



## 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. 14/2018/ESIP/BCC/ICFRE/170

Dated: 24/02/2023

### **Request for Quotations for arrangement of Tent & Catering Facilities in the project villages of Madhya Pradesh for organizing the trainings for JFMCs on Environmental & Social Safeguards w.r.t. Scaling up of SLEM Best Practices and Measurement of Forest Carbon Stocks**

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 arrangement of Tent & Catering Facilities in the project villages of Madhya Pradesh for organizing the 14 trainings (from 09:00 AM to 02:00 PM) to the local communities on scaling up of SLEM best practices as per following specifications:

S.No.	Name of the Items and Specifications	Quantity per training
1.	Tent (30 x 30 = 900 Sq. Ft.)	900 Sq. ft.
2.	Chairs with covers	54
3.	Dice with 6 chairs without floor	01
4.	Sound system	01
5.	Battery backup with invertor for 05 hours duration	01
6.	Tea with biscuit one time	60
7.	Fresh Refreshment Pack (Samosa 1, Aloo banda 1, Bhaji bada 1, Laddoo 2, Biscuit 1 pkt., Fruit Juice 1), Packing should be of eco friendly material	60

3. You are invited to submit your price quotation for the arrangement of above mentioned Tent & Catering facilities in the project villages of Madhya Pradesh under Ecosystem Services Improvement Project as per specifications mentioned in Para 2 as per the format given in Annexure - I. Rate should be inclusive of transportation charges of the items/ materials at the project villages of Madhya Pradesh given in para 14.
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 arrangement of Tent & Catering Facilities in the project villages of Madhya Pradesh" and send it through post or by email in the following address:-

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

6. The deadline for receipt of quotation through post/email at the address indicated above is **02 March 2023 by 01:00 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. Payment shall be made after successful arrangement of Tent & Catering Facilities in the following project villages of Madhya Pradesh:-

S. No.	Forest Division	Project villages of Madhya Pradesh	No. of trainings to be organized
1.	Bhaura Forest Range (North Betul Forest Division)	T1. Handipani, Kuppa, Tetar (Mal & Ryt) villages T2. Banabehda, Bhauradhana villages T3. KoyalBuddi, Kachhar, Koyalari villages	14
2.	Budhni Forest Range (Sehore Forest Division)	T4. Khatpura, Saidganj villages T5. Akola, Naganpur villages T6. Paharkhedhi, Paraswada villages T7. Hathlewa, Chachmau villages	
3.	Itarsi Forest Range (Hoshangabad Forest Division)	T8. Lalpani, Ranjjhi, Bhatna villages	
4.	Sukhtawa Forest Range (Hoshangabad Forest Division)	T9. Khoda village T10. Pipariyakhurd village	
5.	Banapura Forest Range (Hoshangabad Forest Division)	T11. Banspani, Bhavanda, Ghoghara villages T12. Pipalgota, Nayagaon villages T13. Keolajhir, Chandakhad, Salai, Narri, Gotabbarri villages T14. Nanderwada, Jondhal, Sotachikli villages	

15. Any representation/complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at [projectdirectoresip@gmail.com](mailto: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 arrangement of Tent & Catering facilities in the project villages of Madhya Pradesh – reg.**

Madam/ Sir,

We offer to execute the arrangement of Tent & Catering facilities in 14 trainings (from 09:00 AM to 02:00 PM) in the project villages of Madhya Pradesh in accordance with the conditions of contract, as per following quoted price:

S.No.	Name of the Items and Specifications	Quantity per training	Price Quoted (INR)		
			Unit Price	GST	Total
1.	Tent (30 x 30 = 900 Sq. Ft.)	900 Sq. ft.			
2.	Chairs with covers	54			
3.	Dice with 6 chairs without floor	01			
4.	Sound system	01			
5.	Battery backup with inverter for 05 hours duration	01			
6.	Tea with biscuit one time	60			
7.	Fresh Refreshment Pack (Samosa 1, Aloo banda 1, Bhaji bada 1, Laddoo 2, Biscuit 1 pkt., Fruit Juice 1), Packing should be of eco friendly material	60			
Total Cost for 1 training					
<b>Total Cost for 14 trainings</b>					

We agree to supply the above item(s) in accordance with the technical specifications for a total contract price of Rs. .... (Rupees .....only) 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 Tent & Catering Facilities in the project villages of Madhya Pradesh as described in the Para 2 of RFQ. The successful Firm(s) will be expected to complete the above mentioned arrangements 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/supplier/distributor/authorize representative must have at least three years of experience in arrangements of above mentioned items 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. 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).