



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

Phone: 0135-2640111 to 2640115; Fax: 0135-2640117.

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

Tender Notice No. WII/AEO/2019-20/017/2023

TENDER DOCUMENT

| S.No | Name of the Contract |
|------|--|
| 1. | Annual Contract for Providing Campus Security, Electrical, Plumbing and other services |

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 fulfil the eligibility criteria for Annual Contract for providing campus security, Electrical, Plumbing and other services 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>.

Schedule of e-Tender

(I)

| Details of e-Tender:- | | |
|---|---|---|
| 1. | e-Tender No. | WII/AEO/2019-20/017/2023 |
| 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 /- (Refundable) |
| 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 | 19.07.2023 | 17:00 Hrs. |
| 2. | On-line Bid Submission start date | 20.07.2023 | 09:00 Hrs. |
| 3. | On-line Bid submission End date | 10.08.2023 | 15:00 Hrs. |
| 4. | Last date of EMD and Tender Fee along with hard copy of the tender document. | 17.08.2023 | 15:00 Hrs. |
| 5. | Due date of opening of Tender (Technical Bid) | 17.08.2023 | 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 tender.

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



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/- (Rupees One Lakh 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.
 - 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 Fee 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/- (Rupees: 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 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 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. **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.
32. **No commitment to accept lowest or any tender:** Will 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. The quantity of the goods/ service mentioned in the tender document may increase or decrease as per need.
34. 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.
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 and Details of Manpower Required

1. The bidder shall seek instructions from Registrar/AEO, Wildlife Institute of India, Dehradun or any other officers of the Institute authorized for the purpose. The Bidder will be required to sign in on a written Agreement before the initiation of the contract on a Non Judicial stamp paper of Rs.100/-.
2. Joint tender shall not be considered.
3. The Bidder shall be fully responsible for the security of entire campus of Wildlife Institute of India comprising four Blocks viz. Block-I, Block-II, Block-III and Block-IV including all structures, installations, fittings, equipment, vehicles, office and house hold appliances and materials, buildings materials and any other property owned by the Institute or inmates residing or working in or visiting the campus of the Wildlife Institute of India, Chandrabani, Dehradun. The Bidder may visit the Institute's campus to see various locations on any working day before filling the tender document. The total area of the Campus is approximately 200 acres and most of it has good forest cover.
4. Besides the normal security services, as and when assigned the other functions required to be performed for the safety of WII campus include the following:
 - (i) Five main security check post located at the main gate of the campus, Block III campus and at any other points specified by the Institute's authority.
 - (ii) Security personnel deployed by the Agency shall check the material/property (Government and Non-Government), going out of the Building/Campus through the procedure of gate pass as laid down by Institute's authority.
 - (iii) To perform watch and ward functions including night patrol of WII campus (Block I, II, III & IV)
 - (iv) It will be ensured by the Bidders that the campus, buildings, toilets, bathrooms etc. are kept clean and upto date.
5. The Bidder shall also provide manning/operation of 02 pump houses & 03 Diesel Generator (DG) Sets and maintenance of Electrical services, plumbing/sanitary work & water supply of the Institute including residential complex, hostels, Guest house. The detail of aforesaid work under the Contract are:-

ELECTRICAL SERVICES

- (i) Comprehensive functioning, periodical maintenance, and operating of quantity – 03 Diesel Engine Generator Sets (01 of 250 KVA, 01 of 320 KVA and 01 of 400 KVA), which will be handed over by the Institute to Contractor in running condition (ii) Maintenance of all internal as well as external Electric installation in office building, Residential Houses (Qty. 87 houses), Guest house (Qty 15rooms, Hostels old & New (Qty 130 rooms) and campus lighting (approximately 200 street lights). (iii) The electrical backup system will also be maintained by the agency.

