

Rs. 500.00

Tender Serial No.

ISSUED TO:

Date:

TENDER DOCUMENT FOR THE
International Study Tour to South Africa

**LAST DATE TIME FOR SALE OF
TENDER DOCUMENT** : 23rd April, 2015 upto 1700 hrs

**LAST DATE AND TIME FOR
SUBMISSION OF TENDERS** : 24th April, 2015 upto 1500 hrs

**TIME AND DATE OF OPENING
OF TECHNICAL BIDS** : 24th April, 2015 at 1600 hrs



**भारतीय वन्यजीव संस्थान
Wildlife Institute of India**

P.O.Box 18, Chandrabani, Dehra Dun – 248001, Uttarakhand
Phone: 0135-2640111 to 2640115; Fax : 0135-2640117
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भारतीय वन्यजीव संस्थान
Wildlife Institute of India

P.O.Box 18, Chandrabani, Dehra Dun – 248001
Phone: 0135-2640111 to 2640115; Fax : 0135-2640117
Email: wii@wii.gov.in; Website: www.wii.gov.in

TENDER NO.: WII/ADM/2011-12/021

International Study tour to South Africa

Sealed Tenders are invited in Two Bid system (Technical and Financial) for organizing a study tour to South Africa for a group of 22 officers from **17th to 29th May 2015**. The International Air Transport Association (IATA) approved agencies are eligible to bid.

Tender Document comprising full details and terms and conditions may be obtained by hand or by post from the Cashier of the Institute on a payment of Rs. 500.00 in cash or in shape of demand draft in favour of Director, Wildlife Institute of India, Dehradun, Uttarakhand. Tender document can also be downloaded from the Institute's website www.wii.gov.in or www.eprocure.gov.in and the tender cost may be attached with the Technical bid.

The last date of selling the tender document is **23rd April, 2015 upto 1700 hrs.** and submission of Tender Document is **24th April, 2015 upto 1500 hrs.**

**Administrative Officer
Wildlife Institute of India**



Eligibility Criteria for TECHNICAL EVALUATION

The Institute will shortlist technically qualified agencies on the basis of following technical parameters/criteria. The compliance on each parameters by the bidding agency should be given in the following table; failing which their offer will not be considered by the Institute:

S.No.	Technical Parameter/Eligibility Criteria	Compliance by the Agency with Documentary Evidence
1.	The Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees two lakh only) (Refundable) in shape of Demand Draft, Fixed Deposit Receipt (FDR) from any of the Nationalized/Commercial Scheduled Bank in favour of Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid.	
2.	The agency should have experience in the field of organizing International tours/package tours including Boarding Lodging during International Tour. The agency should have organized at least one international tour for a group of 20 persons during last one year of any government department/public sector undertaking and a proof thereof should be attached with the technical bid.	
3.	The Travel agency should have valid registration with IATA and a proof of which should be attached with the technical bid.	
4.	The agency should have PAN. An attested copy should be attached with the Technical Bid.	



