



**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)  
पो ओ न्यू फॉरेस्ट, देहरादून – 248006 (उत्तराखण्ड)  
P. O. NEW FOREST, DEHRADUN – 248006 (UTTARAKHAND)

**Request for Quotations**

**Sub.: Request for quotation for purchase of softwares**

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(s):

Name of the goods	Specifications	No. of users
1) Microsoft Office Professional 2016 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) Tally ERP 9.0 Gold Multiuser	Tally ERP 9 Gold (Unlimited multi users) lifetime	01

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 **31 January 2019 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