



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

TENDER DOCUMENT

RATE CONTRACT FOR LODGING, BOARDING AND CATERING

**ARRANGEMENTS FOR VARIOUS PROGRAMMES OF THE INSTITUTE IN
DEHRADUN AND IN DELHI**

NOTICE INVITING e- TENDER (OPEN)

Online e-tender in two bid systems (Technical and Financial) for RATE CONTRACT FOR LODGING, BOARDING AND CATERING ARRANGEMENTS FOR VARIOUS PROGRAMMES OF THE INSTITUTE IN DEHRADUN AND IN DELHI are invited in on behalf of Director two bid system under **e-procurement** through Central Public Procurement Portal i.e. <http://eprocure.gov.in>.

(I) Details of e-Tender:-		
1	e-Tender No.	<u>WII/ADM/STR/2017-18//100/2/2021</u>
2	Mode of Tendering	On-line bidding system through Central Public Procurement Portal i.e. http://eprocure.gov.in
3	Type of Tender	Two Bid System
4	Tender Fee (original to be submitted off-line)	Rs. 590/- (Non-refundable) (Rupees Five Hundred Ninety Only)
5	Earnest Money Deposit (EMD)	(*Note- Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration)
6	Tender Fee should be submitted in INR by way of Demand Draft in favour of the Director, Wildlife Institute of India, Dehradun.	

(II)

Time Schedule of e-Tender:			
S.No	Particulars	Date	Time
1.	Date of Publishing of e-Tender	23.03.2022	17.00 Hrs.
2.	Online Bid Submission start date	24.03.2022	09.00 Hrs.
3.	Online Bid submission end date	12.04.2022	15.00 hrs.
4.	Due date of opening of Tender (Technical Bid)	19.04.2022	16.00 Hrs.
5.	Last date of receipt of EMD Declaration and Tender Fee along with hard copy of the tender document (Technical Offer)	19.04.2022	15.00 Hrs.
6.	Date and time of opening of Price Bid	Will be communicated to only Techno- Commercially acceptable/Qualified Bidders separately.	
7.	Address	Wildlife Institute of India, Chandrabani, Dehradun, Uttarakhand-248001, India	

If due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time or any other day/time, as intimated by the Institute.

The invitation to e-tender is subject to fulfillment of instructions and conditions as per schedules below. Bidder should carefully read all the terms & conditions before submitting their offers.

Chapter	Please refer for details as :
1.	INSTRUCTIONS TO BIDDERS
2.	CONDITIONS OF CONTRACT
3.	ELIGIBILITY CRITERIA
4.	GENERAL TERMS & CONDITIONS
5.	FINANCIAL BID PROFORMA BOQ

This Invitation of Tenders is being issued with no financial commitment and the Institute reserves the right to change or vary any part thereof at any stage. Institute also reserves the right to withdraw the tender, should it become necessary at any stage.

Registrar
Wildlife Institute of India



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Chapter-1

Instructions to Bidders

1. The complete tender in pdf format can be downloaded from the website <http://eprocure.gov.in> or www.wii.gov.in. Following documents are required to be submitted along with bids.
 - i. The tender fee of Rs. 590/- (Rupees five hundred ninety only) in the form of Demand Draft in favour of the **Director, Wildlife Institute of India** payable at **Dehradun** from any Commercial/ Recognized/ Nationalized Bank in India
 - ii. The Bidders are required to submit Tender Fee, EMD Declaration and hard copy of the tender document along with a copy of all certificates as submitted in online technical bid. These documents shall be sent to and received physically by the Registrar, Wildlife Institute of India, Chandrabani, Dehradun by hand or by post before the date and time of opening of technical bid, in the absence of which the technical bid will not be considered and tender will be rejected. The financial offer is to be submitted online in the prescribed BOQ only; and it should not be attached with the technical bid. In case, financial offer is found with the technical bid, the offer will be summarily rejected.

