



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

Request for Quotations

To

M/s _____

Sub.: Request for quotation for purchase of software

Madam/ Sir,

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 your quotation for the supply of the following software:

Name of the goods	Specifications	No. of users
1) Microsoft Office Professional Software for multiple computers	Word 2016, Excel 2016, Power point 2016, One note 2016, Outlook 2016, Publisher 2016, and Access 2016 with onsite installation and onsite support for minimum of 60 days, Licensed for 40 computers (approx.).	40 (approx.)
2) Antivirus software for multiple computers	Quick Heal Total Security or equivalent Compatible for Windows 10/ Windows 8.1/ Windows 8/ Windows 7/ Windows Vista/ Windows XP/ Windows 2000 (32-bit or 64-bit of Desktop Operating System)	40 (approx.) with 3 year validity

3. You are invited to submit your price quotation for the supply of above mentioned software(s) 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 each 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 Software" and addressed to the:

Project Director, Ecosystem Services Improvement Project

Room No: 42

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 each 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 18 July 2018 by 1730 hrs.

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 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.
12. The Quotations would be evaluated separately for each item.
13. Award of contract: The Purchaser will award the contract (item wise) to the Firm(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
14. 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.
15. 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.
16. Payment shall be made after successful delivery and installation of the goods.

Yours faithfully,
-sd-
Project Director
ESIP, ICFRE

Format of Quotation*(on Firm Letter Head)*

Date: July 2018

To

The Project Director
 Ecosystem Services Improvement Project
 Room No: 42
 Indian Council for Forestry Research and Education
 P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

Sub.: Quotation for supply of software for ESIP Project Implementation Unit

Madam/ Sir,

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

S. No.	Name of the Items	Specifications	No. of users	Price Quoted (INR)		
				Unit Price	GST	Total
1	Microsoft Office Professional Software for multiple computers	Word 2016, Excel 2016, Power point 2016, One note 2016, Outlook 2016, Publisher 2016, and Access 2016 with onsite installation and onsite support for minimum of 60 days, Licensed for 40 computers (approx.).	40 (approx.)			
2	Antivirus software for multiple computers	Quick Heal Total Security or equivalent Compatible for Windows 10/ Windows 8.1/ Windows 8/ Windows 7/ Windows Vista/ Windows XP/ Windows 2000 (32-bit or 64-bit of Desktop Operating System)	40 (approx.) with 3 year validity			

We agree to supply the above item(s) in accordance with the technical specifications for a total contract price of Rs. (Rupeesonly) 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 procurement of the software 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. 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 five years of experience in manufacturing/Supplying/distributing and sale of the software 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 the software 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).