



## 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. 9/2018/ESIP/BCC/ICFRE

Dated: 27 /06/2023

### Request for Quotation for Printing of Publication on SLEM

**Name of Project:** Ecosystem Services Improvement Project

**Procurement Reference No.:** IN-ICFRE-367840-NC-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 of 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 (RFQ) for printing of publication on SLEM as per following specifications:

Particulars	Specifications	Quantity
Printing of publication on SLEM	1. SLEM - Document Size: A4 - No. of text pages: 200 ( $\pm$ 20 pages) - Paper for text pages: Art Paper Magno 130 GSM, aqueous coating - Paper for Cover: Art Card Magno 300 GSM, UV coating - Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout - Lamination: Matt Thermal Lamination - Binding: Section sewn with perfect binding	200 copies
	2. Reports on scaling up of SLEM practices in the Landscapes of MP and CG (10 Forest Ranges) - Document Size: A4 - No. of text pages: 100 ( $\pm$ 10 pages) - Paper for text pages: Art Paper Magno 130 GSM - Paper for Cover: Art Card Magno 300 GSM, UV coating - Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout - Lamination: Matt Thermal Lamination - Binding: Section Sewn with perfect binding	50 x 10 Forest Ranges

	<p>3. Project Completion Report</p> <ul style="list-style-type: none"> <li>- Document Size: A4</li> <li>- No. of text pages: 300 (± 20 pages)</li> <li>- Paper for text pages: Art Paper Magno 130 GSM</li> <li>- Paper for Cover: Art Card Magno 300 GSM, UV coating</li> <li>- Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout</li> <li>- Lamination: Matt Thermal Lamination</li> <li>- Binding: Section Sewn with perfect binding</li> </ul>	<p>60 copies</p>
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3. The RFQ for Printing of publication on SLEM as per specifications mentioned in Para 2 shall be submitted in the format given in Annexure - I.
4. RFQ must be submitted in a sealed envelope and marked as "Request for Quotation for Printing of publication on SLEM" 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, Uttrakhand-248006 (INDIA)
5. Quotation shall be accompanied by adequate technical documentation, at least one sample of report/ document of similar or equivalent specification printed by the firm. The sample of the paper(s) (as per specification) to be used in printing of the report shall also be provided with the quotation.
6. The deadline for receipt of RFQ at the address indicated above is **06 July 2023 by 03:00 P.M.**
7. RFQ shall be submitted as per the instructions contained in the Annexure - II of this document.
8. The prices shall be quoted in Indian Rupees and shall be inclusive of all taxes (GST). No price increase will be allowed after the submission of RFQ.
9. **Validity of the Offer:** RFQ shall be valid for a period of 90 days from the date for receipt of quotation(s) indicated in Paragraph 6 above.
10. **Evaluation of RFQ:** The purchaser will evaluate and compare the RFQs determined to be substantially responsive i.e. which are properly filled and signed, requisite documents/ certificates, requisite sample of the paper (as per specification) to be used in printing of the report; samples of the publications of similar types of job, and conform to the qualification and eligibility criteria, terms and conditions, and specifications of the RFQ.
11. **Qualification of the Firm:** To qualify for award of the Contract, a Firm shall meet the following minimum qualifying criteria:
  - a. As firm must have at least five years of experience in printing of documents as mentioned in Para 2 of the request for quotation and must have completed at least five similar types of jobs. Proof and samples of the same must be provided with the quotation. Quotation will be rejected, if samples are not provided with quotation.
  - b. Firm must have more than Rs. 15,00,000/- turnover in previous 5-years.
12. **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 GST along 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.
13. **Documents Comprising the Quotation:** The proposal submitted by the Firm must 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. Documentary proof of previous 5-year turnover of more than Rs. 15,00,000/-
  - d. Copies of registration/taxation documents
  - e. Firm Profile
  - f. Sample of the paper(s) (as per specification) to be used in printing of the report
  - g. Samples of the publications of past similar types of job
14. Firm has to present a declaration document of not having blacklisted in any government department/organization.
15. Award of contract: The Purchaser will award the contract to the Firm whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
16. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
17. The Firm 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.
18. Payment shall be made after successful delivery of printed reports as per the specification.
19. Any representation/complaints pertaining to this RFQ will be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at [projectdirectoresip@gmail.com](mailto:projectdirectoresip@gmail.com).
20. A certificate should be submitted by the firms regarding their compliance to the Govt. of India order regarding Public Procurement (Preference to Make in India), 2017 as amended on 16 September 2020 (or any latest amendment). If such certificate given by the bidder, whose bid is accepted is found to be false at any stage, this would be a ground for immediate termination of bid and further legal action in accordance with law.
21. The Project Director, ESIP, ICFRE reserves the right to cancel the contract on ground of unsatisfactory or delayed supply and failure to fulfill terms and conditions of the agreement.