METHOD OF SUBMISSION OF BIDS:-

2. The bids will be submitted electronically on the e-procurement CPP Portal www.eprocure.gov.in with valid Digital signature (DSC).
3. The Bidders have to accept unconditionally the on-line user portal agreement which contains the acceptance of all the Terms & conditions of NIT that includes commercial and General terms, conditions and other terms along with on-line undertakings in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidders on-line in order to become an eligible Bidder. No conditional bid shall be accepted/allowed.
4. The bidders who are desirous of participating in e-procurement tender shall submit their

Technical bids (Techno-Commercial Bids), in the standard formats prescribed in the Technical documents, displayed at **www.eprocure.gov.in**. The bidders should upload the scanned copies of all relevant certificates, documents etc. in www.eprocure.gov.in in support of their Technical bids. The bidders should sign all statements, documents etc. uploaded by them, owning full responsibility of the correctness/ authenticity through Digital Signature Certificate (DSC). The same could be verified with the originals by the Institute at any point of time.

5. As per the directives of Department of Expenditure, Ministry of Finance, Government of India, this tender document has been published on Central Public Procurement Portal (**URL: <http://eprocure.gov.in>**). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More useful information for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.
6. Bidders are required to enroll on the e-procurement module of the CPP Portal (**URL: <http://eprocure.gov.in/eprocure/app>**) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
8. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
9. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
10. Only one valid Digital Signature Certificate (DSC) should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
11. Bidder will then log in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/e-token.

12. **Signing of Tender:** The bidder should download the NIT and again upload at the time of submission of tender after verification and signing with his DSC. A person digitally signing the tender documents forming part of the tender on behalf of another person should have an authority to participate in the bid on behalf of such other person and if, on enquiry, it appears that the persons so signing had no authority to do so, the Director, Wildlife Institute of India, Dehradun **without prejudices would have every right to cancel such a bid.**
13. Scanned copy of the Tender Cost and Bid Security (EMD) Declaration are to be furnished with Techno-Commercial bid only and Original should be submitted before the date/time of opening of techno-commercial Bids as per Time Schedule of e-tender, failing which the offer will be summarily rejected.
14. The Tender is to be submitted under “**TWO BID**” system.
15. **Earnest Money Declaration** is to be furnished with Technical/Techno Commercial Bid.
16. On the day of Tender opening only Technical bids (Techno-Commercial Bids) will be opened. Price/Financial bid will be opened on a fixed later date for the successful technical bidders. The date of opening of Price Bid will be intimated to the successful technical bidders only.
17. No query or complain from bidder will be entertained after completion of bid opening in regard to bid opening or content of other's bid.
18. Please note that there is no provision to take out the list of parties downloaded the tender document from the above referred website. As, such Bidders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related Corrigendum, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who downloaded the documents from website as information in this respect (names of parties) will not be available to website.
19. The Wildlife Institute of India, reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason what so ever.
20. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summarily rejection.
21. Conditional tender i.e. tender submitted incorporating bidder's own imposed condition(s) will

be summarily rejected.

22. **AMMENDMENT TO THE TENDER ENQUIRY/ TENDER SCHEDULE**

At any time prior to the last date for receipt (submission) of bids, Wildlife Institute of India may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an amendment.

23. The amendment will be notified in website of Central Public procurement Portal i.e. <http://eprocure.gov.in>, which can be accessed by any prospective bidders and will be binding on them. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, Wildlife Institute of India may, at its discretion, extend the last date for the Submission of Bids and Opening of Tenders.

24. The Tender Enquiry (or Tender Schedule) and Purchase order (or resultant contract) will be interpreted under Indian Laws

25. **An undertaking** for UNDERSTANDING, compliance and fulfillment of T&C as well as eligibility criteria/technical parameters as mentioned in this Tender Enquiry is **to be furnished along with the TECHNICAL BID.**

26. **Modification or Withdrawal of Bid:** No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in black Listing of the hotel.

27. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institute may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing or through Central Public procurement Portal i.e. <http://eprocure.gov.in> and no change in prices of the bid will be sought, offered or permitted. **No post-bid clarification on the initiative of the bidder will be entertained.**

28. **Preliminary Scrutiny:** Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each offer to the tender documents. For the purposes of these Clauses, a substantially responsive bid is one that conforms to all the terms and conditions of this Tender enquiry without material deviations. The Institute's determination of an offer's responsiveness is to be based on the contents of the tender offer itself without recourse to extrinsic evidence. The Institute will scrutinize the offers to determine whether they are

complete, whether required technical documentations have been furnished, whether the documents have been properly signed, and whether the offers are in order. Price bids of the technically disqualified firms shall not be opened.

29. **Short-listing of Bidders:** The Institute will short-list technically qualified Bidders on the basis of technical parameters as given in **Chapter 3** of this tender. The Commercial Offers of short listed technically qualified Bidders will only be opened.
30. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers.
31. **Evaluation of Financial Bids:** The Financial bids of only technically successful bidders will be opened and ranking of the Bidders will be done according to the price quoted and comparison of rates will be made accordingly as per Financial Bid Proforma given in the Tender Document (**Chapter 5 – BOQ**). The financial quote should only be submitted online in accordance with the financial bid proforma (BOQ); failing which the offer will be rejected.
32. **No commitment to accept lowest or any tender:** WII shall be under no obligation to accept the lowest or any other quotation 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.
33. **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 Bidder(s) or any obligation to inform the affected Bidder(s) on the grounds for the Institute's action. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
34. In the event any of the job quoted by the Hotel in their tenders are covered under any services and liable for GST, in such cases specific indication about providing such taxable services and percentage/amount of GST chargeable thereon must be mentioned in the tender and such GST must be deposited in the Government treasury as per extant GST rules of Government of India and a proof of which shall be submitted by the Bidder to the Institute.

35. Any statutory **Certificate/Permission/License** required for the contract has to be procured by the firm at their own cost.
36. **Pre-bid conference:** If considered necessary by the Institute a pre-bid conference for clarifying issues and clearing doubts, if any about the tender requirement and other allied technical parameters will be done by the Institute on a date as decided by the Institute at the Wildlife Institute of India, Dehradun and such date will be before the last date of opening of technical bid. The bidder may depute authorized representatives (competent to take on the spot decisions) for such discussions/ negotiations whenever called for.

Chapter-2

CONDITIONS OF CONTRACT

(1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for RATE CONTRACT FOR LODGING, BOARDING AND CATERING ARRANGEMENTS FOR VARIOUS PROGRAMMES OF THE INSTITUTE IN DEHRADUN AND IN DELHI initially for a period of one year which is extendable for another period of two years.

(2) The Wildlife Institute of India regularly conducts various courses, meetings and seminars of varying durations typically ranging from one day to 3-4 weeks at Wildlife Institute of India, Chandrabani, Dehradun for Senior Officers belonging to Indian Forest Service, Central Excise, Customs, Para Military Forces, etc. In addition, Institute conducts Annual Research Seminar in which guests from all over the country are invited. Participants from abroad also participate in Institute's Programmes.

(3) The training programmes are generally conducted at the Institute's Campus at Chandrabani, Dehradun and sometimes are also organized in the Hotel. For conduct of the above events at WII campus as well as at Hotels, catering arrangements are required to be made at WII Campus, Chandrabani **OR** at Hotel, in addition to requirement of air conditioned rooms in hotel for stay of guests.

(4) For making the catering arrangement at WII campus/hotel and for A.C. rooms in hotel, the Institute would like to have a Rate Contract with leading hotel(s) in Dehradun, initially for a period of one year which is extendable for another period of two years on the same rates, terms & conditions and on the basis of satisfactory performance of the hotel.

