



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.26/2018/ESIP/BCC/ICFRE/812

Dated 16/12/2020

Request for Quotations

**Printing of Calendar on SLEM awareness, Flyers & Pamphlets on SLEM Best Practices and Brochure
& Training Manual on Forest Carbon Stocks Measurement**

Name of Project: Ecosystem Services Improvement Project

Procurement Reference No.: IN-ICFRE-209498-NC-RFQ

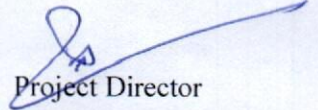
1. The Government of India has received grant from the World Bank towards the cost of the Ecosystem Services Improvement Project (ESIP). Indian Council of Forestry Research and Education (ICFRE) is one of the Project Implementing Agencies and intends to apply the part of proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. The procurement process will be conducted in accordance with the Request for quotations (RFQ) 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 printing of following documents:

Name of the Document	Specifications	Quantity
Calendar 2021 on SLEM awareness	<ul style="list-style-type: none">• Document size: 27.5 inch x 17.5 inch• Printing: CTP Offset multicolour with type setting, designing and layout• No. of sheet: 6+1 (back to back printing)• Paper: Gloss/Matt Art Paper 170 GSM• Binding: Wiro	6000 copies
11 Flyers (in Hindi)	<ul style="list-style-type: none">• Document size: A4• Printing: Print ready fully designed flyers in CTP Offset multicolour• No. of pages: 4 for 8 flyers and 8 pages for 3 flyers• Paper: Gloss/Matt Art Paper 250 GSM with thermal lamination and ceasing	10000 copies of each flyer
Pamphlets in the form of Infographics on 10 SLEM best practices	<ul style="list-style-type: none">• Document size: A4• Printing: CTP Offset multicolour with type setting, designing and layout• No. of pages: 2 per pamphlets• Paper: Gloss/Matt Art Paper 170 GSM	10000 copies of each pamphlet
Brochure on Forest Carbon Stocks Measurement in Hindi	<ul style="list-style-type: none">• Document size: A4• Printing: CTP Offset multicolour with type setting, designing and layout• No. of pages: 10• Paper: Gloss/Matt Art Paper 170 GSM with thermal lamination and ceasing	1000 copies
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi & English)	<ul style="list-style-type: none">• Document size: A4• Printing: Print ready fully designed manual in CTP Offset multicolour• No. of pages: 74• Paper for text pages: Gloss/Matt Art Paper 170 GSM• Paper for cover pages: Gloss/Matt Art Paper 300 GSM with thermal lamination section sewing with perfect binding	1000 copies in Hindi & 1000 copies in English)

3. Eligibility Criteria:

Bidders shall meet the following eligibility criteria to qualify:

- i. The bidder shall have at least 10 years of experience in CTP Offset multicolour printing of Calendar, Flyers, Pamphlets, Brochures, Manual and Reports. Proof of supply/work order must be provided with the quotation.
 - ii. The bidder shall provide a proof of registration certificate, GST registration certificate, PAN Card of the firm along with the RFQ. (Failure to enclose these documents would result in rejection of quotation).
 - iii. The bidder shall 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.
 - iv. The annual turnover of the bidder shall not be less than Rs. 50,00,000/- during last 03 Financial Years. Proof for the same shall be provided along with the RFQ.
4. Interested/ eligible firms are invited to submit their price quotation for the printing of above-mentioned documents for Project Implementing Unit, Ecosystem Services Improvement Project, ICFRE as per specifications mentioned in Para 2 as per the format given in Annexure - I.
5. Quoted price will be evaluated for above items and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
6. Quotation(s) must be submitted in a sealed envelope and marked as "Request for Quotation for Printing of Documents" and addressed to the:
- 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)
7. Quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for the items quoted, including names and addresses of firms providing printing facilities.
8. The deadline for receipt of quotation at the address indicated above is 28 December 2020 by 1730 hrs.
9. Quotation should be submitted as per the instructions 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 RFQ.
11. 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.
12. Evaluation of Quotations: The Procurement Committee, ESIP-PIU, ICFRE will evaluate and compare the RFQs determined to be substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.
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.
14. Notwithstanding the above, the Purchaser/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.
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 of printed documents.


