



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

An Autonomous Organization of the Ministry of Environment, Forests and
Climate Change, Government of India
Chandrabani, Dehra Dun – 248001, Uttarakhand
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TENDER DOCUMENT IN TWO BIDS SYSTEM

Tender Notice No.WII/FTO/2019-20/033/Rate Contract

Sl.No.	Name of the Contract
1.	Annual Rate Contract for Hiring of Vehicles

NOTICE INVITING e- TENDER (OPEN)

Online e-tender are invited on behalf of Director, Wildlife Institute of India, Dehradun from reputed, registered & licensed agencies who fulfill the eligibility criteria for Annual Contract for providing the vehicles at Wildlife Institute of India (WII), Chandrabani, Dehradun for a period of one year which is extendable on the basis of satisfactory services & mutual consent between both the parties for a further period of two years on annual basis. The Online Tender is invited in two bid system under **e-procurement** through Central Public Procurement Portal i.e. <http://eprocure.gov.in>.

(I) Schedule of E- Tender

Details of e-Tender:-		
1.	e-Tender No.	WII/FTO/2019-20/033/Rate Contract
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)
5.	Earnest Money Deposit (EMD) (original to be submitted off-line)	Rs. 1,00,000/- (Rs. One Lakh only)
EMD and 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	11 th April, 2020	17:00 Hrs.
2.	On-line Bid Submission start date	13 th April, 2020	09:00 Hrs.
3.	On-line Bid submission End Date	30 th April, 2020	15:00 Hrs.
4.	Last date of EMD and Tender Fee along with hard copy of the tender document.	7 th May, 2020	15:00 Hrs.
5.	Due date of opening of Tender (Technical Bid)	7 th May, 2020	16:00 Hrs.
6.	Date and time of opening of Price Bid	Will be communicated to only Techno-Commercially acceptable/ Qualified Bidders separately.	
7.	Venue	Wildlife Institute of India, Chandrabani, Dehardun, 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 given below:

Chapter	Please refer for details as :
1	Instructions to bidders
2	Conditions of Contract
3	Technical Bid (Eligibility criteria)

Bidder should carefully read all the terms & conditions before submitting their tenders.

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.



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

**(An Autonomous Institute under Ministry of Environment, Forest & Climate
Change Govt. of India) Post Box No 18, Chandrabani, Dehradun**

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 a 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. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh only) in a form of Demand Draft in favour of The **Director, Wildlife Institute of India** payable at **Dehradun** from anyCommercial/Recognized/Nationalized Bank in India.
 - III. The Bidders are required to submit Tender Fee, EMD and hard copy of the tender document along with a copy of all certificates as submitted in 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 and in absence of which the technical bid of the bidder will not be considered and tender will be rejected.

METHODOLOGY OF SUBMISSION OF BIDS:-

2. The bid 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, includes commercial & General terms & conditions and other terms, if any 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 allowed/ accepted.
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 bidder should sign on all statements, documents etc. uploaded by him, owning responsibility for their correctness/authenticity by his Digital Signature Certificate (DSC).
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 every rights to cancel the bids.**
13. Scanned copy of the Tender Cost and Bid Security (EMD) amount is 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 Deposit of Rs. 1,00,000/- (Rs. One Lakh only) 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 Corrigenda, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who down loaded 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 with forfeiture of Bid Security/EMD.
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 web site 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 fulfilment of T&C as well as Specification as mentioned in this Tender Enquiry is **to be furnished along with the TECHNICAL BID (as per proforma given in Chapter-3)**
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 Bidder's forfeiture of EMD.
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 & shall be returned to respective firms.
29. Vehicles in excellent running condition, having valid taxi permits should only be deployed by the Contractor. Deployed vehicles should have valid current comprehensive Insurance and road tax coverage, taxi permit etc. The model of the vehicle should not be prior to 01.01.2016. While sending the bills, the taxi agency shall indicate the year of registration of each vehicle deployed during the month.
30. The Rate Contract will be made initially for a period of one year which is extendable for another period of 02 year on annual basis and subject to satisfactory services and mutual agreement.
31. The agency should provide taxis in neat and clean and good running condition with proper seatcovers.
32. Meter reading and starting time of the taxi will be reckoned from the place to be reported upon.

