



**भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्**  
**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)  
(An Autonomous body under the Ministry of Environment, Forest and Climate Change, Government of India)  
पो० ओ० न्यू फॉरेस्ट, देहरादून – 248006 (उत्तराखण्ड)  
P. O. New Forest, Dehradun – 248006 (Uttarakhand)

No. 1-64(8)/2023/RECAP4NDC/BCC/ICFRE/186

Date: 17/10/2024

**Request for Quotation for Procurement of Office Stationery Items**

**Name of Project:** Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation (RECAP4NDC) Project

**Agreement Number:** 81301539

**Project Processing Number:** 21.9023.9-004.00

1. Indian Council of Forestry Research and Education (ICFRE) is one of the consortium partners of the RECAP4NDC Project and implementing the component Output-V DCKCM-FLR (Development of capacities, knowledge and communication mechanisms for forest landscape restoration).
2. ICFRE invites quotations for supply of following office stationery items as per details:

S.No.	Name of the Items and Specifications	Qty.
1.	Photocopy Paper A4 size (80 GSM), 5 Reams/Pkt. (Century/ Trident brand or equivalent)	30 Pkt.
2.	Colin	10
3.	Sanitizer 5 ltr. (Savlon or Dettol or equivalent)	05
4.	Ball Pen Blue 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	20 Pkt
5.	Ball Pen Black 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt
6.	Ball Pen Red 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt
7.	Gel Pen Blue 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	20 Pkt.
8.	Gel Pen Black 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt.
9.	Gel Pen Red 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt.
10.	Pilot Pen High Tech Point V5 Blue 0.5 (Luxar brand or equivalent), 12 Pcs./Pkt	10 Pkt.
11.	Coloured Photo Paper A4 80 GSM (Blue, Pink, Green)	5 Ream of each color
12.	Double Hole Punching Machine (Kangaroo or equivalent)	10
13.	1 inch Tape Dispenser	10
14.	Cello Tape (1" Transparent), 5 Pcs./Pkt (Captain brand or equivalent)	10 Pkt.
15.	U-Clip (Size 28) (Oddy or equivalent)	20 Pkt
16.	Tag (White Bunch) 8 Inches Long	20 Bunch
17.	Sticky Notes, Oddy or equivalent brand	5 Pkt
18.	Page Marker Slips, Oddy or equivalent brand, 20 Pcs./Pkt	20 Pkt
19.	Attendance Register	10 No.
20.	Highlighter Pen Faber castle or equivalent (5 Pcs./ Pkt)	5 Pkt
21.	Stamp Pad (Faber Castle or equivalent) Big	10 No.
22.	Stamp Pad (Faber Castle or equivalent) Small	20 Nos.
23.	Button Folder Superior Quality Infinity or equivalent, 12 Pcs./Pkt	20 Pkts.
24.	Paper Cutter Big Natraj or equivalent (10 Pcs/Pkt)	1 Pkt
25.	Cloth Duster Superior Quality	50 Pcs.
26.	Transparency Sheet (A4 Size 100 Micron)	5 Pkt
27.	L.Folder (Transparent), 12 Pcs/Pkt	20 Pkt

28.	Correction Pen (Cello or equivalent)	10 Pcs.
29.	Duracell AAA	30 Pcs.
30.	Duracell AA	30 Pcs.
31.	Aer-Matic Refill (Godrej or equivalent)	5 Pcs.
32.	Binder Clip 25 mm Size 12 Pcs./Pkt (Oddy or equivalent)	25 Pkt
33.	Binder Clip 32 mm Size 12 Pcs./Pkt (Oddy or equivalent)	25 Pkt
34.	Cash Book (450 pages) (Neelgagan or equivalent)	06
35.	Cash Book (160 pages) (Neelgagan or equivalent)	06
36.	Ledger Book (700 pages) (Neelgagan or equivalent)	06
37.	Ledger Book (400 pages) (Neelgagan or equivalent)	06
38.	Register (240 pages) (Neelgagan or equivalent)	30
39.	Peon Book	10
40.	Dak Folder	10
41.	Stamp Pad Red (Faber Castle or equivalent) Big	05
42.	Cello Tape (1/2" Transparent), 5Pcs/Pkt (Captain brand or equivalent)	10 Pkt.
43.	Glue Stick 30 Gms (Pidilite/Oddy Brand or equivalent)	05 Pkt.
44.	Dispatch Register (Neelgagan or equivalent)	05
45.	Diary Register (Neelgagan or equivalent)	05