Yours faithfully,

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.: Submission of Request for Quotation for Printing of publication on SLEM**

Madam/ Sir,

We offer to execute the 'Printing of publication on SLEM' for ESIP Project Implementation Unit, ICFRE in accordance with the conditions of contract, as per following quoted price:

Particulars	Specifications	Quantity	Price Quoted (INR)			Total Price (INR)
			Unit Price	GST	Total	
Printing of publication on SLEM	1. SLEM - Document Size: A4 - No. of text pages: 200 (± 20 pages) - Paper for text pages: Art Paper Magno 130 GSM, aqueous coating - Paper for Cover: Art Card Magno 300 GSM, UV coating - Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout - Lamination: Matt Thermal Lamination - Binding: Section Sewn with perfect binding	200 copies				
	2. Reports on scaling up of SLEM practices in ESIP Landscapes of MP and CG (10 Forest Ranges) - Document Size: A4 - No. of text pages: 100 (± 10 pages) - Paper for text pages: Art Paper Magno 130 GSM - Paper for Cover: Art Card Magno 300 GSM, UV coating - Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout - Lamination: Matt Thermal Lamination - Binding: Section Sewn with perfect binding	50 copies for each Forest Range				

	<p>3. Project Completion Report</p> <ul style="list-style-type: none"> <li>- Document Size: A4</li> <li>- No. of text pages: 300 (± 20 pages)</li> <li>- Paper for text pages: Art Paper Magno 130 GSM</li> <li>- Paper for Cover: Art Card Magno 300 GSM, UV coating</li> <li>- Printing: CTP Multicolour (Alcohol Based Printing) with type setting, designing and layout</li> <li>- Lamination: Matt Thermal Lamination</li> <li>- Binding: Section Sewn with perfect binding</li> </ul>	60 copies				
<b>Grand Total</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 'Printing of publication on SLEM' as described in the Para 2 of the request for quotation. The successful Firm will be expected to complete the delivery after printing of reports 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 GST along 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 must have at least five years of experience in printing of documents as mentioned in Para 2 of the request for quotation and must have completed at least five similar types of jobs. Proof and samples of the same must be provided with the quotation. Quotation will be rejected, if samples are not provided with quotation.
  - b. Firm must have more than Rs. 15,00,000/- turnover in previous 5-years.
4. **Documents Comprising the Quotation:** The proposal submitted by the Firm must 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. Documentary proof of previous 5-year turnover of more than Rs. 15,00,000/-
  - d. Copies of registration/taxation documents
  - e. Firm Profile
  - f. Sample of the paper(s) (as per specification) to be used in printing of the report
  - g. Samples of the publications of past similar types of job
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. Final drafts in colour (Colour Dummy) shall be made available to the Project Director, ESIP, ICFRE and only after approval of the dummy, final print shall be taken.
7. Printed copies of reports shall be delivered by the firm within 10 days of submission of final formatted material.
8. Soft copies of the final reports must be submitted to the Project Director, ESIP with the final printed copies on or before 30 July 2023..
9. Material of Ecosystem Services Improvement Project reports is highly confidential and shall not be disclosed to third party in any case. Any violation in this regard will attract legal action.
10. Quotations shall be valid for 90 days.
11. Each firm shall submit only one quotation.
12. A certificate should be submitted by the firms regarding their compliance to the Govt. of India order regrading Public Procurement (Preference to Make in India), 2017 as amended on 16 September 2020 (or any latest amendment). If such certificate given by the bidder, whose bid is accepted is found to be false at any stage, this would be a ground for immediate termination of bid and further legal action in accordance with law.
13. The Project Director reserves the right to increase or decrease quantities of the items.

14. Decision of Director General, ICFRE will be final for dispute (if any).