PLUMBING SERVICES

- (ii) Comprehensive functioning, periodical maintenance, manning and operating of quantity 02 Tube Well and Submersible pumps (ii) complete maintenance of all plumbing/sanitary work and water supply lines/systems in the entire Institutional Buildings (10 toilets), Residential houses (Qty. 87 houses), Guest house (Qty 15 toilets approx), Hostels (Qty. 60 Toilets approx), and water supply including Geysers (Qty. 60 approx) Voltage stabilizers of water coolers (Qty. 12 approx) (iii) The water supply systems of the solar systems other than the solar panels and insulated pipelines.
6. The Bidder shall compensate in full the loss sustained by Institute or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Bidder shall be determined by the Director of the Institute arrived at on the basis of or otherwise, on findings of a Joint Committee Enquiry including Representatives of both the Institute and the Bidder, and the same shall be binding on the Bidder. In case of any theft or burglary it will be the duty of the Security agency/Bidder or its representative to lodge an F.I.R. at the concerned Police Station under due intimation to the Institute. The matter may be referred to the Law Enforcement Authority if it doesn't get settled for recoveries. If the Institute does not have enough dues of the Company/Agency with it to recover such amount, legal remedies will be resorted to as per the prevailing Law of the Land.
7. The Bidder shall also be fully responsible for any loss, of material and property of Institute attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by Institute on this account shall be compensated in full by the Bidder. The decision of Director of the Institute in this regard shall be final and binding on the Bidder.
8. (i) The Bidder shall deploy, only pension drawing Ex-Serviceman or para military personal such as BSF, CRPF, or PAC etc, as Security for the purpose of this contract. Before the security personnel report for duty or in due course, necessary documents to

prove that the personnel belong to Ex-servicemen category, shall be produced by the Bidder before the representative of the Institute. The fact shall be verified by Institute's Authority and only those personnel shall be deployed by Bidder on duty in whose case documentary proof has been rendered to the Institute's satisfaction.

(ii) In addition to this, if any of the security personnel deployed is found to be unsatisfactory, even though he is an Ex-serviceman, he shall have to be withdrawn by the Bidder within 24 hours from the campus. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being Ex-serviceman is not rendered in time by the Bidder. A complete list of the security personnel & staff for outdoor housekeeping & upkeeping activities engaged by the Bidder for deployment in WII shall be furnished by the Bidder along with complete addresses and other antecedents. The Bidder shall deploy only those, whose antecedents have been verified by the police authorities.

(iii) The manpower deployed for manning operation of pump house/DG Set/ repair & maintenance of all related electrical & plumbing items shall be technically qualified in respect of work. Contractor shall also detail a qualified supervisor to oversee & co-ordinate the various activities & take instructions from the officer detailed by the Institute for functioning of the services. All the material required shall be given by the Institute.

Any defect reported in respect of job mentioned in preceding para will have to be attended to & rectified immediately. In case of any default on the part of Bidder, a penalty will be levied by the Institute as decided by the Institute Management.

9. The profile and detail of tendering company is to be furnished in Technical Bid as per **Annexure 1** of the tender. The copy of the documents mentioned in the Annexure are required to be also enclosed with the Technical Bid.

(i) The rates payable by the Bidder to the personnel to be deployed viz. Security Supervisor, Security Guard, Electrical and Plumbing services etc. are required to be paid in accordance with the rates as per Minimum Wages Act for the concerned categories specified in the Notification issued by the Government under the provision of Minimum Wages Act and revised from time to time for the respective categories and as decided by Chief Labour Commissioner (Central), Dehradun.

10. It shall be the responsibility of the Bidder to ensure that the manpower deployed by him, are to be paid as per Minimum Wages Act. Being the principal employer, the Institute shall exercise its authority to verify the payment of wages as per Minimum Wages Act and the payment shall be made in the respective bank account of the concerned worker.

(ii) The rates payable including EPF, ESI and relieving charges will be in accordance with the relevant rules of the Government. The bidder will pay the concerned charges to the EPF & ESI Department(s) and will be reimbursed to the contractor on production of original receipts/vouchers/challans etc..

- (iii) The personnel to be deployed for Housekeeping, Maintenance of lawns, gardens and Campus upkeep should be having experience in the relevant job.
 - (iv) The GST as applicable shall also be paid by the Institute at the rates as applicable in the Uttarakhand State. The GST will be deposited by the Bidder and subsequently would be reimbursed by the Institute on production of receipt of the GST.
 - (v) The Financial offer shall be in accordance with the proforma given in **Annexure-2 (BOQ)**.
11. (i) The Bidder will only fix timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Institute. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals.
- (ii) The deployment of security personnel shall be as per details given in **Annexure-3** hereto and will be done by the Bidder, and can be subjected to change at the discretion of the Institute. The number of security personnel and other manpower may increase or decrease depending upon the requirement of the Institute.
- (iii) The deployment of operational staff for Plumbing/Electrical services shall be as per detail given in **Annexure-4**.
- (iv) The deployment of manpower requirement for Housekeeping and other services shall be as per detail given in **Annexure-5**.
12. The Bidder will follow the entire statutory requirement as per labour laws and other relevant rules prevailing during the contract period and will be wholly responsible for compliance of any such law. The Bidder will be paid on monthly basis. Bill shall be raised by the Bidder in accordance with these rates on every 1st week of the succeeding month and bills will be submitted for payment along with the EPF and ESI deposition and details of GST paid to the Institute's authority.
13. 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.