Chapter-3

Eligibility Criteria for Hotel to be empanelled in Dehradun

(A) Eligibility Criteria: The Institute will shortlist technically qualified hotels on the basis of following technical parameters; failing which their offer will not be considered.

1. The Hotel should have at least 40 rooms with single/double occupancy.
2. The Hotel should have air conditioned conference hall/meeting room facility for 50 persons at a time with separate dining space.
3. Hotel should have an air conditioned dining hall for 50 persons at a time .
4. Hotel should be able to provide and agree for Out Door Catering (ODC) at WII Campus, Chandrabani, Dehradun. The number of persons for which ODC arrangements are to be made may vary from 10 to 100 persons.
5. Hotel should have free internet facility in each room.
6. Hotel should have adequate parking space in hotel premises.
7. The location of the hotel should be in Dehradun and within a distance of 15 kms. only by road from Wildlife Institute of India, Chandrabani, Dehradun.
8. The agency is required to deposit the Earnest Money Deposit (EMD) declaration (*Note- Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration) of along with Technical Bid; failing which their offer shall not be considered by the Institute.
9. The hotel should have a valid GST/VAT/TIN Registration Certificate etc. Proof of certificate should be attached.
10. The hotel should have a valid registration under Hotel/Sarai Act. Proof of certificate should be attached.
11. The hotel should have a valid Food License under Hotel/Sarai Act. Proof of certificate should be attached.
12. The hotel should have an Annual Turnover of Rs. 1 Crore and above during the Financial Year of 2020-21. Documentary evidence should be attached with the Technical Bid.
13. The hotel should have registration with GST Department and should provide an attested copy of GST registration.
14. Hotel should have an experience of at least three years for providing boarding and lodging arrangements with Central Government/State

Government/Public Sector Undertakings. A certificate of proof/experience from such organization(s) should be attached with the technical bid.

Note: Hotels which do not fulfill any or all of the above conditions/parameters or incomplete application shall be summarily rejected and will not qualify. The Tenderers are required to fill the aforesaid details in **Annexure-1(A)**.

(B) Technical Evaluation of Hotels: The Committee constituted by the Institute, will do the Technical Evaluation of the offers submitted by the bidding agencies/hotels. The Institute Committee may visit the Hotels who first fulfill the above Eligibility Criteria mentioned at para (A). The Hotels who fulfill the above criteria as given in (A), will then be evaluated by the Institute's Committee on the following parameters:

(i)	Overall ambience services offered by the Hotel	-	10 marks
(ii)	Conditions of Rooms and Toilet facilities	-	20 marks
(iii)	Conference Halls	-	10 marks
(iv)	Food Quality	-	10 marks

	Total	-	50 marks

After seeing the above facilities of the Hotels, the Committee of the Institute will assign marks and the Hotel who secures 25 marks or above will qualify technically and will be shortlisted for consideration of their Financial Offer. The Hotel which secure less than 25 marks will not qualify technically and their financial offer will not be considered by the Institute.

Evaluation of Financial Bids: The Financial bids of only the technically successful tenderers who qualify technically as per parameters given vide para (A) and (B) above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each item as per details given in **Chapter - 5** only. The rates so quoted by the tenderers for various items shall be clubbed together under three categories i.e. Category-A, B & C. Weightage of 60% for Category A & B and 40% for Category-C will be given by the Institute for evaluation/arriving at the lowest bidder.

Award of Rate Contract: The Rate Contract will be awarded to the lowest bidder as per criteria given in para above. However, the Institute may enter into the rate contract with the second lowest bidder, provided that the second lowest bidder agrees to reduce their

rates to the level of lowest bidder. However, the work order will be first given to the lowest bidder and in the event of non-availability of the rooms/facilities, the work order will be given to the second lowest bidder. **Thus, the bidder should clearly mention in their offer to accept this condition.**

Eligibility Criteria for Hotel to be empanelled in Delhi

(A) Eligibility Criteria: The Institute will shortlist technically qualified hotels on the basis of following technical parameters; failing which their offer will not be considered.

