



Indian Council of Forestry Research and Education

(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)

P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

No. 8/2018/ESIP/BCC/ICFRE/

Dated: 21/11/2022

Request for Quotations for making of Short Videos/ Documentaries on SLEM best practices under ESIP

1. The Government of India has received grant from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP). Indian Council of Forestry Research and Education (ICFRE) is one of the Project Implementing Agencies and implementing one of the components of ESIP *i.e.* Scaling up Sustainable Land and Ecosystem Management in Selected Landscapes of Madhya Pradesh and Chhattisgarh, and intends to apply the part of proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. The procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014.
2. ICFRE is scaling up SLEM best practices in the project areas of Madhya Pradesh and Chhattisgarh. ICFRE invites request for quotation for making of short videos/ documentaries on SLEM best practices under ESIP as per following details:

Particulars	Specifications	Quantity
Making of Short videos/ Documentaries on SLEM best practices/ activities ((i) rain water harvesting, (ii) improved cook stoves, (iii) lac cultivation, (iv) integrated farm development, (v) biopesticides, (vi) forest carbon measurement, (vii) ESIP) implemented by ICFRE in the project areas of Madhya Pradesh and Chhattisgarh	Video & Audio Recordings, Video Quality: Full HD, Motion Graphics, Editing, Color Correction, Animations: 2D & 3D, Background Music, Mixing, Narration in Hindi and English	07 videos (approx. 07 minutes duration each)

3. You are invited to submit your price quotation for making of short videos/ documentaries on SLEM best practices under Ecosystem Services Improvement Project as per specifications mentioned in Para 2 as per the format given in Annexure - I.
4. Quoted price will be evaluated and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
5. Quotation(s) must be marked “Quotation for making of short videos/ documentaries on SLEM best practices” and addressed to the:
Project Director,
Ecosystem Services Improvement Project
Room No: 143
Indian Council for Forestry Research and Education
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
6. The deadline for receipt of quotation at the address indicated above is 02 December 2022 by 05:30 PM.
7. Quotation should be submitted as per the instructions contained in the Annexure - II of this document.
8. The prices should be quoted in Indian Rupees and should be inclusive of all taxes (GST). No price increase will be allowed after the submission of Quotations.

9. Validity of the Offer: Quotation shall be valid for a period of 90 days from the date for receipt of quotation(s) indicated in Paragraph 7 above.
10. Evaluation of Quotations: The Purchaser 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.
11. Award of contract: The Purchaser will award the contract to the Firm(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
12. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
13. The Firm(s) whose quotation is accepted will be notified for the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
14. Any representation/complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at projectdirectoresip@gmail.com.

Project Director
ESIP, ICFRE

Format of Quotation*(on Firm Letter Head)*

Date:

To

The Project Director,
Ecosystem Services Improvement Project
Room No: 143
Indian Council for Forestry Research and Education
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

Sub.: Quotation for making of short videos/ documentaries on SLEM best practices – reg.

Madam/ Sir,

We offer to execute for making of short videos/ documentaries on SLEM best practices in accordance with the conditions of contract, as per following quoted price:

Particulars	Specifications	Quantity	Price Quoted (INR)		
			Unit Price	GST	Total
Making of Short videos/ Documentaries on SLEM best practices/ activities ((i) rain water harvesting, (ii) improved cook stoves, (iii) lac cultivation, (iv) integrated farm development, (v) biopesticides, (vi) forest carbon measurement, (vii) ESIP) implemented by ICFRE in the project areas of Madhya Pradesh and Chhattisgarh	Video & Audio Recordings, Video Quality: Full HD, Motion Graphics, Editing, Color Correction, Animations: 2D & 3D, Background Music, Mixing, Narration in Hindi and English	07 videos (approx. 07 minutes duration each)			

We agree to supply the above item(s) in accordance with the technical specifications for a total contract price of Rs. (Rupeesonly) as per the terms and conditions specified in the invitation for quotation.

We hereby certify that we have taken steps to ensure that no person acting for us on our behalf will engage in bribery.

Authorized Signature:

Name and Title of Signatory:

Instructions for Preparing Quotations

1. **Scope of Procurement:** Invites price quotations for making of short videos/ documentaries on SLEM best practices as described in the Para 2 of RFQ. The successful Firm(s) will be expected to complete the above mentioned short videos in all aspects within due time.
2. **Eligibility to Quote:** Firms duly registered with tax authorities may be eligible to participate only if they also:
 - a. Submit proof of registration with the Income Tax Department and Sales Tax Department/GST with the quotation. (Failure to enclose these documents would result in rejection of quotation).
 - b. Submit only one quotation, either individually, or as a partner in a joint venture. All quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the contract.
3. **Qualification of the Firm:** To qualify for award of the Contract, a Firm shall meet the following minimum qualifying criteria:
 - a. As firm must have at least three years of experience in making short videos of above mentioned details in Para 2. Proof of same may be provided with the quotation.
4. **Documents Comprising the Quotation:** The proposal submitted by the Firm must be comprise the following documents:
 - a. Quotation on the letter head of Firm (As per sample format attached 'Annexure-I')
 - b. Qualification and Experience Information and other relevant documents
 - c. Copies of registration/taxation documents
 - d. Certificate of Firm Profile
 - e. Firm has to present a declaration document of not having blacklisted in any government department/organization.
 - f. Unit Price of the above mentioned items in Para 2 including FOR
5. **Currency of Quotations:**
 - a) Rate inclusive of GST shall be quoted in Indian Rupees.
 - b) The rates and prices quoted by the Firm shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.
6. Quotations should be valid for 90 days.
7. Each firm shall submit only one quotation.
8. The Project Director reserves the right to increase or decrease quantities of the items.
9. Decision of Director General, ICFRE will be final for dispute (if any).