S.No.	Technical Parameter/Eligibility Criteria	Compliance by the Agency with Documentary Evidence															
5.	The agency should be registered under the provisions of Service Tax. An attested copy of such Service Tax Registration certificate should be attached with the Technical Bid.																
6.	The annual turnover should be at least of One crore or more in the last financial year i.e. 2013-14.																
7.	Attested copies of Company's audited balance sheet for the last financial year (2013-14) should be attached with the Technical Bid.																
8.	<p>Accommodation in South Africa is required to be arranged as under:</p> <table border="1" data-bbox="347 898 995 1377"> <thead> <tr> <th data-bbox="347 898 565 936">Dates & Day</th> <th data-bbox="565 898 995 936">Accommodation to be made at</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 936 565 1037">Day 1 & 2 18-19 May, 2015</td> <td data-bbox="565 936 995 1037">3 or 4 Star Hotel close of Johannesburg Zoo and should not be more than 20 kms (road distance)</td> </tr> <tr> <td data-bbox="347 1037 565 1173">Day 3, 4, 5 & 6 20-23 May, 2015</td> <td data-bbox="565 1037 995 1173">At Skukuza Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Kuruger National Park (Skukuza Rest Camp)</td> </tr> <tr> <td data-bbox="347 1173 565 1274">Day 7,8 & 9 24-26 May, 2015</td> <td data-bbox="565 1173 995 1274">At Satara Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Satara Rest Camp</td> </tr> <tr> <td data-bbox="347 1274 565 1377">Day 10 & 11 27-28 May, 2015</td> <td data-bbox="565 1274 995 1377">3-4 Star Hotel close to Pretoria Zoo which should not be 20 Kms (road distance) away from Pretoria Zoo</td> </tr> </tbody> </table>	Dates & Day	Accommodation to be made at	Day 1 & 2 18-19 May, 2015	3 or 4 Star Hotel close of Johannesburg Zoo and should not be more than 20 kms (road distance)	Day 3, 4, 5 & 6 20-23 May, 2015	At Skukuza Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Kuruger National Park (Skukuza Rest Camp)	Day 7,8 & 9 24-26 May, 2015	At Satara Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Satara Rest Camp	Day 10 & 11 27-28 May, 2015	3-4 Star Hotel close to Pretoria Zoo which should not be 20 Kms (road distance) away from Pretoria Zoo	<table border="1" data-bbox="1015 898 1373 1377"> <thead> <tr> <th data-bbox="1015 898 1373 936">Arrangement made at</th> </tr> </thead> <tbody> <tr> <td data-bbox="1015 936 1373 1037"></td> </tr> <tr> <td data-bbox="1015 1037 1373 1173"></td> </tr> <tr> <td data-bbox="1015 1173 1373 1274"></td> </tr> <tr> <td data-bbox="1015 1274 1373 1377"></td> </tr> </tbody> </table>	Arrangement made at				
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9.	<p>Only one Hotel/Rest Camp should be provided at each destination for the entire length of stay in each place as per above mentioned Table. No shifting of Hotel at one place will be accepted. The agency should give an undertaking in writing that accommodation will be provided as per requirement mentioned as per Tour Itinerary and as per condition mentioned above. The agency should give name of Hotel/Rest Camp in each place of stay where they are proposing to put the group; failing which their offer will not be considered.</p>																



S.No.	Technical Parameter/Eligibility Criteria	Compliance by the Agency with Documentary Evidence
10.	The airlines should be through non yellow fever affected countries. Complete flight details including name of Airline, date of travel/timing should be attached with the Technical Bid; failing which their offer will not be considered.	
11.	A complete proposed tour itinerary of the travel agency should be attached with the Technical Bid; failing which their offer will not be considered.	

NOTE: Agencies which do not fulfill any or all of the above technical conditions or incomplete shall be summarily rejected and will not qualify technically and their financial offer will not be opened by the Institute.



SCOPE OF WORK AND SERVICES REQUIRED

A group consisting of 22 officers from Wildlife Institute of India, Dehradun will be visiting various Protected Areas of South Africa from 17th to 29th May, 2015 as per tour Itinerary attached (**Annexure -1**) of this tender document.

For conduct of this study tour the agency has to submit their offer as a package tour to South Africa which includes;

1. Economy class International return air ticket ex-New Delhi to Johannesburg on 17th May, 2015 and Johannesburg to New Delhi on 29th May, 2015. The airlines should be through non yellow fever affected countries. Complete flight details including name of Airline, date of travel/timing should be attached with the Technical Bid.
2. Visa facilitation for the group including visa fee etc.
3. Airport transfers in Johannesburg on arrival and at the time of departure.
4. Lodging costs for 22 persons including breakfast for the duration of the tour as per the itinerary (**Annexure-1**) . 10 Rooms on double occupancy basis and 02 rooms on single occupancy basis for the entire duration of the tour in South Africa.
5. Accommodation/Rooms should be booked in South African National Parks (SANParks) facilities or other equivalent 3 or 4 star hotels as per details given below:

S.No.	Dates & Day	Accommodation to be made at
(i)	Day 1 & 2	3 or 4 Star Hotel close of Johannesburg Zoo and should not be more than 20 kms (road distance)
(ii)	Day 3, 4, 5 & 6	At Skukuza Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Kuruger National Park (Skukuza Rest Camp)
(iii)	Day 7,8 & 9	At Satara Rest Camp OR 3-4 Star Hotel which should not be 20 kms. (road distance) away from Satara Rest Camp

(iv)	Day 10 & 11	3-4 Star Hotel close to Pretoria Zoo which should not be 20 Kms (road distance) away from Pretoria Zoo
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It may be noted that only one Hotel/Rest Camp should be provided at each destination for the entire length of stay in each place. No shifting of Hotel at one place will be accepted. The agency should give an undertaking in writing that accommodation will be provided as per requirement mentioned as per Tour Itinerary and as per condition mentioned above. The agency should give name of Hotel/Rest Camp in each place of stay where they are proposing to put the group.

6. **Internal Travel in South Africa:** An Air conditioned bus to accommodate touring group of 22 officers will be required for the entire duration of tour for all local transportation and field visits in the parks as per existing rules of SANParks. In case the Bus is not allowed inside the Parks, then small field vehicles are to be arranged for the touring group for all field visits in the parks.
7. Entry fees of vehicles and drives during study tour.
8. Overseas travel insurance and medical insurance during the period of tour worth Rs.US\$ 50,000=00 for each person. Total number of persons are 22.
9. Obtaining visa from the concerned embassy. 04 officers are from Bangladesh and 18 officers are from different parts of the country in India. The agency is required to obtain visa in respect of 18 Indian Officers only. In case of Visa for the officers of Bangladesh, the visa formalities shall be completed by the Institute.

The package should not include;

1. Entry fees to any National Park/Reserve etc. in case of touring group, which shall be paid by the Institute directly, if required.
2. Tips & portorage

The selected agency will have to provide the following services:

- Timely delivery of tickets, Visa service and any other related services.
- The agency will ensure that Visa, Transit Visa or any other formalities required for international visits are fulfilled on time.

- The agency will inform about the cancellation/ rescheduling of Flight by the Airlines, if any.
 - In case the tickets are delivered after the scheduled date and time, the agency will be solely responsible for the same and no payment will be made and EMD will be forfeited.
 - Obtaining visa from the concerned embassy in respect of 18 officers who are from different parts of the country in India.
 - Obtaining travel related insurance including overseas medical insurance of an amount of US \$ 50,000 in respect of all 22 officers.
 - The agency will depute one employee/Executive to the Institute to look after the study tour related work and communicate his mobile number/phone/fax/e-mail to the Institute.
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GENERAL TERMS AND CONDITIONS:

- (1) The bidding agency should provide complete details about them and provide full address, telephone, fax, mobile numbers and e-mail.
- (2) The agency will provide 24 hours help line service number so that in case of any emergency traveler(s) may contact the Agency. Name of the person with mobile, email, fax should be provided.
- (3) The agency should give an undertaking that in past three years they have never been blacklisted, not given any warning for non performance and not put any penalty for lack of performance.
- (4) The agency should provide technical information/documents (eligibility criteria for technical evaluation) in a separate bid and should be superscribed as ~~Technical bid~~.
- (5) The agency is required to quote for the complete package as per tour itinerary of 22 persons (**Annexure-1**). Agency should quote rates for per person basis for the entire tour including International travel fare as per requirement given in Chapter-2 i.e. scope of work.
- (6) The bidders are required to quote rates in Indian Rupees only as per proforma given in **Annexure-2**. The agency should quote only in the proforma provided by the Institute, failing which their offer will not be considered.
- (7) The rate should be quoted both in words and figures. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid. The firm should clearly mention for any taxes etc. if required. Otherwise the rates quoted by the firm shall be considered inclusive of all taxes.
- (8) Conditional Tender shall not be accepted. Bid once submitted shall not be allowed for withdrawal, failing which their EMD will be forfeited.
- (9) Each page of tender should be stamped and duly signed by the authorized persons.
- (10) Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.