14. **Security Deposit:** The successful Bidder has to deposit a sum of **Rs.3.00 lakh (Rupees three 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 when complete handing over of security charge is made to the Institute in the event of completion of the contract or otherwise if no dues are recoverable from the Bidder.
15. The Bidder will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of Minimum Wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Bidder shall maintain all the statutory registers under the law. The Bidder shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Bidder will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and PF having been deposited do not accompany the bill as a documentary proof, a requisite portion/or whole of bill amount shall be held up till such proof is produced and furnished, at the discretion of the Institute. The Bidder will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. In case the Bidder fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Bidder, to the extent of the loss or obligation in monetary terms.
16. The number of security personnel and other services required can vary subject to the requirements. However, rotation of the personnel so deployed/deputed by the Bidder, will be at his discretion only.
17. The Bidder will have to submit weekly duty chart of the man power deployed to Institute's authority prior to commencement of the week. Bidder will also submit the list of personnel deployed by him.
18. The Bidder may have to replace/transfer the security and other personnel at random. This shall be done with the prior knowledge of the Institute's authority and full particulars of the security and other personnel so deployed shall be given to Institute's Authority. In case any of the security and other staff is found to be posted without the previous knowledge of the Institute's Authority, Institute's Authority shall not be liable to pay for such security and other personnel. The Bidder will be at absolute liberty and discretion to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. The periodic rotation of the staff/personnel by the concerned Security agency shall be a mandatory requirement and may lead to preference being given to a security agency fulfilling this mandatory requirement.

19. (i) No leave of any kind to the man power detailed by the Bidder shall be sanctioned by Institute's authority. The Bidder shall be liable to make substitute arrangements in case of the absence of the Staff for housekeeping & other services. The Bidder shall man all the security check posts and other locations as specified by Institute's authority on all the week days. No short leave or meal relief shall be permitted to the security and other personnel unless the Bidder provides suitable substitute without any extra payment. The Bidder will have to provide sufficient number of leave reserves.
- (ii) The Bidder shall ensure that at no time any security point is unmanned. A register shall be maintained at main gate where round the clock duty is performed, for the purpose of taking/handing over of the duty by the security personnel and staff for outdoor house keeping & upkeeping services.
- (iii) A register will be maintained by the Bidder at the Main gate to enter in coming and outgoing vehicles. Apart from this the Bidder may have to maintain any such register as required from time to time. The Bidder will have to abide to, with any other regulatory system as will be found necessary by the Institute.
20. **Uniform:** The Bidder will have to provide Uniform to all the manpower deployed by him on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behavior with the WII establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Bidder will have to provide as a part of dress, appropriate woollens to the security personnel as well as to other staff in winter season and raincoats/umbrella for the rainy season. The security personnel and other staff shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design. The operating persons for Plumbing/Electrical services shall also be provided with equipments on duty. The details of Uniform to be provided to the manpower is given at **Annexure-6**.
21. The Institute will not be liable to provide any residential accommodation to the security personnel and other staff. No cooking or lodging shall be allowed to the Bidder's personnel at any place inside the campus.
22. The Bidder as envisaged in **Annexure-6** hereto will have to bear expenses incurred on the followings:
- i) Uniform to all Security Personnel and other manpower as mentioned above.
 - ii) Providing torches and cells to the security guards/gunmen on night patrol.
 - iii) Providing Lathi /Ballam and other implements to the Security personnel.
 - iv) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors.
 - v) Provision of arms and ammunition to the Gunmen, if required by the Institute.

The rates for the Uniform and other items required shall be quoted in the Financial Bid Proforma including their service charges.

