



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

India Phone: 0135-2646245; Fax: 0135-2640117

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

Tender Notice No. WII/Purchase Cell/22-23/37
TENDER DOCUMENT
Name of the Contract
Rate Contract for (i) Hiring of Technical Manpower (ii) Map Scanning and (iii) Printing of Maps

NOTICE INVITING e- TENDER (OPEN)

Online e-tender in two bid systems (Technical and Financial) for **Rate Contract for (i) Hiring of Technical Manpower (ii) Map Scanning and (iii) Printing of Maps** are invited on behalf of Director, Wildlife Institute of India, Dehradun. 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/ADM/STR/2018-19/02
2.	Mode of Tendering	On-line bidding system through Central Public Procurement Portal i.e. http://eprocure.gov.in
3.	Type of Tender	Two Bid System
4.	Tender Fee (original to be submitted off-line)	Rs 590/- (Non-refundable) (Rupees Five Hundred Ninety only)
5.	Earnest Money Deposit (EMD) (original to be submitted off-line)	(*Note- Vide OM Dated 12.11.2021 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration)
	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	11.07.2022	17.00 Hrs.
2.	Online Bid Submission start date	12.07.2022	09.00 Hrs.
3.	Online Bid submission end date	02.08.2022	15.00 hrs.
4.	Due date of opening of Tender (Technical Bid)	10.08.2022	16.00 Hrs.
5.	Last date of receipt of BID SECURITY DECLARATION and Tender Fee along with hard copy of the tender document (Technical Offer)	10.08.2022	15.00 Hrs.
6.	Date and time of opening of Price Bid	Will be communicated to only Techno-Commercially acceptable/Qualified Bidders separately.	
7.	Address	Wildlife Institute of India, Chandrabani, Dehradun, Uttarakhand-248001, India	

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

The invitation to e-tender is subject to fulfilment of instructions and conditions as per schedules below:

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

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

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

**Registrar
Wildlife Institute of India**



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institute under Ministry of Environment Forest and 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. The Bidders are required to submit Tender Fee, BID SECURITY DECLARATION and hard copy of the tender document along with a copy of all certificates as submitted in online technical bid. These documents shall be sent to and received physically by the Registrar, Wildlife Institute of India, Chandrabani, Dehradun by hand or by post before the date and time of opening of technical bid 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 enrol on the e-procurement module of the CPP Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enrol". 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 (BID SECURITY DECLARATION) 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 (Technical and Financial).
15. Bid Security Declaration is to be furnished with Technical/Techno Commercial Bid.
16. On the day of Tender opening only Technical bids (Techno-Commercial Bids) will be opened. Price/Financial bid will be opened on a fixed later date for the successful technical bidders. The date of opening of Price Bid will be intimated to the successful technical bidders only.
17. No query or complain from bidder will be entertained after completion of bid opening in regard to bid opening or content of other's bid.
18. Please note that there is no provision to take out the list of parties downloaded the tender document from the above referred website. As, such Bidders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related 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/BID SECURITY DECLARATION .
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 eligibility criteria/technical parameters as mentioned in this Tender Enquiry is **to be furnished along with the TECHNICAL BID.**
26. **Modification or Withdrawal of Bid:** No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in 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 Eligibility Criteria as given in **Chapter 3** of this tender. The Commercial Offers of short listed technically qualified Bidders will only be opened.
30. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers.
31. **Evaluation of Financial Bids:** The Financial bids of only technically successful bidders will be opened and ranking of the Bidders will be done according to the price quoted and comparison of rates will be made accordingly as per Financial Bid Proforma given in the Tender Document (**Chapter 5 – BOQ**). The financial quote should only be submitted online in accordance with the financial bid proforma (BOQ); failing which the offer will be rejected.
32. **No commitment to accept lowest or any tender:** WII shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
33. **Institute's right to accept any offer and to reject any or all offers:** The Institute reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidder(s) or any obligation to inform the affected Bidder(s) on the grounds for the Institute's action. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
34. In the event any of the job quoted by the 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

1. The rate contract for the following three categories as mentioned in the Scope of work will be as under:

(A)HIRINGOFTECHNICALMANPOWER:

