



**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. 46/2018/ESIP/BCC/ICFRE

Dated: 29/09/2022

**Request for Quotations for Purchase of Office File Cabinets**  
**(Through GeM)**

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

**Procurement Reference No.:** IN-ICFRE-315171-GO-RFQ

1. The Government of India has received grant from the World Bank towards 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 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 Request for quotation (RFQ) 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 through Government e-Marketplace (GeM) for procurement of Office File Cabinets as per the following specifications:

Name of Goods	Specifications	Quantity
Office File Cabinets	1. Dimensions W x H x D (cm): 91 x 134.75 x 45 2. Door Material: CRCA Steel 3. Handle Material: Plastic 4. Primary Material: CRCA Steel 5. Finish Color: Silver Grey 6. Warranty: 1 Year Make: Godrej, 4 Drawer	06 Nos.

3. You are invited to submit your price quotation through GeM for the supply of Office File Cabinets as per specifications mentioned in Para 2.
4. RFQ must be submitted through GeM.
5. GeM Bid document is given in Annexure-I.
6. RFQ should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for the item quoted, including names and addresses of firms providing the above-mentioned items.
7. The deadline for receipt of RFQ through GeM is 13 October 2022 (4:00 PM).
8. Scope of Procurement: Invites price quotations for procurement of the Office File Cabinets as described in the Para 2 of RFQ. The successful Firm will be expected to complete the delivery and installation in all aspects within due time.
9. 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.
10. 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 File Cabinets mentioned in Para 2. Proof of same may be provided.
  - b. Authorized Dealership Certificate must be provided with the quotation.
11. Documents Comprising the Quotation: The proposal submitted by the Firm must comprise of following documents:
  - a. Qualification and experience information and other relevant documents
  - b. Copies of registration/taxation documents
  - c. Certificate of authorized dealership
  - d. Unit Price of the Office File Cabinets including FOR
12. 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.
13. Quotations should be valid for 90 days.
14. Each firm shall submit only one quotation through GeM.
15. The Project Director reserves the right to increase or decrease quantities of the items.
16. Decision of Director General, ICFRE will be final in case of dispute (if any)
17. The prices should be quoted in Indian Rupees and should be inclusive of all taxes (GST). Increasing of prices will not be allowed after the submission of RFQ.
18. Validity of the Offer: RFQ shall be valid for a period of 90 days from the date for receipt of quotation(s) indicated in Para 6 above.
19. Evaluation of RFQ: ICFRE will evaluate and compare the RFQs determined to be substantially responsive, *i.e.*, meet the eligibility criteria and confirm to the terms and conditions, and specifications.
20. Award of contract: ICFRE will award the contract to the Firm whose RFQ has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
21. Notwithstanding the above, ICFRE reserves the right to accept or reject any RFQ and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
22. The Firm(s) whose RFQ is accepted will be notified for the award of contract by ICFRE prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
23. All prices should be quoted F.O.R. destination inclusive of all taxes and contingent costs including, customized packing and forwarding, transportation, handling and insurance of Office File Cabinets.
24. 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 specifications and item condition. In addition, the contract will be cancelled and contractor may be blacklisted.
25. Consignee: The selected firm has to supply the Office File Cabinets at the following location:

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)
26. All the items shall be delivered within 15 days of issue of the Purchase Order.
27. Payment shall be made after successful delivery of Office File Cabinets at the designated consignee address.
28. 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

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	13-10-2022 16:00:00
<b>Bid Opening Date/Time</b>	13-10-2022 16:30:00
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Ministry/State Name</b>	Ministry Of Environment Forest And Climate Change
<b>Department Name</b>	Na
<b>Organisation Name</b>	Indian Council Of Forestry Research And Education (icfre)
<b>Office Name</b>	Icfre Hq
<b>Total Quantity</b>	6
<b>Item Category</b>	Steel Filing Cabinets (Q3) ( PAC Only )
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	1 Lakh (s)
<b>OEM Average Turnover (Last 3 Years)</b>	5 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Past Performance,Bidder Turnover,OEM Authorization Certificate,OEM Annual Turnover,Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Past Performance</b>	10 %
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

### MII Purchase Preference

MII Purchase Preference	No
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### MSE Purchase Preference

MSE Purchase Preference	Yes
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### Details of the Competent Authority approval for PAC

Competent Authority Approval document for PAC : [View Document](#)

Name of Competent Authority	Mrs Kanchan Devi
Designation of Competent Authority	Project Director ESIP ICFRE
Office / Department / Division of Competent Authority	ICFRE
CA Approval Number	
Competent Authority Approval Date	2022-09-28 00:00:00
Brief Description of the Approval Granted by Competent Authority	Approval for procuring 06 Nos of Office Cabinets of Godrej Make

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered

Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

### Steel Filing Cabinets ( 6 pieces ) ( Under PAC )

Make	godrejinterio
Model	godrejinterio4drawerlfc

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
GENERIC	<b>Number of Drawer (NOS)</b>	4
	<b>Drawer suspension</b>	Ball Slide (Not as per IS 3313)
	<b>Lock</b>	Provided
	<b>Locking Mechanism</b>	central locking machanism
	<b>Movable with Wheels at bottom</b>	No
	<b>Loading Capacity of drawer in kg (+/- 2 Kg)</b>	40, 50, 60, 70, 80, 90, 100, 120, 140, 160, 180, 200 Or higher
MATERIAL	<b>Sheet Thickness of Side, Back, Top and bottom in mm (+/- 5%)</b>	0.6, 0.7, 0.8, 0.9, 1, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2 Or higher
	<b>Sheet Thickness of Filing Drawer in mm (+/- 5%)</b>	0.6, 0.7, 0.8, 0.9, 1, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2 Or higher
	<b>Clutch compressor strip or Cradle strip</b>	MS Sheet (Not as per IS 3313)
DIMENSION	<b>Overall Height +/- 10(mm)</b>	1300.0
	<b>Width +/- 10 (mm)</b>	870.0
	<b>Depth +/- 10(mm)</b>	450.0
	<b>Height of smallest Drawer +/- 10(mm)</b>	ALL DRAWERS EQUAL
	<b>Height of medium Drawer +/- 10(mm)</b>	ALL DRAWERS EQUAL
	<b>Height of largest Drawer +/- 10(mm)</b>	320 mm

Specification	Specification Name	Bid Requirement (Allowed Values)
COLOUR & FINISH	Finish	powder coated

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	RANJEET SINGH RAWAT	248006,ICFRE HEAD QTR, PO-NEW FOREST DEHRADUN, UTTARAKHAND	6	15

### Buyer Added Bid Specific Terms and Conditions

#### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

#### 2. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

#### 3. Certificates

The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

#### 4. Warranty

Warranty period of the supplied products shall be 2 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

### Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and

conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**