- (11) The tender, which is received by fax/e-mail and open condition will not be considered.
- (12) **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
- (13) **Short-listing of Agencies:** The Institute will short-list technically qualified agencies in accordance with the technical parameters given above in **Chapter-1**. The Financial Bids of the technically qualified agencies only will be opened.
- (14) **Pre-bid Conference:** If considered necessary by the Institute, a pre-bid conference for clarifying issues and clearing doubts if any will be done by the Institute on a date decided by the Institute at Wildlife Institute of India. The agency may depute competent representative (competent to take on the spot decisions) for such discussions/negotiation whenever called for. No cost will be borne by the Institute for this purpose.
- (15) **Evaluation of Financial Bids:** The Financial bids of only the technically successful agencies who qualify technically as per parameters given in Eligibility Criteria for Technical Evaluations of Bidders will be opened and ranking of the agencies will be done according to the price quoted as per criteria laid down in this tender document.
- (16) **Payment:** Payment will be made only after successful completion of the study tour. In case of any default by the travel agency, the payment will not be made and earnest money deposit will be forfeited. However, payment in respect of International Air tickets (New Delhi-Johannesburg-New Delhi) may be paid on receipt of Air Tickets and after the departure of group on 17th May, 2015.
- (17) **Cancellation Policy:** In case of cancellation of the study tour of the whole group or by any person(s), the agency is required to quote their rates of cancellation charges on per person basis.
- (18) **No commitment to accept lowest or any tender:** Will shall be under no obligation to accept the lowest or any other tender received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

- (19) **Institute's right to accept any offer and to reject any or all offers:** The Institute reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Institute's action.
- (20) Tenders received after the specified time and date of opening will be treated as %late+ while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as %Delayed+. Such tender shall not be opened at all and unopened tenders shall be returned to the bidders.
- (21) **Opening of Tenders:** Technical bids of the offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bid i.e. **on 24th April, 2015 at 1600 hrs.** The person attending the technical bid meeting will be required to produce an authorization letter from the agency.
- (22) **Submission of Tender (Technical and Financial):** The Technical and Financial Bids are required to be submitted in a separate sealed envelopes superscribing '**Technical Bid for International Study Tour to South Africa and Financial Bid for International Study Tour to South Africa**'. Both the separate sealed envelopes should be kept in a third sealed envelopes Superscribing "**Tender for International Study Tour to South Africa**". If any offer contains both Technical bid & Financial bid put together in one envelope, such offers shall be rejected out rightly.
- (23) **Last Date of Receipt of Tender Document:** The sealed tender addressed to Director, Wildlife Institute of India, Chandrabani, Dehradun should be deposited in the Tender Box at Wildlife Institute of India, Dehradun or may be sent by Speed Post/ Registered Post/Courier or through by hand so as to reach the Institute latest by **24th April, 2015 upto 1500 hrs.** Any postal delay will not be considered by the Institute.
- (24) **Opening of Tender Document:** The tender document (technical bid) will be opened on **24th April, 2015 at 1600 hrs.** in the presence of bidders or their authorized representatives, who may like to be present.
- (25) All entries in this form should be clearly filled. No overwriting is permitted. All cuttings must be initialed by the Tenderer.

(26) **Force Majeure**

- A) However, the Agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- B) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable such as damages due to improper electrical power conditions. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- C) If a Force Majeure situation arises, the Agency shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (27) **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Agency which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.
- (28) **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the disputes.
- (29) **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

(30) In case of any query/information related to the above International Study tour, bidders may contact the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun, Uttarakhand, Ph.: 0135-2641433 and Mobile No. 09997519920.

**Administrative Officer
Wildlife Institute of India**



Tour Itinerary
XXXV Post-Graduate Diploma Course in Advanced Wildlife Management
International Wildlife Management Study Tour, South Africa
17th May to 29th May 2015