33. Vehicle duty slip in the prescribed format shall be maintained by the taxi driver for the duties performed. Entries should be correct and each entry should be got signed by the concerned WII official/user officer duly indicating opening and closing Km. reading with timing for using the vehicle. No payment will be made for the trip not signed by WII official/authorized persons.
34. The contractor should have minimum 12 numbers of 2016 and above model of light vehicles (Indigo/Tata Sumo/Innova/Xylo/Tavera/ Scorpio/Swift Dzire/Bolero/Marrazo etc.) registered in their firm name/proprietor/partner of the firm. Attested Xerox copies of RC, permit, insurance etc. should be submitted along with tender.
35. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the Duty Slips will be preferred by the firm after each completed month.
36. If selected, the contractor will make available a list of registered vehicle to institute and a list should be modified in case of any addition or deletion.
37. In case of failure of the contracted taxi, a suitable substitute taxi of same type and seating capacity should be deployed immediately. No payment will be made for the idle time when vehicle is unfit to ply.
38. No request for escalation in rates would be entertained for whatever reasons, during the currency of the contract. However, in the event of appreciable revision in the prices of petroleum products by Govt. of India, appropriate revision in the quoted rates could be considered. Revision in the quoted rates will be considered using following formula:
- FORMULA** : Rate of increase /decrease per kilometer is equal to the ratio of increase/ decrease in extra premium or HSD price to the mileage of vehicle (will be taken as 15 KMPL for Cars). The rate will be revised as per the rate of extra premium or HSD available on the day of commencement of enhancement of price of petroleum products.
39. Other State taxes, toll taxes and Parking charge etc. if any will be borne by

the Firm, which will be reimbursed on production of original/carbon copy receipt of other State tax, toll tax, parking charges etc.

40. Once the Other State tax has been paid for a particular taxi vehicle by WII and the period is valid, the same taxi vehicle should be provided on a subsequent trip on demand by WII to avoid repayment of Other State charges. However, adequate notice of 7 days before the subsequent tour will be provided to enable the Contractor to provide the same taxi vehicle. If the same taxi vehicle is not provided in spite of the advance notice, the concerned Other State tax for the subsequent trip will not be reimbursed to the firm.

41. All requirements under various statutory laws including Contract Labour Act, Income Tax, GST, etc, must be complied with. Any default will be liability of the firm and the firm shall be liable to reimburse any amount paid by the Institute by way of such a default, interest and penalties. The firm shall undertake to furnish all the details as and when asked for by the Institute in this regard.

42. The firm applying for this tender should provide certificates from the concerned authorities about the payment of GST, Income Tax, TDS and any other tax applicable for the previous year.

43. The Contractor should arrange to verify the character and antecedents of the driver with the concerned local Police Station authorities before they are deployed in WII for duty and obtain a certificate to that effect from the Police Station in respect of each of the driver and on demand provide the same to WII. Any unforeseen incidents in this connection will be the responsibility of contractor only.

44. The transport contractor should comply and maintain all registers and records under Motor Transport Workers' Act, 1961 and rules made there under including other statutory obligations applicable to him/them as Transport Contractor. The driver deployed must be in good health, well mannered, well behaved and should perform the duties entrusted to him properly. He must possess a valid driving license and also carrying a cellphone.

45. The driver must always wear Uniform with badge at all time while on duty, and should adhere to all traffic regulations while driving the vehicle.

46. In case of any strike or bandh, civil commotions and other disturbances, the Contractor shall make earnest efforts to ply the vehicle as usual and if any problem arises, the same should be intimated to Registrar's office immediately and follow her instructions.