Project Director
ESIP, ICFRE

Format for Submission of Request for Quotation

(on Firm Letter Head)

Date:

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)

Sub.: Quotation for Printing of Calendar on SLEM awareness, Flyers & Pamphlets on SLEM Best Practices and Brochure & Training Manual on Forest Carbon Stocks Measurement

Madam/ Sir,

We offer to execute the printing of documents for ESIP Project Implementation Unit, ICFRE in accordance with the conditions of contract, as per following quoted price:

Name of the Document	Specifications	Quantity	Price Quoted (INR)		
			Unit Price	GST	Total
Calendar 2021 on SLEM awareness	<ul style="list-style-type: none"> Document size: 27.5 inch x 17.5 inch Printing: CTP Offset multicolour with type setting, designing and layout No. of sheet: 6+1 (back to back printing) Paper: Gloss/Matt Art Paper 170 GSM Binding: Wiro 	6000 copies			
11 Flyers (in Hindi)	<ul style="list-style-type: none"> Document size: A4 Printing: Print ready fully designed flyers in CTP Offset multicolour No. of pages: 4 for 8 flyers and 8 pages for 3 flyers Paper: Gloss/Matt Art Paper 250 GSM with thermal lamination and ceasing 	10000 copies of each flyer			
Pamphlets in the form of Infographics on 10 SLEM best practices	<ul style="list-style-type: none"> Document size: A4 Printing: CTP Offset multicolour with type setting, designing and layout No. of pages: 2 per pamphlets Paper: Gloss/Matt Art Paper 170 GSM 	10000 copies of each pamphlet			
Brochure on Forest Carbon Stocks Measurement in Hindi	<ul style="list-style-type: none"> Document size: A4 Printing: CTP Offset multicolour with type setting, designing and layout No. of pages: 10 Paper: Gloss/Matt Art Paper 170 GSM with thermal lamination and ceasing 	1000 copies			
Resource Manual on Measurement of Forest Carbon Stocks for Capacity Building of State Forest Department (in Hindi & English)	<ul style="list-style-type: none"> Document size: A4 Printing: Print ready fully designed manual in CTP Offset multicolour No. of pages: 74 Paper for text pages: Gloss/Matt Art Paper 170 GSM Paper for cover pages: Gloss/Matt Art Paper 300 GSM with thermal lamination section sewing with perfect binding 	1000 copies in Hindi & 1000 copies in English)			

We agree to print the above documents(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 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:
Seal:

Instructions for Preparing Quotations

1. **Scope of Procurement:** Invites request for quotations for printing of documents as described in the Para 2 of RFQ. The successful Firm(s) will be expected to complete the delivery after printing of documents in all aspects within due time.
2. **Eligibility Criteria:**
Bidders shall meet the following eligibility criteria to qualify:
 - i. The bidder shall have at least 10 years of experience in CTP Offset multicolour printing of Calendar, Flyers, Pamphlets, Brochures, Manual and Reports. Proof of supply/work order must be provided with the quotation.
 - ii. The bidder shall provide a proof of registration certificate, GST registration certificate, PAN Card of the firm along with the RFQ. (Failure to enclose these documents would result in rejection of quotation).
 - iii. The bidder shall 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.
 - iv. The annual turnover of the bidder shall not be less than Rs. 50,00,000/- during last 03 Financial Years. Proof for the same shall be provided along with the RFQ.
3. **Documents Comprising the Quotation:** The proposal submitted by the Firm must 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/PAN
 - d. Firm Profile
 - e. Unit Price of the printing of multicolor pages + GST
4. **Currency of Quotations:**
 - i. Rate + GST shall be quoted in Indian Rupees.
 - ii. 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.
5. Final drafts in colour (Colour Dummy) shall be made available to the Project Director, ESIP, ICFRE and only after approval of the dummy, final print to be taken.
6. Printed copies of documents shall be delivered by the firm within 30 days of submission of final formatted material.
7. Soft copies of the final documents must be submitted to the Project Director, ESIP with the final printed copies.
8. Material of Ecosystem Services Improvement Project documents is highly confidential and shall not be disclosed to third party in any case. Any violation in this regard will attract legal action.
9. Quotations should be valid for 90 days.
10. Each firm shall submit only one quotation.
11. The Project Director reserves the right to increase or decrease quantities of the item.
12. Decision of Director General, ICFRE will be final for dispute (if any).