Day & Date	Schedule	Program /Remark
Travel Sunday 17-05-2015	Travel New Delhi to Johannesburg	Journey
Day 1 – Monday 18-05-2015	Johannesburg and halt	Visit to Johannesburg Zoo. Various aspects of zoo management including veterinary health care, feeding and nutrition.
Day 2 – Tuesday 19-05-2015		
Day 3 – Wednesday 20-05-2015	Travel from Johannesburg to Skukuza Rest Camp (Kruger National Park)	<i>Approximate distance 500 km. Entry through Paul Kruger Gate. 20 Minutes drive from Paul Kruger Gate to Skukuza Rest Camp. Afternoon will be available for general orientation and game drive.</i>
Day 4, 5 & 6 - Thursday, Friday & Saturday 21-05-2015 to 23-05-2015	The Group will halt at Skukuza Rest Camp on days 3 to 6 and participate in technical and field Program at Skukuza, Kruger National Park	Interaction with Kruger National Park staff and field visits. The Program will include various aspects of management of Kruger National Park including human-wildlife conflict issues, translocation and veterinary health management and disease surveillance.
Day 7 – Sunday 24-05-2015	Travel from Skukuza Rest Camp to Satara Rest Camp, Kruger National Park	Approximate distance 110 km. and 3 to 4 hrs. of journey. Afternoon session will be devoted to orientation of the area and visitor management.
Day 8 & 9 – Monday & Tuesday 25-05-2015 to 26-05-2015	The group will halt at Satara Rest Camp on days 7 to 9 and participate in technical and field programme at South African Wildlife College, Wildlife Rehabilitation Centre and Endangered Species Breeding Centre.	The group will exit via Orpan Gate of Kruger National Park. Distance from Satara Rest Camp to Orpan Gate is 60 km. and travel time required is 1:30 hrs. On 16 th visit South African Wildlife College. and arrive back at Orpan Gate before 5 PM and halt at Satara Rest Camp On 17 th , technical program at Khamai Reptile Park and Moholoholo Wildlife Rehabilitation Centre and Cheetah Breeding Project and halt Satara Rest Camp.
Day 10 – Wednesday 27-05-2015	Travel from Satara Rest Camp, Kruger National Park to Pretoria and halt.	Approximate distance 500 km. and 6 hrs. by road. Visit Pretoria Zoo in the afternoon.
Day 11 - Thursday 28-05-2015	The group will halt in Pretoria on days 10 & 11 and visit Pretoria Zoo and SANParks Headquarters	Visit SANParks Headquarters and interaction with SANParks officials for an overview of management of South African National Parks.
Return Journey Friday 29-05-2015	Travel Pretoria to Johannesburg to New Delhi.	The group will leave Pretoria in the forenoon hrs. from Johannesburg. The approximate distance 60 km. and 1Hr. by road. Board flight from Johannesburg to New Delhi.



Annexure – 2

Financial Bid

Details	Rate per person (in Rs.)	No. of person	Total Amount (In Rs.)
<p>International Study Tour to South Africa from 17th . 29th May 2015, which includes :</p> <p>(A)</p> <ul style="list-style-type: none"> • Economy class International return air ticket ex-New Delhi to Johannesburg on 17.05.2015 and Johannesburg to New Delhi on 29.05.2015. • Visa facilitation for the group including visa fee etc. in respect of 18 Indian Officers. • Airport transfers in Johannesburg on arrival, local travel and at the time of departure. • Lodging costs for 22 persons including breakfast for the duration of the tour as per the itinerary (Annexure-1) . 10 Rooms on double occupancy basis and 02 rooms on single occupancy basis for the entire duration of the tour in South Africa. • Accommodation/Rooms in South African National Parks (SANParks) facilities or other equivalent 3 or 4 star hotels. • Internal Travel in South Africa: An Air conditioned bus to accommodate touring group of 22 officers for the entire duration of tour for all local transportation and field visits in the parks. In case, Bus is not allowed inside the Parks, then small field vehicles are to be arranged for the tour group for all field visits. • Entry fees of vehicles and drives during study tour. • Overseas travel insurance and medical insurance during the period of tour worth Rs.US\$ 50,000=00 for each person. Overseas insurance is required to be made for 22 persons. 	}	22 persons	
Taxes, if any			
Grant total			

Note:

- Agencies are required to quote their rates in Indian Rupees in the above proforma (Financial bid), failing which their offer will be rejected.
- Conditional offer giving discount on payment terms, etc. will not be considered.

