



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 office furniture

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 supplying of the following office furniture:

Name of the Items	Specifications	Quantity
1. Conference Table	14 seater boat convex, elegant veneered top and aluminum anodized legs and PLT modesty panel with wire management and provision for fixing switches inside the access flap on the top, dimension: 4200 x 1200 x 750 mm	01
2. Executive Chair	Knee tilt synchronic, tilt tension adjustment, with fixed arm, height adjustment 90 mm, arm material: soft touch PU Arms seat height (minimum) 450 mm, backrest height: 645 mm, backrest width: 480 mm, seat width: 510 mm, seat depth: 480 mm, pedestal base, stainless steel with ABS/nylon twin caster wheels minimum 5 Nos, of 50 mm size, seat and back cover material: synthetic leather, pedestal size: 760 mm thickness of plywood used in seat: 12 mm, density of polyurethane foam used in seat 45 Kg/Cub. M	18
3. Computer Chair	Revolving, width: 65 cm, depth: 65 cm, height: 80-90 cm, adjustability of seat height: 42-54 cm, arm rest: one piece well rounded polyurethane, base wide and five pronged	05
4. Executive Table	Elegant veneered top, dimension 1370 x 680 x 750 mm, 3 drawer storage unit, 1 box and 1 file drawer unit, square tubular metallic understructure	04
5. Computer Table	Particle board feature, dimension 800 x 430 x 750 mm, keyboard pull out trays and lockable storage unit, colour: bavarian beech	05
6. Filing Cabinet	Lateral with 4 drawer lockable, dimension 914 x 463 x 1333 mm, smooth drawer movement with precision telescopic slider mechanism, made from steel with antirust treatment	04
7. Book shelf	Four drawer lockable, dimension 69 x 36 x 13 inch, smooth drawer movement with precision telescopic slider mechanism, made from steel with antirust treatment	04

3. You are invited to submit your price quotation for the supply of above mentioned office furniture 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 Office Furniture" and addressed to the:
Assistant Director General (Biodiversity and Climate Change) &
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 7 February 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: February 2018

To

The Assistant Director General (Biodiversity and Climate Change) &
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 office furniture for ESIP Project Implementation Unit

Madam/ Sir,

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

S. No.	Name of the Items	Specifications	Quantity	Price Quotated (INR)		
				Unit Price	GST	Total
1	Conference Table	14 seater boat convex, elegant veneered top and aluminum anodized legs and PLT modesty panel with wire management and provision for fixing switches inside the access flap on the top, dimension: 4200 x 1200 x 750 mm	01			
2	Executive Chair	Knee tilt synchronic, tilt tension adjustment, with fixed arm, height adjustment 90 mm, arm material: soft touch PU Arms seat height (minimum) 450 mm, backrest height: 645 mm, backrest width: 480 mm, seat width: 510 mm, seat depth: 480 mm, pedestal base, stainless steel with ABS/nylon twin caster wheels minimum 5 Nos, of 50 mm size, seat and back cover material: synthetic leather, pedestal size: 760 mm thickness of plywood used in seat: 12 mm, density of polyurethane foam used in seat 45 Kg/Cub. M	18			
3	Computer Chair	Revolving, width: 65 cm, depth: 65 cm, height: 80-90 cm, adjustability of seat height: 42-54 cm, arm rest: one piece well rounded polyurethane, base wide and five pronged	05			
4	Executive Table	Elegant veneered top, dimension 1370 x 680 x 750 mm, 3 drawer storage unit, 1 box and 1 file drawer unit, square tubular metallic understructure	04			
5	Computer Table	Particle board feature, dimension 800 x 430 x 750 mm, keyboard pull out trays and lockable storage unit, colour: bavarian beech	05			
6	Filing Cabinet	Lateral with 4 drawer lockable, dimension 914 x 463 x 1333 mm, smooth drawer movement with precision telescopic slider mechanism, made from steel with antirust treatment	04			
7	Book shelf	Four drawer lockable, dimension 69 x 36 x 13 inch, smooth drawer movement with precision telescopic slider mechanism, made from steel with antirust treatment	04			

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 office furnitures 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 office furniture 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 office furniture 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).