23. Institute's authority reserves the right to change the deployment of security personnel. Institute also reserves the right to ask for replacement of a particular security person and other staff employed by the Bidder if the services of the individual are found unsatisfactory. In case such a request for replacement is made, the Bidder will ensure the compliance of the required legal formality.
24. The security personnel and other staff deployed by the Bidder will be bound to observe all instructions issued by Institute's authority concerning general discipline and behaviour.
25. The Institute's Authority shall have the right to check the various implements/torches etc. The Bidder will have to maintain these items to the satisfaction of the Institute's authority.
26. That for all intents and purposes the Bidder will be the "Employer" within the meaning of different labour legislations in respect of the security personnel and other so employed and deployed by him.
27. The Bidder shall be responsible for recruitment and deployment of security personnel and other staff. The Bidder shall exercise total superintendence, control and supervision over the security personnel and other staff so deployed including over their working.
28. In case the security personnel and other staff deployed by the Bidder commit any act of omission or commission constituting mis-conduct or indiscipline, the Bidder will be liable and responsible to take disciplinary action against the personnel/staff including suspension, dismissal from service etc. or removal from Institute's premises /campus.
29. Institute shall not be responsible for any compensation either financially or otherwise for any injury to the security personnel and other manpower deployed by him during the course of their performing the duty.
30. The Institute will have a right to recover any sum indicated/claimed by Labour commissioner/Courts from the Contractor in case of any decision of Labour Court.
31. The Bidder shall not be permitted to transfer or assign his rights and obligations under the contract to any other organization or otherwise.

32. **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.
33. 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 security agency takes over in the event of Institute resorting to the process of appointing a fresh contractor/Agency.
34. 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.
35. 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.
36. 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.
37. The Bidder shall be liable to be fined as decided by the Institute management in each case for any theft in the premises of Institute which are not covered in clauses of the contract agreement.
38. The Bidder will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorise the legitimate residents and visitors without causing any embarrassment or discourtesy.
39. Entry of any stray dogs and cattle into the campus is to be prevented.

40. It should be ensured that trees, flowers, plants, and grassy lawns are not damaged either by the campus inmates or by outsiders.
41. All personnel employed by the Bidder shall be bound to provide full help in extinguishing any fire, that breaks out anywhere in the campus. In the event of any mal practice on the part of the Bidder or his employees vis-a vis any staff of the Institute or otherwise, the right to terminate the Contract will vest with the Institute.
42. The performance of security function under the contract will be reviewed by the Head of Office/Assistant Estate Officer of the Institute at any time every month and the Bidder will remain present personally or through an authorized representative
43. In case of the termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Bidder, will not be entitled to and will not claim any absorption in the Regular or otherwise services of the Institute. The personnel of the Bidder will not claim and will not be entitled to pay, perks or otherwise any facilities as admissible to the regular/ confirmed employees of the Institute during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.

49. **Short-listing of Bidders:** The Institute will short-list technically qualified Bidders. The Financial Bids of the technically qualified Bidders only will be opened.
50. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
51. **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-2 (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. The bidders are required to provide the Uniform Kit to the manpower to be deployed and Stationery items as per details given in **Annexure-6**. While submitting the financial bid, the bidders should keep in mind the above aspects quoting Contractor's Admin/Service Charges. The abnormally low rates quoted by the bidders shall make the bid unresponsive and will not be accepted and their offer shall be rejected. Further, the bidders are required to quote their rates in accordance with the Minimum Wages Act (MWA) as decided by Chief Labour Commissioner (Central), Dehradun. The offer below the Minimum Wages rates for any category will not be accepted and shall be rejected.

52. **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.
53. **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) of the grounds for the Institute's action.
54. **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.

55. Force Majeure

- A) However, the Agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- B) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such 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.

56. **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.

57. **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.

58. 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.

59. The Performa for Annual turnover is given at **Annexure-7**.

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. | The agency should be registered under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 | |
| 2. | (i) The agency should have experience for providing security and other services to Government and non-Government organizations, Public Sector Undertakings and Private Sectors of repute. (ii) Company should have at least three clients to Government and non-Government organizations, Public Sector Undertakings and Private Sectors of repute. Please attach a list of clients and proof of satisfactory services issued by the clients. | |
| 3. | Company's Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970 | |
| 4. | EPF, ESI and GST Registration Certificate | |
| 5. | Company's upto date Balance Sheet for the last two years | |
| 6. | EPF, ESI and GST Challan Certificates for the last two years | |
| 7. | The annual average turnover should be at least of one crore during last three financial years. Provide a copy of the balance sheet. | |
| 8. | The Tender cost of Rs. 590/- (non-refundable) and the Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh only) (Refundable) 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 ; 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) authorised 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. List of equipment available with the Tendering Agency to undertake the security job:
9. Total No. of regular staff employed by the Tendering Agency:

| Regular Employees | No. of Officers | | Non Officers | |
|-------------------------|-----------------|-----------|---------------|-----------|
| | Ex Servicemen | Civilians | Ex-Servicemen | Civilians |
| Tendering Agency Office | | | | |
| Field Staff | | | | |