47. The contract can be terminated by giving one month notice in writing by either party. In case of breach of terms and conditions, WII reserves the right to terminate the contract without giving any notice.

48. If the Contractor fails to observe the following, a penalty per vehicle per day will be imposed and deducted from the bill of the contractor on each of such occasions.

- * Failure to provide a vehicle on any day – Rs. 1500/-
- * Failure to provide suitable substitute Vehicle in case of breakdowns
- * Failure to perform trips and duties.
- * Failure to maintain copies of valid documents - Rs.1500/-
Spare wheel and associated tools kit in each of the vehicles.
- * Failure to upkeep the vehicle in neat and clean condition
- * Late reporting of vehicle.
- * No cell phone with driver.

49. Income Tax/TDS/Surcharge and other taxes will be recovered at source as per the rules in force.

50. The Firm should be registered with Central Excise Department for payment of GST and the Contractor should furnish in the Technical Bid, the 15 digit GST code number obtained from Central Excise Department. Proof of GST paid is to be submitted every month.

51. In case of accident etc. WII has no responsibility whatsoever towards Police/RTO authorities, court of law, injured parties, damage to the vehicle or property etc., all these are entirely the Contractor's responsibility.

52. Registrar or his/her authorized representative are only authorized to contact the contractor to hire the vehicles as & when required.

53. At the time of submission tender documents the contractor/agency has to submit a declaration stating that "no near relative of contractor/agency is

working in WII in any capacity”.

54. Payment will be made on monthly basis on submission of bills in duplicate. The bills are to be submitted on or before 5th of every succeeding month and the payment will be released within one month.
55. **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.
56. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers.
57. **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.
58. **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.
59. **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. The quantity of the equipment mentioned in the tender document may increase or decrease as per need.
60. In the event any of the job quoted by the supplier 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.
61. Any statutory Certificate/Permission/License required for the contract has to be procured by the firm at their own cost.

62. 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.
63. **Duration of the Contract:** Time shall be the essence of the Bidder and the duration of this contract shall be for a period of twelve months which is extendable for a further period of two years at the discretion of the Institute, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of twelve months, unless extended further by mutual consent of the parties in writing.
64. Head of Office of the Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the Bidder in writing. The Head of Office of the Institute shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of two years or for a shorter period until such time as a new travel agency takes over in the event of Institute resorting to the process of appointing a fresh contractor/Agency.
65. In the event of the Bidder desiring an earlier termination of the contract, he shall have to give three months' advance notice to the Institute.
66. The Bidder will be bound by the details and documents as furnished by him to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, this would be deemed to be a breach of the terms of Contract making him liable for action.
67. In case of breach of any of the terms of Agreement, the security deposit of the Bidder will be liable to be forfeited by the Institute. In addition, the Contract/Agreement will also be liable to be terminated. Any sum of money due or payable to the Institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the Bidder may owe to the Wildlife Institute of India, Dehradun.
68. TDS will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Bidder by Institute. The responsibility of paying the GST as per prevailing rates and as claimed in the bill amount, will

be of the Bidder. The Bidder will be required to furnish proof of such deposit to the Institute every month.

69. **Security Deposit:** The successful Bidder has to deposit a sum of Rs. 1,00,000/- (Rs. One Lakh only) as a Security Deposit in the form of Account payee Demand Draft, Fixed deposit receipt from a nationalized bank payable in favor of Director WII which shall be valid for the contract period. The Security Deposit shall be released in full only completion of the contract or otherwise if no dues are recoverable from the Bidder.
70. In case of any difference of opinion or dispute arising between the Parties, regarding interpretation or implementation of any of the terms and conditions of the Contract which cannot be resolved through mutual negotiation shall be referred to an Arbitrator appointed in accordance with the provision of relevant Indian Law. The venue of the proceeding & arbitration shall be Dehradun, Uttarakhand India.
71. The obligation & abilities assign out of this contract shall be construed in accordance with law of Union of India. The Court in Dehradun, Uttarakhand India shall have the exclusive jurisdiction.
72. 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.
73. Number of corrections and or alterations in the tender must be specifically mentioned. All the corrections and alterations made in the quotations must be duly countersigned by the authorized signatory, without which tender will not be considered.
74. 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 considered and opened.
75. **Short-listing of Bidders:** The Institute will short-list technically qualified Bidders. The Financial Bids of the technically qualified Bidders only will be opened.
76. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
77. **Evaluation of Financial Bids:** The Financial bids of only technically successful Bidders who have been technically accepted by the Institute, will be made and ranking of the Bidders will be done according to their price quoted as