1. The Hotel should have at least 40-50 rooms with single/double occupancy.
2. The Hotel should have air conditioned conference hall/meeting room facility for 50 persons at a time with separate dining space.
3. The hotel should be equipped with modern state-of-art technologies for meetings and conferences.
4. Hotel should have a Meeting room which can be used as class/conference room with separate dining space.\
5. Hotel should have an air conditioned dining hall for 40-50 persons at a time .
6. Hotel should have free internet facility in each room.
7. Hotel should have adequate parking space in hotel premises.
8. The location of the hotel should be in Delhi and within a distance of 10-15 kms from Indira Gandhi International Airport, New Delhi, preferably in Aerocity, Delhi.
9. The agency is required to deposit the Earnest Money Deposit (EMD) declaration (*Note- Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration) along with Technical Bid; failing which their offer shall not be considered by the Institute.
10. The hotel should have a valid GST/VAT/TIN Registration Certificate etc. Proof of certificate should be attached.
11. The hotel should have a valid registration under Hotel/Sarai Act. Proof of certificate should be attached.
12. The hotel should have a valid Food License under Hotel/Sarai Act. Proof of certificate should be attached.
13. The hotel should have an Annual Turnover of Rs. 1 Crore and above during the Financial Year of 2020-21. Documentary evidence should be attached with the Technical Bid.
14. The hotel should have registration with GST Department and should provide an attested copy of GST registration.

15. Hotel should have an experience of at least three years for providing boarding and lodging arrangements with Central Government/State Government/Public Sector Undertakings. A certificate of proof/experience from such organization(s) should be attached with the technical bid.

Note: Hotels which do not fulfill any or all of the above conditions/parameters or incomplete application shall be summarily rejected and will not qualify. The Tenderers are required to fill the aforesaid details in **Annexure-1(B)**.

(B) Technical Evaluation of Hotels: The Committee constituted by the Institute, will do the Technical Evaluation of the offers submitted by the bidding agencies/hotels. The Institute Committee may visit the Hotels who first fulfill the above Eligibility Criteria mentioned at para (A). The Hotels who fulfill the above criteria as given in (A), will then be evaluated by the Institute's Committee on the following parameters:

(v)	Overall ambience services offered by the Hotel	-	10 marks
(vi)	Conditions of Rooms and Toilet facilities	-	20 marks
(vii)	Conference Halls	-	10 marks
(viii)	Food Quality	-	10 marks

	Total	-	50 marks

After seeing the above facilities of the Hotels, the Committee of the Institute will assign marks and the Hotel who secures 25 marks or above will qualify technically and will be shortlisted for consideration of their Financial Offer. The Hotel which secure less than 25 marks will not qualify technically and their financial offer will not be considered by the Institute.

Evaluation of Financial Bids: The Financial bids of only the technically successful tenderers who qualify technically as per parameters given vide para (A) and (B) above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each item as per details given in **Chapter - 5** only. The rates so quoted by the tenderers for various items shall be clubbed together under three categories i.e. Category-A, B & C. Weightage of 60% for Category A & B and 40% for Category-C will be given by the Institute for evaluation/arriving at the lowest bidder.

Award of Rate Contract: The Rate Contract will be awarded to the lowest bidder as per criteria given in para above. However, the Institute may enter into the rate contract with the second lowest bidder, provided that the second lowest bidder agrees to reduce their rates to the level of lowest bidder. However, the work order will be first given to the lowest bidder and in the event of non-availability of the rooms/facilities, the work order will be given to the second lowest bidder. **Thus, the bidder should clearly mention in their offer to accept this condition.**

