



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

P.O.Box # 18, Chandrabani, Dehra Dun – 248001, Uttarakhand, India

Tel.: 0135-2646245; Fax: 0135-2640117

Website: www.wii.gov.in Email: Registrar@wii.gov.in

ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS/VENDORS

1. Introduction

Wildlife Institute of India (WII) is an autonomous Institution of the Ministry of Environment, Forest and Climate Change, Government of India. It is an internationally acclaimed Institution, which offers training program, academic courses and advisory in wildlife research and management. The Institute is actively engaged in research across the breadth of the country on biodiversity related issues.

The Wildlife Institute of India invites proposals from the reputed agencies for registration of firms/Suppliers.

Interested suppliers/vendors having registration of IT/TAN/GST No. and documents with work experience can download advertisement from the website i.e www.wii.gov.in and submit the individual application form for each category of goods/service separately within 21 days of the publication of the advertisement along with their all testimonials for registration.

2. CONDITIONS FOR REGISTRATION:

- 1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).
- 2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed).

3. Registration Fees:

Supplier/vendors are required to pay registration fees of Rs. 10,000/- (Rupees Ten Thousand only). The registration fees should be submitted in INR by way of Demand Draft in favour of the Director, Wildlife Institute of India, Dehradun for each application form and each category of supply/service.

4. Proposal Invited

All interested Professionals/ firms have to send their Interest along with company profile, technical knowledge and experience as iterated in Application Form as per Annexure 1 for categories separately.

The proposal (Application Form and Non-refundable fees) may be sent to Registrar, Wildlife Institute of India, Chandrabani, Dehradun- 248001 Uttarakhand within 21 days of the publication of the advertisement.

A sealed super-scribed envelope mentioning “APPLICATION FOR SUPPLIER/ VENDOR REGISTRATION FOR THE CATEGORY OF” to be sent to Registrar, WII, containing the duly filled Application Form for registration along with required documents and demand draft for registration.

5. Name and details of the Category (Products/services)

Sl.no.	Name and details of the Category (Products/services)
1.	Stationery and Office Requisites
2.	House Keeping items for office such as sanitizers etc
3.	Electrical items/ appliances/ Cooling appliances including ACs, Refrigerators/Deep Freezers etc.
4.	Computers, Computer peripherals including photocopier, Network Area Storage Devices, Computer Software's & Licenses, Batteries, SD Cards, SSD, Hard Drives & Pen Drives
5.	Plumbing items
6.	Camping Gears & Scientific equipment's including GPS, Camera Traps, Binocular, Sleeping Bags, Rucksack, Compass, Range Finders, Spotting Scope, Tents, acoustic detectors, Camera & Lenses etc.
7.	Linens, Tshirts, Caps, Scarfs, Jackets, bags etc.
8.	Internet LAN and WAN Cabling
9.	Radio Transmission equipment's
10.	Audio Visual equipment's including Voice Recorder, Mikes etc.
11.	Furniture and Fixtures for office
12.	Kitchen Ware/Cutlery
13.	Mementos including tie, shawls, stoles etc.

14.	Sports Items including Track suits etc
15.	Waters Coolers & RO including accessories
16.	Bedding items (including Mattresses & Pillows)
17.	Testing of Samples (Water, Soil etc.), Ecotoxicological analysis (Heavy Metal)
18.	Egg incubators & accessories, avian veterinary & bird rearing equipment & services
19.	Balanced diet pellets for birds & other animals
20.	Balanced diet pellets & rearing equipments / accessories for lab animals
21.	Wheat bran for insect rearing
22.	Rodent cages & feeders
23.	X ray machine & accessories for bird and animal veterinary use (conservation breeding)
24.	Gas anaesthesia machine & accessories for bird and animal surgical use (conservation breeding)
25.	Portable container (Temporary/portable infrastructure)
26.	GI pipes, wire mesh & other metal products for bird cages
27.	Plastic racks, water tanks, crates and metal furniture for conservation breeding

6. Undertaking

Supplier/Vendor is requested to submit undertaking in below mentioned format:

I, Mr /Ms Proprietor of M/sdo hereby undertake that the above furnished information is correct to the best of my knowledge and belief . In case of any information/supporting document furnished by me found to be incorrect/false , the offer of my contract will be cancelled automatically and action may be taken as WII rule.

I confirm that no employee or direct relation of any employee of Wildlife Institute of India is in way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

I assure you to provide the best service to the Institute.

Place.....

Sign of Proprietor

Date

Name of the Proprietor

Seal of the Firm

7. Evaluation Process

A Committee duly constituted by Wildlife Institute of India will carry out a preliminary screening of all the received bids and will shortlist the bidders fulfilling the prescribed requirements. Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on Wildlife Institute of India.