per financial bid proforma given in **Annexure- 4 (BOQ)**.

NOTE: It may please be noted that the Institute is required to deduct the income tax (TDS) as per rules of the total billed amount per month.

78. **No commitment to accept lowest or any tender:** WII 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.
79. **Opening of Tenders:** Technical bids of the offers received with requisites EMD and tender cost will be opened on the scheduled date and time of opening of technical bids as per the above given schedule. All tenders received without EMD and Tender cost as given in above table, hard copy of the tender document not received by the due date and time indicated above, and also if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/successful bidders i.e. who will technically qualify as per technical parameter given above will be considered for opening of their financial bids at a later date, which will be communicated to concerned Bidders before opening of their Financial Bids.

80. 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.

81. **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.

82. **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.

83. Each Bidder should clearly specify that the Bidder agrees to abide by the conditions of this tender document on their printed letter head with telephone/fax numbers and e-mail, etc.

84. The Performa for Annual turnover is given at **Annexure-2**.

CHAPTER-3

TECHNICAL BID

S.No.	Eligibility Criteria (Proof to be uploaded, failing which tender will be rejected)	Proof at Page No's of the Technical Bid
1.	Agency should have at least 12 (twelve) vehicles registered in the name of firm or owner of the agency. Vehicles in the other persons i.e. other than owners name or having undertaking/authorisation will not be considered.	
2.	The vehicles should be mostly of the following types – Indigo/Tata Sumo/Innova/Xylo/Tavera/ Scorpio/ Swift Dzire/Bolero/Marrazo/Tempo Traveller/20/30 seaters AC Buses	
3.	The registration of the above vehicles should not be prior to 01.01.2016.	
4.	The copy of the valid Registration certificate, Insurance Certificate, fitness certificate, All India Taxi permit, Authorization Certificate of RTO, pollution certificate, in the format as Annexure 3	
5.	Company's upto date Balance Sheet for the last two years	
6.	Valid Firm Registration certificate issued by the Registrar of Registration Department or Labour Department should be attached with the Technical Bid.	
7.	An attested copy of GST Registration of the firm should be attached with the Technical Bid.	
8.	The annual turnover should be at least of 50 lakhs during the last financial year. A copy of the financial turn over (balance sheet) for the last financial year 2018-19 as proof should be attached with the Technical Bid..	
9.	Agency should have experience of providing vehicles services to at least three Government departments/Public Sector Undertaking/Autonomous Institution of Government during last	

	three years and copies of the experience certificate should be attached with the Technical Bid.	
10.	Agency should have an established office in Dehra Dun. A proof of which should be attached with the Technical Bid	
11.	The Tender cost of Rs. 590/- (non-refundable) and the Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh only) in shape of Demand Draft from any Bank in an acceptable form payable to Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid (Proof to be uploaded and original DDs should be sent physically by hand/by post before the last date of receipt of tender i.e. on or before 07.05.2020 upto 1500 hrs); failing which tender will not be considered and will be rejected.	

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

Profile and details of Tendering Company

The Companies are required to furnish the following information along with the tender.

