



## 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. 88/2018/ESIP/BCC/ICFRE/190

Date: 03/03/2023

### **Request for Quotations for providing Hotel Accommodation and Welcome Dinner with Banquet Hall Facility and Dinner for the Delegates of the International Workshop on Enhancing Ecosystem Services by Improving Forest Quality and Productivity, and SLEM Knowledge Dissemination under Ecosystem Services Improvement Project (ESIP) from 21-24 March 2023 at Dehradun**

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 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. ICFRE is organizing an International Workshop on Enhancing Ecosystem Services by Improving Forest Quality and Productivity, and SLEM Knowledge Dissemination under Ecosystem Services Improvement Project (ESIP) from 21-24 March 2023 at Dehradun under ESIP.
2. ICFRE now invites your Request for Quotation for providing Hotel Accommodation and Welcome Dinner with Banquet Hall Facility including stage for cultural evening for the delegates of the International Workshop from 21-24 March 2023 at Dehradun:

S. No.	Particulars	Dates	Specifications	Qty. (approx.)
1.	Room including breakfast	21/03/2023 to 24/03/2023	Superior Double Bed AC Room: Plush bed, writing desk & chair, sofa chair with coffee table, LCD/LED TV with active satellite connection, Phone, High speed WiFi connectivity, refrigerator, ironing board with iron, tea/coffee maker with variety of tea bags & coffee pouches & milk pouches, bisleri water, and branded bath amenities.	100
2.	Welcome dinner with banquet hall facilities including stage for cultural evening	22/03/2023	Welcome dinner with banquet hall facilities having seating capacity of 250 delegates in round table seating arrangement and stage for cultural evening. Menu for Welcome Dinner should be as per the attached menu (Annexure-III)	250
3.	Dinner for inhouse guests	21/03/2023, 23/03/2023 & 24/03/2023	Dinner menu should be as per the attached menu (Annexure-IV)	100

3. You are invited to submit your price quotation for providing Hotel Accommodation, Welcome Dinner with Banquet Hall Facility including stage for cultural evening for the delegates of the International Workshop and dinner for inhouse guests from 21-24 March 2023 at Dehradun as per specifications mentioned in Para 2 as per the format given in Annexure - I.

4. Quotation(s) must be marked Hotel Accommodation and Welcome Dinner with Banquet Hall Facility for the delegates of the International Workshop 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)  
Email: projectdirectoresip@gmail.com

5. The deadline for receipt of quotation at the address indicated above is 09 March 2023 by 11:00 AM by hand/ post/ email.
6. Quotation should be submitted as per the instructions contained in the Annexure - II of this document.
7. 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.
8. Validity of the Offer: Quotation shall be valid for a period of 30 days from the date for receipt of quotation(s) indicated in Paragraph 7 above.
9. Evaluation of Quotations: The procurement committee will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirmed all the terms and conditions with specifications of the RFQ.
10. Quoted price will be evaluated and contract will be awarded to the responsive bidder offering the lowest price as per the specifications. The Procurement Committee will visit the hotel(s) for inspecting the facilities as per specifications.
11. 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.
12. 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 without assigning any reason.
13. 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.
14. Payment shall be made after successful delivery and completion of the works/services.

Yours faithfully,

Project Manager  
ESIP, ICFRE

Format of Quotation  
(on Firm Letter Head)

Date: March 2023

To

The Project Director  
Ecosystem Services Improvement Project  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

**Sub.: Request for Quotations for providing Hotel Accommodation and Welcome Dinner with Banquet Hall Facility and Dinner for the Delegates of the International Workshop on Enhancing Ecosystem Services by Improving Forest Quality and Productivity, and SLEM Knowledge Dissemination under Ecosystem Services Improvement Project (ESIP) from 21-24 March 2023 at Dehradun**

Sir,

We offer to provide hotel accommodation and welcome dinner with banquet hall facility including stage for cultural evening for the delegates of the International Workshop on Enhancing Ecosystem Services by Improving Forest Quality and Productivity, and SLEM Knowledge Dissemination under Ecosystem Services Improvement Project (ESIP) from 22-24 March 2023 at Dehradun to ESIP Project Implementation Unit of ICFRE, Dehradun in accordance with the conditions of contract, as per following quoted price:

S N	Particulars	Dates	Specifications	Qty. (approx.)	Unit Price Quoted (INR)			TOTAL
					Unit	GST	Total	
1.	Room including breakfast	21/03/2023 to 24/03/2023	Superior Double Bed AC Room: Plush bed, writing desk & chair, sofa chair with coffee table, LCD/LED TV with active satellite connection, Phone, High speed WiFi connectivity, refrigerator, ironing board with iron, tea/coffee maker with variety of tea bags & coffee pouches & milk pouches, bisleri water, and branded bath amenities.	100				
2.	Welcome dinner with banquet hall facilities including stage for cultural evening	22/03/2023	Welcome dinner with banquet hall facilities having seating capacity of 250 delegates in round table seating arrangement and stage for cultural evening.  Menu for Welcome Dinner should be as per the attached menu (Annexure-III)	250				
3.	Dinner for inhouse guests	21/03/2023, 23/03/2023 & 24/03/2023	Dinner menu should be as per the attached menu (Annexure-IV)	100				
<b>GRAND TOTAL (in Figure):</b>								
<b>GRAND TOTAL (in words):</b>								

We agree to provide necessary facilities for the delegates of the international workshop at above mentioned price quoted as per the terms and conditions 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 request for Quotations for providing Hotel Accommodation and Welcome Dinner with Banquet Hall Facility including state for cultural event and Dinner for the Delegates of the International Workshop on Enhancing Ecosystem Services by Improving Forest Quality and Productivity, and SLEM Knowledge Dissemination under Ecosystem Services Improvement Project (ESIP) from 21-24 March 2023 at Dehradun as described in the Para 2. The successful Firm(s) will be expected to make necessary arrangement 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. 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. Firm Profile
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 30 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).

**Annexure-III**

<b>Menu Pattern</b>	<b>Qty.</b>
Welcome Drinks	3
Soup	2
Veg. Snacks	4
Non-Veg. Snacks	4
Salad	6
Non-Veg. Main Course	2
Paneer Preparation	2
Vegetable	5
Dal	2
Biryani of Pulao	2
Steamed Rice	1
Curd/Raita	2
Chinese	2
Continental	2
Assorted Indian Breads	5
Desserts	2
Indian Sweets	3
Ice Cream	2

**Annexure-IV**

<b>Menu Pattern</b>	<b>Qty.</b>
Welcome Drinks	2
Soup	1
Veg. Snacks	3
Non-Veg. Snacks	3
Salad	5
Non-Veg. Main Course	2
Paneer Preparation	1
Vegetable	4
Dal	1
Biryani of Pulao	1
Steamed Rice	1
Curd/Raita	2
Chinese	1
Continental	1
Assorted Indian Breads	4
Desserts	1
Indian Sweets	2
Ice Cream	1