Chapter-4

GENERAL TERMS & CONDITIONS

- i. The Meeting/Seminar venue may be at Wildlife Institute of India, Chandrabani, Dehradun **OR** in the hotel **for which no extra payment will be made**. The Hotel is required to serve tea, lunch and dinner etc. as per time and menu as required.
- ii. Hotel should have a facility of internet/wifi services in rooms/conference hall which would be provided by the hotel, free of cost.
- iii. Hotel shall provide electric kettle with tea/coffee bag, milk pouch, sugar, etc. on day to day basis during the stay of the guest at no extra cost.
- iv. Hotel shall provide daily one English newspaper in each room without any extra cost.
- v. All crockery, cutlery, good quality napkin and serving dishes, in adequate numbers will have to be provided by the Hotel during the catering arrangement. The Institute will provide only space in case seminar/meeting is held at WII Campus.
- vi. All serving bearer/manpower etc. needed for making above arrangements will have to be arranged and borne by the hotel and all of them have to be in neat, clean and proper uniform and in adequate numbers.
- vii. Rates should be quoted separately for each item i.e. Tea, High tea, Lunch, Dinner, Special Dinner etc. on per person basis as per details given in **Chapter - 5. This can be modified on case to case basis.**
- viii. The rates should be quoted for A.C rooms inclusive of bed tea, breakfast, lunch and dinner on single and double occupancy basis separately.
- ix. The tenderer should quote the rates of the items in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted shall be considered for evaluation of the bid.
- x. Packed mineral water (200 ml) in glass tumblers only shall be provided during breakfast, lunch and dinner without any extra cost.
- xi. For events organized by the Institute in the hotel, meeting space to accommodate upto 50 persons including (tables and chairs) linen etc. would be provided by the hotel at no extra cost.
- xii. After having a rate contract with the selected hotel, the work order for making catering/room arrangement shall be made as per specific requirement of the

Institute on case to case basis and the rates quoted by the tenderer should be valid for a period of one year and no increase of rates would be permissible during the currency of the rate contract. The requirement of rooms/catering arrangement shall be given by the Institute depending upon the actual need on piece meal basis.

- xiii. An agreement with detailed terms and conditions shall be made with the selected hotel.
- xiv. The Rate Contract can be terminated during the period of contract by the Institute on one month's notice.
- xv. Taxes, if any should be quoted separately, it should not be included in the item rates.
- xvi. Tax at source (TDS) would be deducted as per rules.
- xvii. **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 tender 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. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
- xviii. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

Other Terms & Conditions

1. Tender document set containing technical specifications and terms & conditions can either be directly from the Institute's website www.wii.gov.in or www.eprocure.gov.in In case the tender document is downloaded the tender cost of Rs. 590/- in shape of demand draft should be attached with Technical Bid.

2. The Unit rates in Indian rupees should be clearly quoted for each item. The agency should clearly mention for any taxes etc. if required. The rates to be quoted by the hotel should be valid for a period of one year from the date of placement of order for Rate Contract and no increase of rates shall be permissible during the period of rate contract. Prices should be quoted in Indian Rupees only.

3. The Institute's determination of an offer's responsiveness is to be based on the contents of the tender offer itself without recourse to extrinsic evidence. The Institute will scrutinize the offers to determine whether they are complete, whether required technical documentations have been furnished, whether the documents have been properly signed, and whether the offers are in order. Price bids of the technically disqualified firms shall not be opened.

4. 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 will be returned to the bidders in their original envelope without opening.

5. **Submission of Tender Offers:** the hard copy of the tender can be submitted either through Post or through Courier or By hand. In the event of tender received after due date and time due to postal delay, the Institute will not be responsible for such delay and will not be considered by the Institute.

6. Conditional tenders shall not be accepted. This tender document is non-transferable. Bid once submitted shall not be allowed for withdrawal; failing which the Earnest Money Deposited shall be forfeited.

7. Number of corrections and or alterations in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.

8. **Penalty clause:** In case of any default from the tenderer during execution of the contract, the security deposit shall be forfeited and the rate contract would be terminated.

9. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the tenderer 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.

10. **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.

11. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating hereon Sales Tax Registration, TIN Number, FAX, Email, Telephone numbers, etc.