10. Total No. of regular staff employed by the Tendering Agency at the Dehradun branch office if any:

| Regular Employees | No. of Officers | | Non Officers | |
|-------------------------|-----------------|-----------|---------------|-----------|
| | Ex Servicemen | Civilians | Ex-Servicemen | Civilians |
| Tendering Agency Office | | | | |
| Field Staff | | | | |

11. Names and qualifications (including professional qualifications) and experience of Senior Executives, Advisers and Consultants of the Tendering Agency.

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

| Year | Amount (in lakhs) |
|-------------|--------------------------|
| 2018-19 | |
| 2019-20 | |
| 2020-21 | |
| 2021-22 | |
| 2022-23 | |

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

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

14. 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. | Annual Amount of Contract | Duration of Contract |
|---------------|--|----------------------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

i. Present clients :

ii. Past clients :

16. 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

BOQ (Financial Bid)
(Rates are to be filled up online only)

| Sr. No. | Category | Number of Persons | Rate per person per month <i>(Rates are to be quoted in accordance with the Minimum Wages Act (MWA) as decided by Chief Labour Commissioner (Central), Dehradun)</i> (In Rupees) | Total Amount (Per month) (In Rupees) |
|---------|---------------------------|-------------------|--|--|
| 1. | Security Supervisor | 03 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 2. | Security Guards | 32 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 3. | Air-conditioning Mechanic | 1 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 4. | Electrician | 3 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |

| Sr. No. | Category | Number of Persons | Rate per person per month <i>(Rates are to be quoted in accordance with the Minimum Wages Act (MWA) as decided by Chief Labour Commissioner (Central), Dehradun)</i> (In Rupees) | Total Amount (Per month) (In Rupees) |
|----------------|---|--------------------------|---|---|
| 5. | Plumber | 2 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 6. | Masalchis for Hostels & Guest House | 18 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 7. | Sweepers | 21 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 8. | Telephone and Intercom line man/ Mechanic | 1 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 9. | Attendant (unskilled) | 22 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 10. | Attendant (Semi skilled) | 6 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |

| Sr. No. | Category | Number of Persons | Rate per person per month <i>(Rates are to be quoted in accordance with the Minimum Wages Act (MWA) as decided by Chief Labour Commissioner (Central), Dehradun)</i> (In Rupees) | |
|----------------|--|--------------------------|---|--|
| 11. | Maintenance of Lawns, Gardens and Campus | 13 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 12. | Ex-Serviceman Drivers with Heavy Vehicle Licence | 7 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 13. | IT engineer (highly Skilled) | 1 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 14. | Lab Technician (highly Skilled) | 4 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
| 15. | Office /Accounts Assistant Skilled | 11 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |

| | | | | |
|-----|---|----|--|--|
| 16. | Hostel And Guest House Supervisor Skilled | 02 | Break-up: a) Salary: _____ b) Uniform: _____ c) Contractor's Admn./Service charges of in Rs.: _____ Total (a+b+c): _____ | |
|-----|---|----|--|--|

Note:

- i. The EPF, ESI, GST and relieving charges as per prescribed norms shall be paid by the Institute. The reimbursement shall be made by the Institute on receipt of payment vouchers from the contractor. Therefore, amount accruable on these heads should not be quoted in the financial bid.
- ii. The wages rate may change in future as per Government Order since Minimum wages are subjected to increase.
- iii. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 **(as applicable in accordance with the *Minimum Wages Act (MWA)* as decided by Chief Labour Commissioner (Central), Dehradun)** and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
- iv. As soon as the minimum wages rates are revised for unskilled, skilled and Highly skilled personnel, the similar percentage of increase would also be allowed by the Institute.
- v. The lowest bidder would be arrived on the basis of rates quoted for above categories (1 to 16) and all the charges quoted would be clubbed for all the categories and L-1 would be arrived accordingly.

