PO	Within 5 days from receipt of respective Purchase Order
Quotation Validity	Until March 2028 or completion of total approved quantity of 3,000 Training Kits, whichever is earlier

13. Right of BRLF

BRLF reserves the right to:

- Accept or reject any quotation, wholly or partly, without assigning any reason.
- Cancel or modify the procurement process at any stage.
- Issue Purchase Orders based on actual requirement.
- Issue Purchase Orders in batches of **500 Training Kits** or such other quantity as may be required.
- Conduct quality and quantity inspection before accepting the supplied materials.
- Reject any material that does not conform to the approved specifications.
- Take appropriate action in case of delayed delivery, defective supply, or non-compliance with the terms and conditions of the RFQ.

14. Delivery Address

Bharat Rural Livelihoods Foundation (BRLF)

Odisha SPMU

Plot-101, 2nd Floor, Rajiv Nagar, Aiginia,
Bhubaneswar – 751019, Odisha

Email for Submission: procurement@brlf.in

Annexure I

Specifications for backpack	
Description	Specification
Type of Bag	Unisex backpack
Capacity	28-35 Liters
Material	Polyester
Compartment	3 to 4
Shoulder Strap	Padded/Cushioned
Laptop Sleeve	Not required
Branding	Embroidered
No of Alphabets in Branding	Max 25
Total Requirement	3000 Units
Rate	
GST	
Total Amount till Destination	

Annexure 2

Specifications for Notebook	
Description	Specification
Size	Book-Size
Pages	100
Type	Ruling
Binding	Spiral Bound
Branding	Printed front & back
Total Requirement	3000 Units
Rate	
GST	
Total Amount till Destination	

Annexure 3

Specifications for Cap	
Description	Specification
Type of Cap	Unisex
Size	Free size for 18+ adults
Material	Flexy/ Fabric
Color	Single Color
Branding	Embroidered
No of Alphabets in Branding	Max 25
Total Requirement	3000 Units
Rate	
GST	
Total Amount till Destination	

Annexure 4

Specifications for Pen	
Description	Specification
Type	Ball pen
Color	Blue/Black
Brand	Reynolds/Cello/Flair
Total Requirement	3000 Units
Rate	
GST	
Total Amount till Destination	