TASKCOMPONENTS

- a. Satellite data preparation–Mosaicing/geo rectification/sub set satellite data
- b. Preparation of basemaps / Landcover (LULC) maps / etc . using visual interpretation /digital classification
- c. DGPS/GPS/Ground truthing as per requirement.
- d. Photogrammetric data preparation from stereo data.
- e. Digitization of boundaries and assigning attribute information, etc.
- f. Detailed case to case guidelines would be provided by WII.
- g. Complex statistical analysis in various projects.
- h. Software customization as per requirement.
- i. Training - related to work and Remote Sensing & GIS Software.
- j. Multiple Manpower may be needed to finish the project work in limited man months/limited time. The successful bidder must be ready to furnish the same without any delay otherwise penalty/blacklisted may be implemented on the bidder.

TECHNICAL MANPOWER REQUIREMENT & JOB DESCRIPTION

The required knowledge, skills and abilities are needed for two levels as follows:

High-end Manpower

- PG Diploma/Post Graduate degree in Remote Sensing / GIS/ Geo informatics and knowledge of habitat analysis/Web GIS/programming using ERDAS Imagine, ArcGIS and Apollo Web server, biological and statistical software with minimum six years experience.

Entry-level Manpower

- PG Diploma / Graduate / degree in Remote Sensing / GIS/ Geo informatics with two year experience or minimum graduate degree in Natural Sciences/ Geography/ Engineering with at least three years experience in remote

sensing and GIS based image interpretation and analysis using ERDAS Imagine and ArcGIS software's.

WORKING HOURS

The required persons deputed by the firm will have to execute the job either off site or if needed on site (WII) under the supervision of concerned Scientists of W.I.I. The person(s) deputed for execution of job shall have to work during the working hours of W.I.I. i.e. between 0900 hrs to 1300 hrs and 1330 hrs to 1730 hrs from Monday to Saturday, if the job is executed at the site of WII.

TIME SCHEDULE AND QUALITY

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost.

If the work is not satisfactory and not up to the required standards, then WII has a right to terminate the contract.

(B) SCANNING OF MAPS:

TASK COMPONENTS

- a. A0 size mapsheet to be scanned at minimum 300 DPI in RGB format with minimum distortion
- b. Output file format: Uncompressed tiff or as specified (.img or grid)

TIME SCHEDULE AND QUALITY

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost.

If the work is not satisfactory and not up to the required standards, then WII

has a right to terminate the contract.

(C) PRINTING OF MAPS:

TASK COMPONENTS

- a. Printing of GIS maps at various scales and sizes
- b. The vendor would be provided the data (GIS files) for printing in the following formats ArcGIS, Erdas Map Composition, Geo tiff, etc.
- c. Printing should be free of scale distortion
- d. Print should be on glossy paper of 170gsm.

TIME SCHEDULE AND QUALITY

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost.

If the work is not satisfactory and not upto the required standards, then WII has a right to terminate the contract.

2. **Offer Validity Period:** The tender offer should be valid for a minimum period of **six months** from the date of opening of the technical bid/tender.
3. The firm shall be responsible to provide prompt service within due time and dates.
4. The contract to the selected agency will be given initially for a period of one year which may be extended annually for another period of two years subject to providing satisfactory services to the Institute.
5. **Opening of Tenders/Quotation:** Technical bids of the offers received with requisites BID SECURITY DECLARATION will be opened on the date as specified in the tender. All tenders received without BID SECURITY DECLARATION by the due

date and time as mentioned above will be rejected. Further, 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 the tendered specifications in case of those firms that meet the technical specifications/parameters, will be considered for opening of their financial bids at a later date, which will be communicated to concerned suppliers before opening their Financial Bids.

6. No request for incorporating post tender changes in quoted specifications and correcting typographical error will be considered after opening of submitted tenders. Rates in Commercial Bid should be quoted in single currency. No third party purchase order or shipment of material will be allowed.
7. At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bid Document by amendment. Such amendments shall form an integral part of bid documents and it shall amount to an amendment of relevant clauses of the Bid Document, which shall also be uploaded on the website of the Institute.
8. **Award of Work and Arriving to Lowest Bidder:** Lowest bidder will be arrived on the basis of combining of rates for all the above three categories and taxes, if any in accordance with the parameters given in the Financial bid proforma.

