



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. 45/2018/ESIP/BCC/ICFRE/

Dated: 15/05/2023

Request for Quotations for Procurement of Office Stationery Items

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 quotations for the supply of the following office Stationery items:

S.No.	Name of the Items	Qty.
1	Printed Office File Cover with strong steel spring clips (Cobra brand or equivalent)	1000 Nos.
2	File Board (32 Ozs. Card Board) (Nayan brand or equivalent)	500 Nos.
3	Printed Paper Folder	1000 Nos.
4	Printed Spiral Note Book (approx. 60 pages)	1000 Nos.
5	Photocopy Paper A4 size (80 GSM) (Centaury brand or equivalent), 5 Reams/Pkt	150 Pkt.
6	Note Sheet Pad A4 Size 90 GSM (100 pages/Pad)	40 Pkt.
7	Ball Pen Blue 10 Pcs/Pkt	50 Pkt
8	Add Gel Pen Blue 10 Pcs/Pkt	20 Pkt.
9	Coloured Photo Paper A4 80 GSM (Blue, Pink, Green)	1 Ream of each colour
10	Stapler Kangaroo 24/6	10 Pcs.
11	Pencil HB (Apsara brand or equivalent) 10 Pcs./Pkt.	10 Pkt.
12	Cello Tape (1" Transparent) (Captain brand or equivalent), 5 Pcs./Pkt	20 Pkt.
13	Cello Tape (2" Transparent) (Captain brand or equivalent), 5 Pcs./Pkt	10 Nos.
14	Stapler Pin No. 10 (Kangaroo brand or equivalent), 20 Pcs./Pkt	5 Pkt
15	U-Clip (Size 28) (Oddy brand or equivalent)	10 Pkt
16	Stapler Pins No. 24/6 (Kangaroo brand or equivalent), 10 Pcs./Pkt	10 Pkt
17	Glue Stick 30 Gms (Fevi stick or equivalent), 15 Pcs./ Pkt	10 Pkts
18	Dispatch Register. Neelgagan or equivalent (500 sheet)	4 No.
19	Diary Register, Neelgagan or equivalent (500 Sheet)	4 No.
20	Stapler 10 D Kangaroo or equivalent	10 No.
21	Eraser (Non-Dust Apsara), 10 Pcs/Pkt	5 Pkt
22	Ruled Register (1 Quire), Neelgagan or equivalent	20 No.
23	Ruled Register (2 Quire), Neelgagan or equivalent	20 No.
24	Ruled Register (3 Quire), Neelgagan or equivalent	20 No.
25	Tag (White Bunch) 7 Inches Long	20 Bunch
26	Sticky Notes, Oddy or equivalent brand	5 Pkt
27	Page Marker Slips, Oddy or equivalent brand, 20 Pcs./Pkt	20 Pkt
28	Envelope White (11x5 cm) Tajmahal or equivalent	5 Box
29	Envelope White (9x4 cm) Tajmahal or equivalent	20 Box

30	Envelope (A4 Size) Tajmahal or equivalent, 50 Pcs./Pkt.	10 Pkts
31	Stapler Pin 23/6, 23/8, 23/10, 23/13, 23/15, 23/17 and 23/20	10 Pkts of each
32	Peon Book	5 No.
33	Attendance Register	10 No.
34	Highlighter Pen Faber castle or equivalent (5 Pcs./ Pkt)	6 Pkt
35	Stamp Pad (Faber Castle) Big	10 No.
36	Stamp Pad (Faber Castle) Small	20 Nos.
37	Cash Book Neelgagan or equivalent	2 No.
38	Ledger Book Neelgagan or equivalent	2 No.
39	Button Folder Superior Quality Infinity or equivalent, 12 Pcs./Pkt	20 Pkts.
40	Pencil sharpener Apsara or equivalent, 10 Pcs./Pkt	1 Pkt
41	Stapler Remover 300 Kangaroo	5 Pcs.
42	Paper Cutter Big Natraj or equivalent (10 Pcs/Pkt)	1 Pkt
43	Cash Book No. 10 Triple A	2 Nos.
44	Diary Register Triple A 500 Pages	5 Nos.
45	Dispatch Register Triple A 500 Pages	5 Nos.
46	Cloth Duster Superior Quality	100 Pcs.

