



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. 4/2018/ESIP/BCC/ICFRE/

Dated: 10/03/2021

Request for Quotations for purchase of office tables and chairs

Name of Project: Ecosystem Services Improvement Project

Procurement Reference No.: IN-ICFRE-222804-GO-RFQ

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, 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 now invites request for quotation for supply of office tables and chairs as per following details:

Name of the goods	Specifications	Quantity
Office Tables	Dimensions: Length: 135, Depth: 75, Height: 72.80, Wire Slots: Slots provided in the top frame for passage of wires, Wire Carrier: Vertical and Horizontal Wire Carrier ensures a clutter-free and organized desk, CPU Mount: An accessory: CPU Mount that the CPU does not take space on the floor, Storage space: Sufficient storage provided in the pedestal takes care of the storage requirement	03
Office Chairs with arms	Dimensions: Length: 76.30, Depth: 76.30, Height: 77.50-89.50, Seat Height: 41-53, Ergonomic designed fabric upholstered desk chair, Built-in lumbar support, Center tilt mechanism with upright locking, Pneumatic seat height adjustment raises and lowers chairs quickly and easily, fixed loop arms	03
Office visitor Chairs without arms	Dimensions: Length: 48.50, Depth: 58.90, Height: 93.50, Seat Height: 47.10, evolved design construction and hi-tech compounded engineering plastics, seat and back of the chair are firmly connected to the base frame and are cantilevered in a way that allows multi-dimensional movement	06

3. You are invited to submit your price quotation for the supply of above mentioned office tables and chairs 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 and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
5. Quotation(s) must be marked "Request for quotation for Supply of office tables and chairs" 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 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 16 March 2021 by 13:00 hrs.
8. Quotation should be submitted as per the instruction 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: Request for 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 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 whose quotation is accepted will be notified for the award of contract by the ICFRE prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
15. FOR: Items shall be delivered at ESIP Field Unit, TFRI (Tropical Forest Research Institute), Jabalpur, Madhya Pradesh
16. Payment shall be made after successful delivery and installation of the goods / Works / Services.

Yours faithfully,

Project Director
ESIP, ICFRE

Format of Quotation*(on Firm Letter Head)*

Date:

To

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.: Request for quotation for supply of office tables and chairs for ESIP Project Implementation Unit

Madam/ Sir,

We offer to execute the supply of office tables and chairs for ESIP Project Implementation Unit in accordance with the conditions of contract, as per following quoted price:

S. No.	Name of the goods	Specifications	Quantity	Price Quoted (INR)		
				Unit Price	GST	Total
1	Office Tables	Dimensions: Length: 135, Depth: 75, Height: 72.80, Wire Slots: Slots provided in the top frame for passage of wires, Wire Carrier: Vertical and Horizontal Wire Carrier ensures a clutter-free and organized desk, CPU Mount: An accessory: CPU Mount that the CPU does not take space on the floor, Storage space: Sufficient storage provided in the pedestal takes care of the storage requirement	03			
2	Office Chairs with arms	Dimensions: Length: 76.30, Depth: 76.30, Height: 77.50-89.50, Seat Height: 41-53, Ergonomic designed fabric upholstered desk chair, Built-in lumbar support, Center tilt mechanism with upright locking, Pneumatic seat height adjustment raises and lowers chairs quickly and easily, fixed loop arms	03			
3	Office visitor Chairs without arms	Dimensions: Length: 48.50, Depth: 58.90, Height: 93.50, Seat Height: 47.10, evolved design construction and hi-tech compounded engineering plastics, seat and back of the chair are firmly connected to the base frame and are cantilevered in a way that allows multi-dimensional movement	06			

We agree to supply the above item(s) at ESIP Field Unit, TFRI, Jabalpur, Madhya Pradesh in accordance with the technical specifications for a total contract price of Rs. (Rupeesonly) as per the detailed description 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 procurement of the office tables and chairs as described in the Para 2 of the RFQ. The successful Firm 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. 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 manufacturer/supplier/distributor/authorize representative must have at least three years of experience in manufacturing/supplying/distributing and sale of the office tables and chairs mentioned in Para 2 of RFQ. Proof of same may be provided with RFQ.
 - b. Authorized Dealership Certificate must be provided with the RFQ.
4. **Documents Comprising the Quotation:** The proposal submitted by the Firm must comprise of 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 authorized dealership
 - e. Unit Price of the office tables and chairs including FOR [ESIP Field Unit, TFRI (Tropical Forest Research Institute), Jabalpur, Madhya Pradesh]
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 in case of dispute (if any).