(Signature of the Tenderer/Representative of the Tenderer)

Details of Manpower Requirement for Security Campus in Block- I, II, III & IV.

| Sl. No. | Category & location | No. Of Persons needed | No. of shift(s) | Total Manpower |
|----------------|---|------------------------------|------------------------|------------------------|
| 1. | Security Supervisor (for all four Blocks) | 01 | 03 | 03 |
| 2. | Security Guards | | | |
| | (i) Main Gate Block I | 02 | 03 | 05 (at night only one) |
| | (ii) Residential Area Block I | 02 | 03 | 06 |
| | (iii) Survey Chowk, Pump House and area | 01 | 03 | 03 |
| | (iv) Forest Area Block II | 01 | 03 | 03 |
| | (v) Main Gate Block III | 01 | 03 | 03 |
| | (vi) Residential Area Block III | 01 | 03 | 03 |
| | (vii) Residential Area Block IV | 01 | 03 | 03 |
| | (viii) Night Security Duty (2200 hrs to 0600 hrs) at Guest House, Old Hostel and DG Set Area. | 01 | 01 | 01 |
| | (ix) Night Shift Duty in UNESCO Block | 01 | 01 | 01 |
| | (x) Night Shift Duty in Admin Block | 01 | 03 | 03 |
| | (xi) Night Shift Duty in Auditorium Lab | 01 | 01 | 01 |
| Total | | | | 35 |

Details of Manpower Requirement for Electrical and Plumbing Services

| Sl. No. | Category | No. of Persons needed | No. of shift(s) | Total Manpower |
|----------------|---|------------------------------|------------------------|-----------------------|
| 1. | Supervisor for Electrical and Plumbing Services | 01 | 01 | 01 |
| 2. | Air Conditioning Mechanic | 01 | 01 | 01 |
| 3. | Electrician | 03 | 01 | 03 |
| 4. | Plumber | 02 | 01 | 02 |
| Total | | | | 07 |

Details of Manpower Requirement for Housekeeping and Other Services

| Sl.No. | Category & Location | No. of Persons needed | No. of Shifts(s) | Total Manpower |
|---------------|--|------------------------------|-------------------------|-----------------------|
| 1. | Telephone and intercom Line man/Mechanic | 01 | 01 | 01 |
| 2 | Attendant - Forensic Cell/ Lab | 02 | 01 | 02 |
| 3 | Attendant in Office Block/Canteen/Hostel/Guest House | 27 | 01 | 27 |
| 4 | Masalchi: (a) Old Hostel (b) New Hostel (c) Guest House | 05 02 02 | 02 02 02 | 10 04 04 |
| 5 | Sweepers in Office Block/Hostel/Guest House and Canteen area | 21 | 01 | 21 |
| 6 | Maintenance of Lawns, Gardens & Campus | 13 | 01 | 13 |
| 7 | Ex-Serviceman Drivers with Heavy Vehicle Licence | 07 | 01 | 07 |
| Total | | | | 89 |

Uniform

1. Uniform and Other Items: The Bidder will bear full responsibility of providing a smart uniform to the security personnel and the staff for housekeeping, electrical/plumbing and other services. There will not be any burden on this account on part of personnel and other staff to be employed by the Bidder. The Bidder will provide the uniform and other items as listed below:

- (i) The details of uniform to be provided to the manpower engaged on annual basis as under:-
 - (a) Two shirts and two trousers
 - (b) Two pairs of shoes and socks
 - (c) Two jersey pullover
 - (d) One jacket
 - (e) Cap and Belt
 - (f) Scarf, torch, cell, lathi, bullam, whistle and stationary etc.
 - (g) Ceremonial uniform for special occasions as and when required and permanently for the security guard at the gate and the office complex in working hours of the Institute.
 - (h) Any extra warm clothing required in case of extreme cold will be of uniform pattern
 - (i) One Rain coat
 - (j) One pair of Gum boot
 - (k) One umbrella

 - (ii) The detail of uniform to be provided per annum for operating staff of Housekeeping and Electrical/Plumbing services are as follow.
 - (a) Two shirts and two trousers
 - (b) Two pairs of shoes and socks
 - (c) Two jersey pullover
 - (d) One Jacket
 - (e) One Rain coat
 - (f) One umbrella
-

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.