3. Eligible firms are invited to submit your price quotation for procurement of stationery items along with sample of the items, as per specifications mentioned in Para 2.
4. Quoted price will be evaluated and contract will be awarded to the responsive firm offering the lowest evaluated rate as per the specification.
5. Quotation(s) must be marked "Quotation for supply of office Stationery items" 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, Utrakhnad-248006
6. The deadline for receipt of quotation at the address indicated above is 24th May 2023 (03:00 PM).
7. 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.
8. 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.
9. 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. The firm has to produce a sample of the stationery items, to be vetted by the procurement committee of the ESIP, 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.
10. Award of contract: The contract for the above 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 specification of the item.
11. 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.
12. The Firm(s) 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 supply order.
13. 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. Standards: The item supplied under the contract shall conform the standard prescribed/specification mentioned there, against the goods in the financial bid.

15. Penalty: Supply of non original/similar looking items or items in damaged conditions shall not be accepted. Penalty up to 25% of the value of the supply order may be imposed if items is not provided in specified quality specification and item condition. In addition, the contract will be cancelled and contractor may be blacklisted. However, no penalty will be imposed if the delay in supply occurs on account of intimation by ICFRE for any administrative or logistics contingency.
16. Consignee: The firm has to supply the stationery items at ESIP, ICFRE, New Forest, FRI, Dehradun.
17. The ICFRE shall have the right to purchase the material in full or part thereof, at the risk and cost of the firm, in case firm fails to supply the allocated or indented quantity within the specified time and as per the provided date sheet.
18. The ICFRE shall have the sole and unfettered discretion to decrease/increase the purchase from the firm depending upon market condition and climatic conditions within the validity of the contract.
19. Scope of Procurement: Invites price quotations for procurement of the office Stationery items as described in the Para 2 of RFQ. The successful Firm(s) will be expected to complete the delivery in all aspects within due time.
20. 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.
21. 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 Stationery items mentioned in Para 2. Proof of same may be provided with the quotation.
22. Documents Comprising the Quotation: The quotation submitted by the Firm must be comprise of 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 office Stationery items including FOR
 - f. Firm has to present a declaration document of not having blacklisted in any government department/organization.
23. Currency of Quotations:
 - i. Rate inclusive of GST shall be quoted in Indian Rupees.
24. 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.
25. Delivery period: Within 30 days from the date of issue of Supply Order.
26. Payment shall be made after successful delivery of the above mentioned stationery items as per specification.
27. The Project Director reserves the right to increase or decrease quantities of the items.
28. Decision of Director General, ICFRE will be final in case of dispute (if any).
29. Any representation/ complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE at projectdirectoresip@gmail.com.

Project Director
ESIP, ICFRE

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, Uttrakhand-248006 (INDIA)

Sub.: Quotation for supply of office Stationery items for ESIP-Project Implementation Unit