9. Force Majeure

- A) However, the Supplier 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 Supplier and not involving the Supplier'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 Supplier shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the Supplier 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.

10. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.
11. **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.
12. **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
13. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

Chapter-3

Eligibility Criteria

Eligibility Criteria of the Bidder:

- (1) The Earnest Money Deposit (BID SECURITY DECLARATION) should be submitted along with technical bids. The tender document without BID SECURITY DECLARATION shall be out rightly rejected. Vide OM Dated 12.11.2021 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration in format given in Annexure I.
- (2) The applicant should be a firm or legal entity registered under Companies Act 2013, Societies act 1968 or any other law for the time being in force and should have been in operations in India for at least 10 years with the proof of incorporation/ commencement of business (please attach the registration certificate with the technical bid).
- (3) The consultant firm/ agency must not have been black listed or debarred in any Central/ State Govt./PSU/Autonomous bodies and the like. The consultant firm/ agency must not have been penalized by any Central/ State Govt./PSU/Autonomous bodies and the like for delayed completion of work or carrying substandard work. A declaration of this regard shall be made by the consultant firm/ agency along with offer documents.
- (4) The Bidder must have turnover of at least Rs. 50,00,000/- of every financial year. The bidder is required to submit along with the bid, certified copy of audited balance sheets of the firm for the latest three financial years, and a certificate from a chartered accountant certifying the above turnover eligibility.
- (5) The Consultant firm/ agency shall not be a Consortium.
- (6) Valid GST and Pan card copy must be enclosed with the technical bid.
- (7) The firm should have a local office in Dehradun, with minimum infrastructure

comprising 5 High end Desk Top Computer/Work Station, A0 size on larger scanner, A0 size on larger plotter along with standard image processing (Erdas Imagine) and GIS (ArcGIS)/ Geo media softwares. The proof of which should be attached with the technical bid; failing which the offer will not be considered by the Institute. The said infrastructure/facilities may be checked by the Institute's Committee.

- (8) Proof of License of the softwares Erdas Imagine, ArcGIS/Geomedia/LPS should be attached with the technical bid.
- (9) Experience of knowledge of GIS database creation, functionalities of GIS, Remote Sensing and satellite image interpretation, Mobile App creation and Geoportal/ Web Application creation experience is essential for not less than 10 years. Proof of which must be attached with the technical bid.
- (10)The bidder must have implemented & operationalized at least one GIS based Project in any Government Organization in last five years for which the cost of the project should not have been less than Rs. 25,00,000/- or 2-3 such projects having total value of Rs. 40,00,000/-. Completion Certificate must be attached as proof with the technical bid.
- (11)The agency should have an experience of providing similar kind of services in at least three Government organizations/Public Sector undertakings etc. during last five years. Proof of such experience should be attached along with their completion certificate with the technical bid.
- (12)The profile of the professionals engaged by the bidding agency for carrying out the above works should be provided in the technical bid.
- (13) Interview of the key personal involved may be conducted if needed.
- (14) The firm should have successfully completed atleast one Web GIS based application development/customization project with a single order value of atleast

15 lakh in last 05 years for Government agency of which proof must be attached.

(15) Bidders should have completed at least 3 similar activities of above in last 5 years of which proof must be attached. They should have completed on their own without subcontracting.

Note: If any of the parameters/eligibility criteria mentioned above does not meet the tendered parameters or incomplete information/documents, their offer will not be considered and shall be rejected. The financial bid of those firms will only be opened who qualify all the conditions of the eligibility criteria given above.