8. Other Terms and Conditions:

- Application submitted by the firm(s) in the prescribed "Application Form" only will be accepted.
- All pages of "Application Form" shall be signed by the authorized representative of the Firm. Prescribed "Application Form" may be obtained from www.wii.gov.in or from Wildlife Institute of India.
- The firms may submit their registration forms either by Post /Courier or by hand within stipulated schedule.
- In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
- Preference will be given to those firms who are on the approved list of Govt. Dept. And Public sector Undertakings or ISO Certificate holders or dealers authorized by manufacturers.
- The registration as "Approved Supplier" will be kept valid for a period of 01 year. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business or whose performance has been found unsatisfactory.
- Tenders/quotations will be invited on requirement basis only.
- The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)
- In case of any incomplete information/documentation, The Director, WII has right to reject the application form or cancel the registration of the firm. Without PAN, GST Number and complete address with PIN code and all relevant documents, no firm will be registered. The Director, WII reserves the right to cancel the name of the supplier/ firm / service provider from its approved lists at its absolute discretion without assigning any reasons. No refund of fee will be made in any case
- If WII registers any Firm as approved Supplier he has to supply the material F.O.R. WII. The agency has to accept the WII payment terms i.e. Payment shall be made by Crossed Cheque/ RTGS.
- Any change in address, phone number, Fax no. And Email Id shall be informed to WII immediately, so as to have proper communication with these Firms/Manufacturers.
- In case of empanelled vendor is found in breach of any terms & condition(s) of WII or supply/work order, at any stage during the course of supply / installation or warranty

period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by WII, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with WII.

- The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
- **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, it's 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 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.
- **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Supplier 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.
- **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 dispute.

**Registrar
Wildlife Institute of India**

Annexure-1

**APPLICATION FORM FOR REGISTRATION/ENLISTMENT OF
FIRM/COMPANY/CONTRACTORS/SUPPLIERS/ SERVICE PROVIDER AGENCY**

S. No. of Category:	Name and details of the Category
---------------------	----------------------------------

(Separate Application is to be filled-up for each category)

01.	Name of the Firm/Company/Contractors/Suppliers/Service providing agency	
02.	Address of the firm/company/contractors/ Supplier/Service Providing Agency with PIN Code & telephone number& e-mail	Address: PIN Code: Telephone No: E-mail:
03.	Name & Address of the proprietor/Partner/contractors/Supplier of the firm/ company/ Service Providing Agency with Communication details like Phone/ Fax No./ Mobile No./ e – mail address.	Name: Address: Phone No: - Mob No. E-mail: -
04	(i) Date of Establishment/Incorporation (ii) Date of Commencement of Business	
05	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	

06	Names of the Partners/Directors	
07	Name of Chief Executive with his present address and Telephone Nos.	
08	Name of Representative(s) with Designation who would be calling on us and attending to our jobs, telephone no. & e-mail	
09	Registration/Enlistment sought for: - Supplier/ Contractor/ Service Providing Agency (strike out which is NA)	a) Supplier b) Contractor c) Service Providing Agency
10	Registration/Enlistment particulars, A. Trade /Contractors license No. B. PAN No. C. GST Registration No. D. Service Tax Registration No. E. Other details (if any)	
11	Whether holding certificate under shops & establishment act (duly renewed copy should be enclosed.)	
12	Bank's details a) Bank A/c No. b) BANK IFSC c) Name & Address of the Bank	

14. Product/Items/Services/ Category for which Registration is applied for

S.No.	Name of Product/Items/Services/ Category	Whether Original Manufacturer/Authorized Agent or Distributor/ GEM Registered firm/Dealer	Remarks

In case of supplier please enclose authorization of your manufacturer/Authorized dealer
(Supplier/Contractor Certificate)

15	Details of experience & place of work during the last 03 Years			
S.No.	Deptt/Institute where renderedservice/supplied articles	Period	Name of supplies/ service	Remarks if any
16	Whether Firm /Company / Contractors / Suppliers /Service providing agency filed IT returns ofthe Previous 03 year	<p>Yes / No</p> <p>(if yes, enclose copy)</p>		
17	Turnover for last 3 financial years			

18	Are you agreeable to make deliveries to Wildlife institute of India, Dehradun When so required?	
19	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
20	If your firm is registered with any other State/ Central Govt. offices/Autonomous Institutions of Central/State Government, please give name and address.	
21	Name, Addresses and TelephoneNos. of some of your most value clients (Separate List may be attached).	
	List of enclosures (All the copies of the documents attached as enclosures should be authenticated by the Firm/Company/ Contractors/ Suppliers/Service providing agency in ink seal)	1. 2. 3. 4. 5. 6. 7. 8.