



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: 23/09/2022

Request for Quotations for Purchase of Conference Chairs
(Through GeM)

Name of Project: Ecosystem Services Improvement Project

Procurement Reference No.: IN-ICFRE-315133-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 Conference Chairs as per the following specifications:

Name of Goods	Specifications	Quantity
Conference Chairs	Mid Back Conference Chair: <ol style="list-style-type: none">1. Dimensions W x H x D (cm): 65.5 x 99.5 x 58.22. Seat Height (cm): 47.2-57.23. Upholstery Material: Leatherette4. Finish Color: Black5. Leatherette Upholstery6. Fixed Armrest7. Waterfall Seat Edge8. Chrome plated pedestal and Chrome finish armrest9. Warranty: 1 Year Make Godrej, Model: Kareena NXT	37 Nos.
	Visitor Chair: <ol style="list-style-type: none">1. Dimensions W x H x D (cm): 66.5 x 93 x 61.62. Upholstery Material: Leatherette3. Finish Color: Black4. Seat Height (cm): 47.75. Net Weight (kg): 116. Fixed Armrest7. Waterfall Seat Edge8. Chrome plated pedestal and Chrome finish armrest9. Warranty: 1 Year Make Godrej, Model: Kareena NXT	30 Nos.

3. You are invited to submit your price quotation through GeM for the supply of Conference Chairs as per specifications mentioned in Para 2.

4. RFQ must be submitted through GeM.
5. 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.
6. The deadline for receipt of RFQ through GeM is 06 October 2022 (5:30 PM).
7. Scope of Procurement: Invites price quotations for procurement of the Conference Chairs 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.
8. 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.
9. 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 Conference Chairs mentioned in Para 2. Proof of same may be provided.
 - b. Authorized Dealership Certificate must be provided with the quotation.
10. 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 Conference Chairs including FOR
11. 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.
12. Quotations should be valid for 90 days.
13. Each firm shall submit only one quotation through GeM.
14. The Project Director reserves the right to increase or decrease quantities of the items.
15. Decision of Director General, ICFRE will be final in case of dispute (if any)
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 Conference Chairs.

23. 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.
24. Consignee: The selected firm has to supply the Conference Chairs 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)
25. All the items shall be delivered within 15 days of issue of the Purchase Order.
26. Payment shall be made after successful delivery of Conference Chairs at the designated consignee address.
27. 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