Chapter-4

GENERAL TERMS & CONDITIONS

- (1) The Financial offer shall be in accordance with the proforma given in **Chapter-5 (BOQ)**.
- (2) The bidders are required to quote GST (Government Levy) separately, if any at the rates applicable in Financial Bid Proforma only.
- (3) The bidder should not quote the rates on behalf of anybody else. No subletting will be allowed.
- (4) **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.
- (5) **Security Deposit:** Security Deposit i.e. Rs. 2,50,000/- will be submitted by the successful bidder. The Security Deposit shall be released only after successful completion of the contract with the agency or otherwise if no dues are recoverable from the agency. The agency shall not be permitted to transfer or assign its rights and obligations under the contract to any other organization or otherwise.
- (6) The duration of the contract shall be for a period of twelve months, which is extendable annually 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 both the parties in writing.
- (7) In the event of the agency desiring an earlier termination of the contract, agency shall have to give three months advance notice to the Institute.
- (8) In case of breach of any of the terms of Agreement, the security deposit of the agency 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

for payable to the Institute including the security deposit refundable to him/her under the contract can be appropriated by the Institute against any amount which the agency may owe to the Wildlife Institute of India, Dehradun.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) **Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given vide Chapter 3 (Eligibility Criteria of the Bidder) above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each item as per details given in Chapter-5 (Financial Bid Proforma) only. The rates so quoted by the tenderers for various items shall be clubbed together under four categories i.e. Category-A, B, C & D. Weightage of 50% for Category A, 30% for Category B, 10% for Category C and 10% for Category-D will be given by the Institute for evaluation/arriving at the lowest bidder.
- (13) 100% payment will be made on completion of the work for any given order.
- (14) The job accomplished (for which payment is to be made) shall be assessed by the concerned Scientists of W.I.I. and payment will only be released after his

required certification.

- (15) **Penalty:** In the event of failure to complete the job within the stipulated period as will be prescribed in the work order, a penalty @ 0.5% per week subject to the maximum of 5% of the total value of the work order will be charged and such amount will be deducted from the bill of the agency.
- (16) **Insurance:** The agency shall be responsible for medical/insurance and other expenses for the person deployed by them and there will be no liability on part of the Institute for engaging any professionals by the agency.
- (17) Each firm should clearly specify that the firm agrees to abide by the conditions of this tender notice or their printed letter head.
- (18) The Director, WII, Dehra Dun reserves the right to reject or accept any tender without assigning any reason.

Chapter -5
FINANCIAL BID PROFORMA

(BOQ)

Category	Items	Unit Rate	Taxes If any	Total Amount (InRs.)
A	Entry-Level Manpower: PG Diploma/ Graduate/ degree in Remote Sensing/ GIS/ Geo informatics with two years experience or minimum graduate degree in Natural Sciences/ Geography/Engineering with atleast three years experience in remotes ensing and GIS based image interpretation and analysis using ERDAS Imagine and ArcGIS/Geo media software's.	Rs. _____ Per man month		
B	High-end Manpower: PG Diploma/ Post Graduate degree in Remote Sensing /GIS / Geo informatics and knowledge of habitat analysis/ web GIS/ programming using ERDAS Imagine, ArcGIS, biological and statistical software with minimum six years experience.	Rs _____ Per man month		
C	Scanning of MAPS: TASK COMPONENTS (a) A0 size map sheets to be scanned at minimum 300D Plin RGB format with minimum distortion (b) Output file format: Uncompressed tiff or as specified(.img or grid)	Rs. _____		
D	Printing of MAPS: TASK COMPONENTS (a) Printing of GIS maps at various scales and sizes (b) The vendor would be provided the data (GISfiles) for printing in the following formats ArcGIS, Erdas Map Composition, Geo tiff, etc. (c) Printing should be free of scale distortion (d) Print should be on glossy paper of 170gsm.	Rs. _____ Per sq inch		
TOTAL(A+B+C+D)				

Note:It is compulsory to quote rates for all the four(A,B,C&D) categories, failing which the offer will not be considered. The rates quoted by the tenderers for various items shall be clubbed together under four categories i.e. Category-A,B,C & D. Weightage of 50% for Category A, 30% for Category B, 10% for Category C and 10% for Category-D will be given by the Institute for evaluation/arriving at the lowest bidder and lowest bidder will be arrived by combining the rates of all four categories.

Bid Security Declaration

Date:_____

Tender No. _____

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

I/We, The undersigned, declare that:

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

Name:

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

Duly authorized to sign the bid for an on behalf of

(insert complete name of Bidder)

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

Corporate Seal (where appropriate)