



## 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. 14/2018/ESIP/BCC/ICFRE/120

Dated: 18/02/2022

### Request for Quotations for procurement of Training Bags

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

**Procurement Reference No.:** IN-ICFRE-278462-GO-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 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 for supply of training bag as per following details:

Name of the goods	Specifications	Quantity
Training Bag	<ul style="list-style-type: none"><li>• Fabric: 850 gm canvas</li><li>• Off-white plain soft canvas bag of fine quality</li><li>• Bag Size: 16" X 14" with side border 4"</li><li>• Closure type: Velcro tape of 2" size</li><li>• Compartment: 1</li><li>• Pocket: 1, at front side of bag, pocket size- 8"X8", green superior quality polyester cloth</li><li>• Printing of "Ecosystem Services Improvement Project, ICFRE, Dehradun" (in Hindi) with logos on pocket in white colour (to be provided with supply order to selected firm)</li><li>• Handle Strap: 2, off-white plain cotton niwar, each handle strap of size- 30" x 1.25" with double cross stitching</li><li>• Green superior quality polyester cloth strip (same fabric as of pocket) of size 16" X 1.5' on both sides of top of the bag</li><li>• Stitching at both the bottom corners of the bag and interlocking of whole bag with 1" cotton tape</li></ul>	3000

3. You are invited to submit your price quotation for the supply of above-mentioned training bags 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 and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
5. Quotation(s) must be marked "Request for quotation for Supply of training bags" 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, Uttarakhand-248006 (INDIA)
6. Quotation should be accompanied by adequate technical documentation, along with the requisite sample of the bag to be supplied as per specifications given in para 2.

7. Procurement committee of ESIP will examine the quality parameters of the sample bag to be submitted by the Firms along with quotation. The sample of bag to be submitted by the firms alongwith quotation, if meet the prescribed technical specifications, quotation will be evaluated further by the Procurement Committee. The selected firm has to provide the bags as per the approved sample only, any deviation will lead to the cancellation of contract.
8. The deadline for receipt of quotation at the address indicated above is **03 March 2022 by 3:00 PM**.
9. Quotation should be submitted as per the instruction contained in the Annexure – II of this document.
10. 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.
11. Validity of the Offer: Request for quotation shall be valid for a period of 90 days from the date for receipt of quotation(s) indicated in Paragraph 7 above.
12. Evaluation of Quotations: The procurement committee of ESIP ICFRE will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly filled and signed along with sample of the bag and conform to the terms and conditions, and specifications of the RFQ
13. Award of contract: The contract will be awarded (above item) to the Firm whose quotation has been determined to be substantially responsive and who has offered the lowest price.  
Notwithstanding the above, the ICFRE 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.
14. The Firm whose quotation is accepted will be notified for the award of contract by the ICFRE prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
15. Payment shall be made after successful delivery of the goods.
16. Any representation/complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at [projectdirectoresip@gmail.com](mailto:projectdirectoresip@gmail.com).

Yours faithfully,

Project Director  
ESIP, ICFRE

**Format of Quotation  
(on Letter Head of the Firm)**

Date:

To

Project Director,  
Ecosystem Services Improvement Project  
Room No: 143  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Utrakhand-248006 (INDIA)

**Sub.: Request for quotation for supply of training bags for ESIP Project Implementation Unit, ICFRE**

Madam/ Sir,

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

Name of the goods	Technical Specifications	Quantity (No.)	Price Quoted (INR)			Total Price Quoted for 3000 bags inclusive of GST (INR)
			Unit Price	GST	Total	
Training Bags	<ul style="list-style-type: none"> <li>• Fabric: 850 gm canvas</li> <li>• Off-white plain soft canvas bag of fine quality</li> <li>• Bag Size: 16" X 14" with side border 4"</li> <li>• Closure type: Velcro tape of 2" size</li> <li>• Compartment: 1</li> <li>• Pocket: 1, at front side of bag, pocket size- 8"X8", green superior quality polyester cloth</li> <li>• Printing on pocket of the bag in white colour: "Ecosystem Services Improvement Project, ICFRE, Dehradun" (in Hindi) along with logos</li> <li>• Handle Strap: 2, off-white plain cotton niwar, each handle strap of size- 30" x 1.25" with double cross stitching</li> <li>• Green superior quality polyester cloth strip (same fabric as of pocket) of size 16" X 1.5" on both sides of top of the bag</li> <li>• Stitching at both the bottom corners of the bag and interlocking of whole bag with 1" cotton tape</li> </ul>	3000				

We agree to supply the above item(s) in accordance with the technical specifications for a total contract price of Rs. .... (Rupees ..... only) inclusive of GST as per the detailed description specified in the request 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 training bags as described in the Para 2 of the RFQ. The successful Firm 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 three years of experience in manufacturing/supplying/distributing and sale of the training bags mentioned in Para 2 of RFQ. Proof of same may be provided with RFQ.
  - b. Authorized Dealership Certificate must be provided with the RFQ.
4. **Documents Comprising the Quotation:** The proposal submitted by the Firm must comprise of 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. Certificate of authorized dealership
  - e. Unit Price of the training bags including FOR
5. Sample of the bag as per the technical specifications shall be submitted along with the quotation. If quotation submitted without sample of the bag such quotation shall be rejected.
6. **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.
7. Quotations should be valid for 90 days.
8. Each firm shall submit only one quotation.
9. The Project Director reserves the right to increase or decrease quantities of the items.
10. Decision of Director General, ICFRE will be final in case of dispute (if any).