



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
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. 48/2018/ESIP/BCC/ICFRE/805

Dated: 11/12/2020

**Request for Quotations for purchase of Online Conference Software
(Cisco Webex VC product or equivalent)**

1. Indian Council of Forestry Research and Education (ICFRE) Dehradun is implementing the World Bank funded Ecosystem Services Improvement Project. ICFRE require Online Conference Software (Cisco Webex VC product or equivalent) for office of ESIP-PIU. The procurement process for purchase of Online Conference Software (Cisco Webex VC product or equivalent), 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 now invites your quotation for the purchase of Online Conference Software (Cisco Webex VC product or equivalent):

Name of the Item	Specification	Quantity
Online Conference Software (Cisco Webex VC product or equivalent)	Product Description: Host and attend video meetings: Present information, share applications and collaborate on projects, Usage scenarios: Collaborative sessions, internal and external meetings, product and project coordination, demos, sales presentations. Number of attendees: Up to 1,000 (including 200 video devices) + streaming capabilities. Information Sharing: Real-time sharing: Screen, application, file and browser, Multimedia sharing, Whiteboards and annotation tools, Text chat (managed and moderated), File transfer. Audio and Video: Participant list, Polling, Registration management, Permissions-based remote control, Reports, Connection options: Operating system support (Windows, Mac, Linux), Join and attend from mobile devices, Join and attend from web app (no download), Join and attend from email invitation. Tools and options: Network-based recording, Microsoft Outlook and Lotus Notes integration. Validity: 01 year	03

3. You are invited to submit your price quotation for the purchase of above-mentioned Online Conference Software (Cisco Webex VC product or equivalent) for Project Implementing Unit, 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 for above item and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
5. Quotation(s) must be marked "Quotation for supply of Online Conference Software (Cisco Webex VC product or equivalent)" 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. Quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for the item quoted, including names and addresses of supplier providing after sales service facilities.
7. The deadline for receipt of quotation at the address indicated above is 18th December 2020.
8. Quotation 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 Quotations.
10. 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.
11. Evaluation of Quotations: The procurement committee ESIP-PIU, 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.
12. Award of contract: The contract will be awarded (above item) to the Firm whose quotation has been determined to be substantially responsive and who has offered the lowest price.
13. Notwithstanding the above, the purchaser/ICFRE 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.
14. 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.
15. Payment shall be made after successful delivery and installation of the goods / Works / Services.

Yours faithfully,


Project Manager
ESIP, ICFRE,
Dehradun

Format of Quotation
(on Firm Letter Head)

Date:

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

Sub.: Quotation for supply of Online Conference Software (Cisco Webex VC product or equivalent) for ESIP-Project Implementation Unit

Madam/ Sir,

We offer to execute the supply of Online Conference Software (Cisco Webex VC product or equivalent) for ESIP Project Implementation Unit in accordance with the conditions of contract, as per following quoted price:

Name of the Items	Specification	Qty.	Unit Price	GST	Total (INR)
Online Conference Software (Cisco Webex VC product or equivalent)	Product Description: Host and attend video meetings: Present information, share applications and collaborate on projects, Usage scenarios: Collaborative sessions, internal and external meetings, product and project coordination, demos, sales presentations. Number of attendees: Up to 1,000 (including 200 video devices) + streaming capabilities. Information Sharing: Real-time sharing: Screen, application, file and browser, Multimedia sharing, Whiteboards and annotation tools, Text chat (managed and moderated), File transfer. Audio and Video: Participant list, Polling, Registration management, Permissions-based remote control, Reports, Connection options: Operating system support (Windows, Mac, Linux), Join and attend from mobile devices, Join and attend from web app (no download), Join and attend from email invitation. Tools and options: Network-based recording, Microsoft Outlook and Lotus Notes integration. Validity: 01 year	03			

We agree to supply the above item in accordance with the 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:

Instructions for Preparing Quotations

1. **Scope of Procurement:** Invites price quotations for purchase of Online Conference Software (Cisco Webex VC product or equivalent) as described in the Para 2. The successful Firm(s) will be expected to complete the delivery and installation 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.
3. **Qualification of the Firm:** To qualify for award of the Contract, a Firm shall meet the following minimum qualifying criteria:
 - a. As Manufacturer/Supplier/distributor/Authorize Representative must have at least three years of experience in manufacturing/Supplying/distributing and sale of Online Conference Software (Cisco Webex VC product or equivalent) mentioned in Para 2. Proof of same may be provided and Authorized Dealership Certificate 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. Authorization/dealership/ Firm Profile
 - e. Unit Price of Online Conference Software (Cisco Webex VC product or equivalent) including FOR
5. **Currency of Quotations:**
 - a) Rate inclusive of Online Conference Software (Cisco Webex VC product or equivalent) 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 incase of dispute (if any).