1. Name of the Tendering Agency:
2.
 - a. Postal Address:
 - b. Name of the Contact Person(s) with address:
 - c. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding Tendering Agency(herein after referred as bidder)
3. Other information:
 - a. Telegraphic address of the Tendering Agency:
 - b. Telephone no. registered in the name of the Tendering Agency (Kindly enclose copy of the latest paid bill)

c. Fax No. of the Tendering Agency:

d. Email Address of the Tendering Agency:

e. Website address, if any:

4. Sample Signatures of the Bidder

5. a. Place of Headquarters of the Tendering Agency:

b. Local Dehradun Branch Office Address:

c. Date of Establishment:

6. Date of registration of the Tendering Agency with Government and Registration No. if any
(Kindly attach a certified copy with the tender document)

7. Profile and detailed Set-up of the Tendering Agency: Attach also the brochure, booklet etc. of the Company, if available)

8. Financial Turnover of the Tendering Agency for the Past Five Years:

Year	Amount (in lacks)
2014-15	
2015-16	
2016-17	
2017-18	
2018-19	

(Please attach the attested copies of proof of annual turn over for the financial year)

9.Addresses with Telephone Numbers of the Regional Offices of the Tendering Agency in India.

10. Give the details of major Contracts handled by the Tendering Agency in the past five years in the following format:

Sl.No.	Customer details with address, telephone no., fax, Email etc.	Amount of Contract	Duration of Contract

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11. Exhaustive List of Present and Past Clients: (May attach a separate list if space is insufficient)

i. Present clients :

ii. Past clients :

12. Any other information of the present or past in support of your professional capability supported with documentary evidence

SIGNATURE OF THE BIDDER

NAME OF BIDDER

DESIGNATION OF BIDDER

ADDRESS

UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

To,

**Director,
Wildlife Institute of India,
Chandrabani, Dehradun.**

1. This is to certify that the annual turnover of our company/ agency named as _____

is Rs _____.

2. Certified/ Attested copies of documents in support of the same by Income Tax Officer/ Govt. Approved Auditors/ or any other such Officer is attached.

**Managing Director/ Head of the
Company/Authorized
Representative**

Note: Most recent documents will be preferred.

Details of Vehicles

Annexure -3

[illegible]

ANNEXURE-4

FINANCIAL BID (BOQ)

Sl. No.	Description of vehicle	Half Day Charges		Full Day Charges		Pickup/drop only for Jolly Grant Airport		Delhi Pick up/ Drop Only (anywhere in Delhi)		Local Rate at Delhi				Rishikesh/ Haridwar/ Mussoorie/ Dhanaulti		Other areas (Plain)		Other areas (Hills)		Over-night charge in all cases
		(Min 40 Kms and 4 Hrs)	Rate for extra Kms. (per km)	(Min. 80 Kms and 8 Hrs)	Rate for extra Kms. (per km)	Pick up	Drop	Pickup	Drop	(Min 40 Kms and 4 Hrs)	Rate for extra Kms. (per km)	(Min. 80 Kms and 8 Hrs)	Rate for extra Kms. (per km)	Min. 120 kms and 10 Hrs	Rate for extra Kms. (per km)	Min. Kms. 250	Rate for extra Kms. (per km)	Min. Kms 200	Rate for extra Kms. (per km)	
1	Indigo (Non A/C)																			
2	Indigo (A/C)																			
3	Sumo (Non A/C)																			
4	Sumo (A/C)																			
5	Scorpio/Tavera (Non A/C)																			
6	Scorpio/Tavera (A/C)																			
7	Innova (Non A/C)																			
8	Innova (A/C)																			
9	Swift Desire (Non A/C)																			
10	Swift Desire (A/C)																			
11	XZylo (Non A/C)																			
12	XZylo (A/C)																			
13	Marrajo (Non A/c)																			
14	Marrajo (A/c)																			
15	Bolero (Non A/c)																			
16	Bolero (A/c)																			
17	Scorpio (Non A/c)																			
18	Scorpio (A/c)																			

Date:

Signature of the Firm /Owner of Agency withSeal