- Eligible firms are invited to submit your price quotation for supply of above mentioned office stationery items along with sample of the items, as per specifications mentioned in Para 2.
- Quoted price will be evaluated and contract will be awarded to the responsive firm offering the lowest evaluated rate as per the specification.
- Sealed Quotation(s) must be marked "Request for quotation for Supply of Office Stationery Items" and addressed to the:

Principal Investigator, RECAP4NDC Project  
Room No. 126  
Biodiversity and Climate Change Division  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

- The deadline for receipt of sealed quotation at the address indicated above is **28<sup>th</sup> October 2024 by 01:00 PM** by hand/post.
- 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.
- 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 6 above.
- Evaluation of Quotations: The Procurement Committee of RECAP4NDC project, ICFRE 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 of the RFQ. The firm has to produce a sample of the stationery items, to be vetted by the procurement committee of the RECAP4NDC project, ICFRE. The delivery has to be made as per the vetted item only and any deviation will be treated as breach of contract and liable for scrapping of order.
- Award of contract: The contract for supply of office stationery items will be awarded to the Firm whose quotation has been determined to be substantially responsive and who has offered the lowest price as per the specifications in the RFQ.
- 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.
- 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 supply order.
- All prices should be quoted F.O.R. destination inclusive of all taxes and contingent costs including, customs packing and forwarding, transportation, handling and insurance etc.

14. ICFRE shall not be responsible for fluctuation of the market rate of the ordered above mentioned items. The firm shall be required to supply the above mentioned Office Stationery Items at agreed rate only. The supply order may be terminated at any time due to non-performance of any of the terms and conditions of the supply order to the satisfaction of the Corporation.
15. The RFQ shall be evaluated by the procurement committee of RECAP4NDC Project, ICFRE and the findings of the committee shall be final and binding.
16. ICFRE shall have the sole and unfettered discretion to decrease/ increase the quantity.
17. Payment shall be made after successful delivery of the goods.
18. The Principal Investigator, RECAP4NDC Project, ICFRE reserves the right to cancel the supply order on ground of unsatisfactory or delayed supply and failure to fulfill terms and conditions of the RFQ and Supply Order.
19. The Firm whose quotation is accepted will be notified for the award by the ICFRE prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
20. Delivery of the office stationery items shall be made at RECAP4NDC Project – Project Management Unit at ICFRE Hqs., P.O. New Forest, Dehradun – 248006.
21. Payment shall be made after successful delivery and completion of the goods/works/services.

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Principal Investigator  
RECAP4NDC Project, ICFRE

Format of Quotation  
(on Firm Letter Head)

Date:

To

The Principal Investigator  
RECAP4NDC Project  
Room No. 126  
Biodiversity and Climate Change Division  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

**Sub.: Request for quotation for supply of Office Stationery Items under RECAP4NDC project – reg.**

Sir,

We offer to execute the supply of Office Stationery Items to RECAP4NDC Project Management Unit of ICFRE, Dehradun in accordance with the conditions of contract, as per following quoted price:

S N	Name of the Items	Qty.	Unit Price Quoted (INR)			TOTAL
			Unit	GST	Total	
1	Photocopy Paper A4 size (80 GSM), 5 Reams/Pkt. (Century/ Trident brand or equivalent)	30 Pkt.				
2	Colin	10				
3	Sanitizer 5 ltr. (Savlon or Dettol or equivalent)	05				
4	Ball Pen Blue 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	20 Pkt				
5	Ball Pen Black 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt				
6	Ball Pen Red 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt				
7	Gel Pen Blue 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	20 Pkt.				
8	Gel Pen Black 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt.				
9	Gel Pen Red 10 Pcs/Pkt (Hauser/Doms/Cello/Flair or equivalent)	10 Pkt.				
10	Pilot Pen High Tech Point V5 Blue 0.5 (Luxar brand or equivalent), 12 Pcs./Pkt	10 Pkt.				
11	Coloured Photo Paper A4 80 GSM (Blue, Pink, Green)	5 Ream of each color				
12	Double Hole Punching Machine (Kangaroo or equivalent)	10				
13	1 inch Tape Dispenser	10				
14	Cello Tape (1" Transparent), 5 Pcs./Pkt (Captain brand or equivalent)	10 Pkt.				
15	U-Clip (Size 28) (Oddy or equivalent)	20 Pkt				
16	Tag (White Bunch) 8 Inches Long	20 Bunch				
17	Sticky Notes, Oddy or equivalent brand	5 Pkt				
18	Page Marker Slips, Oddy or equivalent brand, 20 Pcs./Pkt	20 Pkt				
19	Attendance Register	10 No.				
20	Highlighter Pen Faber castle or equivalent (5 Pcs./Pkt)	5 Pkt				
21	Stamp Pad (Faber Castle or equivalent) Big	10 No.				
22	Stamp Pad (Faber Castle or equivalent) Small	20 Nos.				
23	Button Folder Superior Quality Infinity or equivalent, 12 Pcs./Pkt	20 Pkts.				
24	Paper Cutter Big Natraj or equivalent (10 Pcs/Pkt)	1 Pkt				
25	Cloth Duster Superior Quality	50 Pcs.				
26	Transparency Sheet (A4 Size 100 Micron)	5 Pkt				
27	L.Folder (Transparent), 12 Pcs/Pkt	20 Pkt				
28	Correction Pen (Cello or equivalent)	10 Pcs.				
29	Duracell AAA	30 Pcs.				
30	Duracell AA	30 Pcs.				

31	Aer-Matic Refill (Godrej or equivalent)	5 Pcs.				
32	Binder Clip 25 mm Size 12 Pcs./Pkt (Oddy or equivalent)	25 Pkt				
33	Binder Clip 32 mm Size 12 Pcs./Pkt (Oddy or equivalent)	25 Pkt				
34	Cash Book (450 pages) (Neelgagan or equivalent)	06				
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37	Ledger Book (400 pages) (Neelgagan or equivalent)	06				
38	Register (240 pages) (Neelgagan or equivalent)	30				
39	Peon Book	10				
40	Dak Folder	10				
41	Stamp Pad Red (Faber Castle or equivalent) Big	05				
42	Cello Tape (1/2" Transparent), 5Pcs/Pkt (Captain brand or equivalent)	10 Pkt.				
43	Glue Stick 30 Gms (Pidilite/Oddy Brand or equivalent)	05 Pkt.				
44	Dispatch Register (Neelgagan or equivalent)	05				
45	Diary Register (Neelgagan or equivalent)	05				
<b>GRAND TOTAL (in figure):</b>						
<b>GRAND TOTAL (in words):</b>						

We agree to supply the above mentioned office stationery items at above mentioned price quoted as per the terms and conditions specified in the 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:

**Instructions for Preparing Quotations**

1. **Scope of Procurement:** Invites price quotations for supply of office stationery items as described in the Para 2 of the RFQ. The successful Firm will be expected to complete the delivery 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. 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.
  - c. As manufacturer/supplier/distributor/authorize representative must have at least three years of experience in manufacturing/Supplying/distributing and sale of the office stationery items mentioned in Para 2. Proof of same may be provided with the quotation.
3. **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. Authorization/dealership/ Firm Profile
  - e. Unit Price of the stationery items including FOR
  - f. Firm has to present a declaration document of not having blacklisted in any government department/organization.
4. The firm has to produce a sample of the stationery items along with the quotation.
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. **Delivery period:** Within 30 days from the date of issue of Supply Order.
9. ICFRE reserves the right to increase or decrease quantities of the items.
10. **Decision of Director General, ICFRE** will be final in case of dispute (if any).