



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institute under Ministry of Environment, Forest & Climate Change, Govt. of India)
पत्रपेटी सं०/Post Box No. 18, चन्द्रबनी, देहरादून/Chandrabani, Dehradun - 248001, उत्तराखण्ड, भारत/ Uttarakhand, INDIA



No. WI/Purchase Cell/21-22/180

Dated : 04 Jun 2022

To,

Sub: Quotation for Copy/Editing Services for the Deliverables Produced under Management Effectiveness Evaluation (MEE) Project.

Sir,

The Wildlife Institute of India, Dehradun wishes to **Copy/Editing Services for the Deliverables Produced under Management Effectiveness Evaluation (MEE) Project**. The details of the copy/editing, quantity and terms & conditions are given below:

S. No.	Description	Qty
1.	<p><u>Copy/Editing Services for the Deliverables Produced under Management Effectiveness Evaluation (MEE) Project:</u></p> <p>The scope of work is as following :-</p> <ul style="list-style-type: none"> a. Proofread text and correct spelling, grammar and punctuation errors b. Ensure that document is consistent in its tables, citations and other aspects with the APA style. c. Verify internal consistency of information, such as cited dates and statics. d. Afford strict attention to citation agreement and accuracy. e. As-needed availability to respond to copy/edit requests 	copy editing of MEE reports

Terms & Conditions:

- The copy/editing of the quoted material should be strictly as per work mentioned above.
- Offer should be valid for a period of one year from the date of Work order. The orders will be as & when required basis.
- Prices:** You should quote your rates on a fixed price on FOR, Wildlife Institute of India, Chandrabani, Dehradun basis. Agency would be required for its delivery to the Institute. The taxes/GST, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees.
- The Institution is registered with the Department of Scientific & Industrial Research, New Delhi. Under Central Tax (Rate) / Integrated Tax (Rate) Exemption Certificate in terms of Notification No. 45/2017- Central Tax (Rate)/ No. 47/2017 — Integrated Tax (Rate), Dated 14.11.2017 issued by Ministry of Finance, Department of Revenue of Government of India, the GST is leviable on the goods thereon at concessional rate, calculated at the rate of 5%. Also, it is certified that the exemption from Central Tax (rate) / Integrated Tax (Rate) claimed under this Notification is required for research only and the goods shall be used for such purpose only by the institution and the institution is not engaged in any Commercial activity.

04/7/22
OK

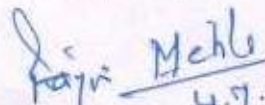
5. You may submit your rates/offer for the copy /editing in the following format only. You may use separate sheets, if required.

Sl. No	Copy /editing	Unit Price(In Rs.)	GST@%	Total Amount	Remarks, if any.

Note: Rates should be quoted only in accordance with the above mentioned table; failing which their offer is liable for rejection.

1. The bidder is required to clearly mention that they agree to all the terms and conditions of this quotation and it should be given on their printed letterhead indicating Sales Tax Registration, FAX, Email, Telephone numbers, etc.
2. Offers of those firms will only be considered by the Institute, whose bids are meeting all the parameters given for the above required job. If any of the given parameters does not meet the required criteria as mentioned above, their offer will not be considered and shall be summarily rejected by the Institute.
3. **Comparison of Rates:** Comparison of Rates shall be made after adding the taxes etc. and given in above Table.
4. **Payment:** 100% payment shall be released on monthly basis after completion of all work.
5. **Delivery:** Agency would be required to complete to copy/editing work within a period of four weeks from the date of issue of work order, if placed with your firm.
6. **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the billed amount.
7. The above quantity of the copy/editing are approximate, the same may be reduced or increased at the time of issuing work order(s), depending upon the requirement of the Institute.
8. The Institute reserves the right to accept or reject any of the quotation straightway without assigning any reasons.
9. **Last Date of Submission of Quotations:** Quotations in all respect in a sealed cover super scribing **Quotations for "Copy/Editing Services for the Deliverables Produced under Management Effectiveness Evaluation (MEE) Project"** should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before 01 Aug 2022 upto 1700 hrs. The Institute will not accept quotations received late.

Yours faithfully,


(Rajiv Mehta)
Purchase Officer
4.7.22