12. Bidders are requested to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the time period of one year.

Annexure-1(A)

TECHNICAL PARAMETERS FOR HOTEL TO BE EMPANELLED IN DEHRADUN

Sl. No.	Details of the facility	Yes	No	Remarks
1.	Whether Hotel is having at least 40 Air Conditioned rooms.			
2.	Whether Air conditioned Conference Hall facility/ Meeting room for 50 persons at a time is available in hotel without any extra cost with separate dining space			
3.	Whether Hotel has air conditioned dining hall for 50 persons and above.			
4.	Whether Hotel is able to provide Out Door Catering (ODC) i.e. Conference Tea/ High Tea, Lunch & Dinner etc. at WII Campus, Chandrabani or at location specified by the Institute. Number of persons may vary from 10 to 100.			
5.	Whether Hotel is having free internet/wi fi facility in each room.			
6.	Whether Hotel has adequate parking space in hotel premises.			
7.	Whether location of the hotel is within a distance of 15 km. by road from Wildlife Institute of India, Chandrabani, Dehradun.			
8.	Whether Earnest Money Deposit (EMD) declaration is deposited with the technical bid.			
9.	Whether Hotel is having valid GST/ VAT/TIN Registration Certificate. (copies in proof to be attached with technical bid).			

10.	Whether Hotel is having A valid Registration under Hotel/Sarai Act. (copy in proof to be attached with technical bid).			
11.	Whether Hotel is having a Food License (copy in proof to be attached with technical bid).			
12.	Whether the hotel is having an annual turnover of Rs. 1 Crore & above during the financial year 2020-21. (Copy of last year audited certificate by the Chartered Accountant is to be attached.			
13.	Whether the hotel is having experience of at least three years for providing Board and Lodge arrangement in Central Govt./State Govt./Public Sector Undertaking. (copies in proof/experience from such organization(s) should be attached with the technical bid).			

Annexure 1(B)

TECHNICAL PARAMETERS FOR HOTEL TO BE EMPANELLED IN DELHI

Sl. No.	Details of the facility	Yes	No	Remarks
1.	The Hotel should have at least 40-50 rooms with single/double occupancy.			
2.	The Hotel should have air conditioned conference hall/meeting room facility for 50 persons at a time with separate dining space.			
3.	The hotel should be equipped with modern state-of-art technologies for meetings and conferences.			
4.	Hotel should have a Meeting room which can be used as class/conference room with separate dining space.			
5.	Hotel should have an air conditioned dining hall for 40-50 persons at a time .			
6.	Hotel should have free internet facility in each room.			
7.	Hotel should have adequate parking space in hotel premises.			
8.	The location of the hotel should be in Delhi and within a distance of 10-15 kms from Indira Gandhi International Airport, New Delhi, preferably in Aerocity, Delhi.			
9.	The agency is required to deposit the Earnest Money Deposit (EMD) declaration (*Note- Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration) ; failing which their offer shall not be considered by the Institute.			

10.	The hotel should have a valid GST/VAT/TIN Registration Certificate etc. Proof of certificate should be attached.			
11.	The hotel should have a valid registration under Hotel/Sarai Act. Proof of certificate should be attached.			
12.	The hotel should have a valid Food License under Hotel/Sarai Act. Proof of certificate should be attached.			
13.	The hotel should have an Annual Turnover of Rs. 1 Crore and above during the Financial Year of 2020-21. Documentary evidence should be attached with the Technical Bid.			
14.	The hotel should have registration with GST Department and should provide an attested copy of GST registration.			
15.	Hotel should have an experience of at least three years for providing boarding and lodging arrangements with Central Government/State Government/Public Sector Undertakings. A certificate of proof/experience from such organization(s) should be attached with the technical bid.			