Madam/ Sir,

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

S.N.	Name of the Items	Qty.	Price Quoted (INR)			
			Make	Unit Price	GST	Total (INR)
1	Printed Office File Cover with strong steel spring clips (Cobra brand or equivalent)	1000 Nos.				
2	File Board (32 Ozs. Card Board) (Nayan brand or equivalent)	500 Nos.				
3	Printed Paper Folder	1000 Nos.				
4	Printed Spiral Note Book (approx. 60 pages)	1000 Nos.				
5	Photocopy Paper A4 size (80 GSM) (Centaury brand or equivalent), 5 Reams/Pkt	150 Pkt.				
6	Note Sheet Pad A4 Size 90 GSM (100 pages/Pad)	40 Pkt.				
7	Ball Pen Blue 10 Pcs/Pkt	50 Pkt				
8	Add Gel Pen Blue 10 Pcs/Pkt	20 Pkt.				
9	Coloured Photo Paper A4 80 GSM (Blue, Pink, Green)	1 Ream of each colour				
10	Stapler Kangaroo 24/6	10 Pcs.				
11	Pencil HB (Apsara brand or equivalent) 10 Pcs./Pkt.	10 Pkt.				
12	Cello Tape (1" Transparent) (Captain brand or equivalent), 5 Pcs./Pkt	20 Pkt.				
13	Cello Tape (2" Transparent) (Captain brand or equivalent), 5 Pcs./Pkt	10 Nos.				
14	Stapler Pin No. 10 (Kangaroo brand or equivalent), 20 Pcs./Pkt	5 Pkt				
15	U-Clip (Size 28) (Oddy brand or equivalent)	10 Pkt				
16	Stapler Pins No. 24/6 (Kangaroo brand or equivalent), 10 Pcs./Pkt	10 Pkt				
17	Glue Stick 30 Gms (Fevi stick or equivalent), 15 Pcs./ Pkt	10 Pkts				
18	Dispatch Register. Neelgagan or equivalent (500 sheet)	4 No.				
19	Diary Register, Neelgagan or equivalent (500 Sheet)	4 No.				
20	Stapler 10 D Kangaroo or equivalent	10 No.				
21	Eraser (Non-Dust Apsara), 10 Pcs/Pkt	5 Pkt				
22	Ruled Register (1 Quire), Neelgagan or equivalent	20 No.				
23	Ruled Register (2 Quire), Neelgagan or equivalent	20 No.				
24	Ruled Register (3 Quire), Neelgagan or equivalent	20 No.				
25	Tag (White Bunch) 7 Inches Long	20 Bunch				
26	Sticky Notes, Oddy or equivalent brand	5 Pkt				
27	Page Marker Slips, Oddy or equivalent brand, 20 Pcs./Pkt	20 Pkt				
28	Envelope White (11x5 cm) Tajmahal or equivalent	5 Box				
29	Envelope White (9x4 cm) Tajmahal or equivalent	20 Box				

30	Envelope (A4 Size) Tajmahal or equivalent, 50 Pcs./Pkt.	10 Pkts				
31	Stapler Pin 23/6, 23/8, 23/10, 23/13, 23/15, 23/17 and 23/20	10 Pkts of each				
32	Peon Book	5 No.				
33	Attendance Register	10 No.				
34	Highlighter Pen Faber castle or equivalent (5 Pcs./ Pkt)	6 Pkt				
35	Stamp Pad (Faber Castle) Big	10 No.				
36	Stamp Pad (Faber Castle) Small	20 Nos.				
37	Cash Book Neelgagan or equivalent	2 No.				
38	Ledger Book Neelgagan or equivalent	2 No.				
39	Button Folder Superior Quality Infinity or equivalent, 12 Pcs./Pkt	20 Pkts.				
40	Pencil sharpener Apsara or equivalent, 10 Pcs./Pkt	1 Pkt				
41	Stapler Remover 300 Kangaroo	5 Pcs.				
42	Paper Cutter Big Natraj or equivalent (10 Pcs/Pkt)	1 Pkt				
43	Cash Book No. 10 Triple A	2 Nos.				
44	Diary Register Triple A 500 Pages	5 Nos.				
45	Dispatch Register Triple A 500 Pages	5 Nos.				
46	Cloth Duster Superior Quality	100 Pcs.				

We agree to supply the above mentioned all office stationery items 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 Stationery items as described in the Para 2 of RFQ. The successful Firm(s) 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.
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 Stationery items mentioned 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. Authorization/dealership/ Firm Profile
 - e. Unit Price of the office Stationery items including FOR
 - f. Firm has to present a declaration document of not having blacklisted in any government department/organization.
5. **Currency of Quotations:**
 - i. Rate inclusive of GST shall be quoted in Indian Rupees.
 - ii. 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).