



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

Tel.: 0135-2646100 Fax: 0135-2640117

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

<u>Tender Notice No. WII/ADM/STR/2014-15/116/2022</u>
TENDER DOCUMENT
Name of the Contract
CONDUCTING 'ONLINE REGISTRATION, EXAMINATION AND EVALUATION'

NOTICE INVITING e- TENDER (OPEN)

Online e-tender in two bid systems (Technical and Financial) for conducting 'Online Registration, Examination and Evaluation' 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>.

Background

The Wildlife Institute of India (WII) is an autonomous institution of the Ministry of Environment, Forest & Climate Change, Government of India. This Institute offers various training programmes, academic courses and advisory services in the area of wildlife research and management. The Institute is actively engaged in applied research across the country on a wide range of themes from threatened species to habitats and ecosystems in different biogeographic zones. The institute also conducts a 2-year M.Sc. course in Wildlife Science every alternate year. Selection of candidates for Masters course and researchers for various projects is done through a rigorous national entrance test. WII adopts the process of online registration, screening and written examination through a service provider / independent agency. Interested parties are invited to bid the tender as per the terms and conditions attached with the tender document.

(I) Details of e-Tender:-		
1	e-Tender No.	<u>WII/ADM/STR/2014-15/116/2022</u>
2	Mode of Tendering	On-line bidding system through Central Public Procurement Portal i.e. http://eprocure.gov.in
3	Type of Tender	Two Bid System
4	Tender Fee (original to be submitted off-line)	Rs. 590/- (Non-refundable) (Rupees Five Hundred Ninety Only)
5	Earnest Money Deposit (EMD)	(*Note- Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration)
6	Tender Fee should be submitted in INR by way of Demand Draft in favour of the Director, Wildlife Institute of India, Dehradun.	

(II)

Time Schedule of e-Tender:			
S.No	Particulars	Date	Time
1.	Date of Publishing of e-Tender	07.04.2022	17.00 Hrs.
2.	Online Bid Submission start date	08.04.2022	09.00 Hrs.
3.	Online Bid submission end date	29.04.2022	15.00 hrs.
4.	Due date of opening of Tender (Technical Bid)	06.05.2022	16.00 Hrs.
5.	Last date of receipt of EMD Declaration and Tender Fee along with hard copy of the tender document (Technical Offer)	06.05.2022	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 gazette holiday, the bids will be opened on the next working day at the same time or any other day/time, as intimated by the Institute.

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

Chapter	Please refer for details as :
1.	INSTRUCTIONS TO BIDDERS
2.	CONDITIONS OF CONTRACT
3.	TECHNICAL SPECIFICATIONS , SCHEDULE OF REQUIREMENTS AND 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, Forests & 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 the form of Demand Draft in favour of the **Director, Wildlife Institute of India** payable at **Dehradun** from any Commercial/ Recognized/ Nationalized Bank in India
 - ii. The Bidders are required to submit Tender Fee, EMD Declaration and hard copy of the tender document along with a copy of all certificates as submitted in online technical bid. These documents shall be sent to and received physically by the Registrar, Wildlife Institute of India, Chandrabani, Dehradun by hand or by post before the date and time of opening of technical bid, in the absence of which the technical bid will not be considered and tender will be rejected. The financial offer is to be submitted online in the prescribed BOQ only; and it should not be attached with the technical bid. In case, financial offer is found with the technical bid, the offer will be summarily rejected.

METHOD OF SUBMISSION OF BIDS:-

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

4. The bidders who are desirous of participating in e-procurement tender shall submit their Technical bids (Techno-Commercial Bids), in the standard formats prescribed in the Technical documents, displayed at **www.eprocure.gov.in**. The bidders should upload the scanned copies of all relevant certificates, documents etc. in www.eprocure.gov.in in support of their Technical bids. The bidders should sign all statements, documents etc. uploaded by them, owning full responsibility of the correctness/ authenticity through Digital Signature Certificate (DSC). The same could be verified with the originals by the Institute at any point of time.
5. As per the directives of Department of Expenditure, Ministry of Finance, Government of India, this tender document has been published on Central Public Procurement Portal (**URL: <http://eprocure.gov.in>**). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More useful information for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.
6. Bidders are required to enroll on the e-procurement module of the CPP Portal (**URL: <http://eprocure.gov.in/eprocure/app>**) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
8. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
9. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
10. Only one valid Digital Signature Certificate (DSC) should be registered by a bidder.

Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

11. Bidder will then log in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/e-token.
12. **Signing of Tender:** The bidder should download the NIT and again upload at the time of submission of tender after verification and signing with his DSC. A person digitally signing the tender documents forming part of the tender on behalf of another person should have an authority to participate in the bid on behalf of such other person and if, on enquiry, it appears that the persons so signing had no authority to do so, the Director, Wildlife Institute of India, Dehradun **without prejudices would have every right to cancel such a bid.**
13. Scanned copy of the Tender Cost and Bid Security (EMD) Declaration 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 Declaration** is to be furnished with Technical/Techno Commercial Bid.
16. On the day of Tender opening only Technical bids (Techno-Commercial Bids) will be opened. Price/Financial bid will be opened on a fixed later date for the successful technical bidders. The date of opening of Price Bid will be intimated to the successful technical bidders only.
17. No query or complain from bidder will be entertained after completion of bid opening in regard to bid opening or content of other's bid.
18. Please note that there is no provision to take out the list of parties downloaded the tender document from the above referred website. As, such Bidders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender

document. The responsibility of downloading the related Corrigendum, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who downloaded the documents from website as information in this respect (names of parties) will not be available to website.

19. The Wildlife Institute of India, reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason what so ever.
20. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summarily rejection.
21. Conditional tender i.e. tender submitted incorporating bidder's own imposed condition(s) will be summarily rejected.

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

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

23. The amendment will be notified in website of Central Public procurement Portal i.e. <http://eprocure.gov.in>, which can be accessed by any prospective bidders and will be binding on them. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, Wildlife Institute of India may, at its discretion, extend the last date for the Submission of Bids and Opening of Tenders.
24. The Tender Enquiry (or Tender Schedule) and Purchase order (or resultant contract) will be interpreted under Indian Laws
25. **An undertaking** for UNDERSTANDING, compliance and fulfillment of T&C as well as eligibility criteria/technical parameters as mentioned in this Tender Enquiry is **to be furnished along with the TECHNICAL BID**. A proforma of undertaking to be furnished by the bidder is attached as **Annexure-II**.
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 **suspension for a particular time as decided by the Competent Authority** .

27. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institute may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing or through Central Public procurement Portal i.e. <http://eprocure.gov.in> and no change in prices of the bid will be sought, offered or permitted. **No post-bid clarification on the initiative of the bidder will be entertained.**
28. **Preliminary Scrutiny:** Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each offer to the tender documents. For the purposes of these Clauses, a substantially responsive bid is one that conforms to all the terms and conditions of this Tender enquiry without material deviations. The Institute's determination of an offer's responsiveness is to be based on the contents of the tender offer itself without recourse to extrinsic evidence. The Institute will scrutinize the offers to determine whether they are complete, whether required technical documentations have been furnished, whether the documents have been properly signed, and whether the offers are in order. Price bids of the technically disqualified firms shall not be opened.
29. **Short-listing of Bidders:** The Institute will short-list technically qualified Bidders on the basis of technical parameters as given in **Chapter 3** of this tender. The Commercial Offers of short listed technically qualified Bidders will only be opened.
30. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers.
31. **Evaluation of Financial Bids:** The Financial bids of only technically successful bidders will be opened and ranking of the Bidders will be done according to the price quoted and comparison of rates will be made accordingly as per Financial Bid Proforma given in the Tender Document (**Chapter 5 – BOQ**). The financial quote should only be submitted online in accordance with the financial bid proforma (BOQ); failing which the offer will be rejected.