Bid Security Declaration

Date: _____

Tender No. _____

To _____ (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a **period of one year from the date of notification** if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

(insert signature of person whose name and capacity are shown)

in the capacity of

(insert legal capacity of person signing the Bid Securing Declaration)

Name:

(insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of

(insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Chapter -5

FINANCIAL BID PROFORMA FOR THE HOTELS TO BE EMPANELLED IN DEHRADUN AND DELHI

(BOQ)

(Rates should be quoted in this Proforma only)

Sl. No.	Items	Rate (In Rs.)
CATEGORY – A		
1.	Air Conditioned Room on a Double occupancy basis per night inclusive of bed tea, breakfast, lunch and dinner (menu attached as Annexure – 3)	
2.	Air Conditioned Room on a Single occupancy basis per night inclusive of bed tea, breakfast, lunch and dinner (menu attached as Annexure – 3)	
CATEGORY – B		
3.	Air Conditioned Room on a Double occupancy basis per night inclusive of bed tea and breakfast only. (menu attached as Annexure – 3)	
4.	Air Conditioned Room on a Single occupancy basis per night inclusive of bed tea and breakfast only (menu attached as Annexure – 3)	
CATEGORY – C		
5.	Extra Lunch in case of invited guests or during ODC per person (as per menu attached as Annexure -3)	
6.	Extra Dinner in case of invited guests or during ODC per person (as per menu attached as Annexure -3)	
7.	Extra Break fast in case of invited guests per person (as per menu attached as Annexure -3)	
8.	Special Dinner per person (as per menu attached as Annexure – 4)	
9.	High tea during Seminar/meetings per person (as per menu attached as Annexure – 4)	

Sl. No.	Items	Rate (In Rs.)
10.	Tea/Coffee with cookies/biscuits during seminar/meetings per person.	
11.	Mineral water bottles of 500 ml. to be served during the meetings (per bottle)	
12.	Cold drinks of various make 200 ml. to be served during the meetings (per bottle)	

Note: Rates before and after taxes should be mentioned separately

MENU

Breakfast

- Fresh/Canned Juice
- Toast with Butter and Jam
- Eggs to order
- Seasonal Fruits
- Vegetable Cutlet and chips
- Cornflakes with milk
- Indian Option (Aloo Parantha with curd/Poori Bhaji)/Masala Dosa with Sambhar and chutney/Chhole Bhature
- Tea and Coffee

Lunch

- Vegetable soup
- 2 Vegetable dishes
- 1 Non Veg. dish
- Dal of choice
- Rice Preparation of choice
- Salad
- Curd
- Indian Breads – Nan/Tandori Roti/Missi Roti
- Achar/Papad/Chutney
- Desert/Sweet – one (Vegetarian)

Dinner

- Vegetarian and Non-Vegetarian Soup
- 2 Vegetarian Dishes
- 1 Non-Veg. Dish
- 1 Chinese/Continental Dish
- Dal of Choice
- Rice Preparation of Choice
- Salads
- Indian Breads – Nan/Tandori Roti/Missi Roti
- Achar/Papad/Chutney
- Raita/Curd
- Dessert/Sweet – one (Vegetarian)

Special Dinner

- Fruit Juice – Fresh Canned
- Snacks (2 Non-Vegetarian and 2 Vegetarian)
- Vegetarian Soup
- 2 Non-Veg. Dishes
- 2 Veg. Dishes
- 2 Chinese/continental dishes
- Dal of choice
- Rice preparation of choice
- Achar/Papar/Chutney
- Salad – 2 to 3 types
- Assorted Indian Breads – Nan/Tandori Roti/Missi Roti
- Raita/Curd
- Achar/Papad/Chutney
- Desserts/Sweets – 2 Nos.(at least one should be vegetarian)

High Tea

- Tea/Coffee/Cold Drinks
- Plum Cake
- Pastry
- Cheese Tomato Sandwich
- Pakora Mix
- Two types of Biscuits (one salt, one sweet)
- Wafers

Note: Dishes in the menu will be changed regularly.