



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.26/2018/ESIP/BCC/ICFRE-151166/391

Dated 29/01/2020

Request for Quotations

Printing of Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi and English)

Name of Project: Ecosystem Services Improvement Project

Procurement Reference No.: IN-ICFRE-151166-NC-RFQ

1. The Government of India has received grant from the World Bank towards 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 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 Request for quotations (RFQ) 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 now invites Request for quotation for printing of following resource manual:

Name of the Document	Specifications	Quantity
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi)	<ul style="list-style-type: none">• Document size: A4• Printing: CTP Offset multicolour with type setting, designing and layout	1000 copies in Hindi & 1000 Copies in English
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in English)	<ul style="list-style-type: none">• No. of text pages 64 (±4 pages)• Text pages: Imported Art paper magno matt 170 GSM• Cover on Imported Art magno matt 300 GSM with thermal lamination, section sewing with perfect binding	

3. The Request for Quotation (RFQ) for the printing of above-mentioned reports for Project Implementing Unit, Ecosystem Services Improvement Project, ICFRE as per specifications mentioned in Para 2 shall be submitted in 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. RFQ must be submitted in a sealed envelope and marked as “Request for Quotation for Printing of Reports” and addressed to the:

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. RFQ should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for the items quoted, including names and addresses of firms providing printing facilities.
7. The deadline for receipt of RFQ at the address indicated above is 10 February 2020 by 1730 hrs.
8. RFQ should be submitted as per the instructions contained in the Annexure - II of this document.
9. 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 RFQ.
10. Validity of the Offer: RFQ shall be valid for a period of 60 days from the date for receipt of quotation(s) indicated in Paragraph 7 above.
11. Evaluation of RFQ: The Purchaser will evaluate and compare the RFQs determined to be substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.
12. Award of contract: The Purchaser will award the contract to the Firm(s) whose RFQ has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
13. Notwithstanding the above, the Purchaser reserves the right to accept or reject any RFQ and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
14. The Firm(s) whose RFQ 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.
15. Payment shall be made after successful delivery of printing of manuals.


Project Director
ESIP, ICFRE

Format for Submission of Request for 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.: Submission of Request for Quotation for Printing of Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi and English)

Madam/ Sir,

We offer to execute the printing of manual for ESIP Project Implementation Unit, ICFRE in accordance with the conditions of contract, as per following quoted price:

Name of the Document	Specifications	Quantity	Price Quoted (INR)		
			Unit Price	GST	Total
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi)	<ul style="list-style-type: none"> Document size A4 Printing- CTP Offset multicolour with type setting, designing and layout No. of text pages 64 (± 4 pages) 	1000 copies in Hindi & 1000 Copies in English			
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in English)	<ul style="list-style-type: none"> Text pages: Imported Art paper magno matt 170 GSM Cover on Imported Art magno matt 300 GSM with thermal lamination, section sewing with perfect binding 				

We agree to print the above report(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 request 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:

Seal:

Instructions for Preparing Quotations

1. Scope of Procurement: Invites request for quotations for printing of manuals as described in the Para 2. The successful Firm will be expected to complete the delivery after printing of reports 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 five years of experience in printing of documents mentioned in Para 2. Proof of same must 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. Firm Profile
 - e. Unit Price of the printing of multicolor page
5. Currency of Quotations:
 - a) Rate inclusive of GST shall be quoted.
 - 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. Final drafts in colour (Colour Dummy) shall be made available to the Project Director, ESIP, ICFRE and only after approval of the dummy, final print to be taken.
7. Printed of copies of Manuals shall be delivered by the firm within 15 days of submission of final formatted material.
8. Soft copies of the final manuals must be submitted to the Project Director, ESIP with the final printed copies.
9. Material of Ecosystem Services Improvement Project reports is highly confidential and shall not be disclosed to third party in any case. Any violation in this regard will attract legal action.
10. Quotations should be valid for 60 days.
11. Each firm shall submit only one quotation.
12. The Project Director reserves the right to increase or decrease quantities of the item.
13. Decision of Director General, ICFRE will be final for dispute (if any).