32. **No commitment to accept lowest or any tender:** WII shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
33. **Institute's right to accept any offer and to reject any or all offers:** The Institute reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidder(s) or any obligation to inform the affected Bidder(s) on the grounds for the Institute's action. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
34. In the event any of the job quoted by the 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. Wildlife Institute of India (WII), Dehradun, Uttarakhand intends to engage an eligible, reputed and qualified IT Firm for conducting online registration, written examination and evaluation for short listing of candidates for its academic and research activities. The services are required for period of three years.
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. **Opening of Tenders/Quotation:** Technical bids of the offers received with requisite EMD Declaration and hard copy of the tender document along with all certificates will be opened on the date as specified in the tender. All tenders received without EMD declaration and hard copy of the tender by the due date and time as mentioned above will be rejected. Further, if the same i.e. eligibility criteria given in the technical bid, will not comply to our tendered specifications/eligibility criteria 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/agencies before opening their Financial Bids.
4. **Payment Terms:**
 - a) The payment will be released after successful completion of the assigned task without error and delays by the firm. The payment will be made on the basis of number of candidates appeared in an examination as per proforma given in the financial bid (BOQ).
 - b) No advance payment shall be made.
 - c) TDS will be deducted at source as per Government orders.
5. **Performance Security:** A performance security of Rs. 30,000/- may be furnished along with the bid, which will be refunded on the completion of the contract.
6. **Award of Contract, Tenure and Renewal:** The contract will be awarded to the lowest bidder initially for a period of one year. The contract may be extended for another period of two years on the same rates, terms and conditions on annual basis subject to

providing satisfactory services to the Institute. The rates decided on the beginning of the contract will remain same for a period of 3 years or till the completion of the contract.

7. **Period of Completion of Assigned Task:** The entire work will be required to complete in all respect as per the stipulated time frame mentioned in the work order, failing which action as per the penalty clause given at S.No.08 will be invoked.

8. **Penalty:**

(a) If the Service Provider fails to conduct online examination on a specified date and venue due to lack of adequate infrastructure of the centre, a penalty of (Fee per candidate) x (No. of candidates registered) for that venue would be imposed. Re-examination for that venue/shift for all the affected candidates must be conducted free of cost within two weeks after completion of that examination. Further, the expenses incurred by the candidates for appearing in the examination will be borne by the agency and returned to the candidates.

(b) If Examination in a Venue/part of venue is delayed for more than 30minutes then a penalty of (50% of the fee per candidate)x (No. of affected candidates) for that venue will be imposed.

(c) A penalty of Rs. 5,000/-will be imposed in case of non-availability of the Supervisor at each examination centre.

(d) If any error is found in scores as per defined standard during compilation of marks for written examination a penalty of (50% of the Fee per candidate) x (No. of affected candidates) would be imposed.

(e) If exam questions /answer keys get leaked before the examination from the agency, a penalty of (100% of the fee per candidate)x (No. of affected candidates) will be imposed and re-examination shall be conducted free of cost by the Service Provider. In addition all the expenses incurred by the candidates for appearing in the written examination will be borne by the agency and returned to the candidates.

(f) If there is a delay in submission of score, no penalty will be imposed for submission of scores upto 2days. From 3rd day till 10days 5% of (fee per candidate) x (total no. of candidates), from 11th day till 20days 10% of (fee per candidate) x (total no. of candidates) and beyond 20 days 25% of (fee per candidate) x (total no. of candidates) will be imposed.

(g) If the delay adversely affects declaration of results for written examination the performance security will be forfeited and other legal action would be initiated as may be required/decided by the Institute.

9. 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.

10. **Evaluation & Comparison of Bids:** For the bids surviving the technical evaluation which have been found to be responsive the evaluation & comparison shall be made in accordance with the price quoted and comparison of rates will be made 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 BOQ; failing which their offer will be rejected.

Conditional Bid shall not be accepted. If the firm quoted NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

11. Sub-contracting of the job is not allowed.

12. **Force Majeure**

A) However, the Service Provider 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 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 Service Provider shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the Service Provider 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.

13. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Service Provider 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.
14. **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.
15. **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.
16. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.
17. The bid, which is received by fax/e-mail or in open envelop will not be considered and shall be summarily rejected.

Chapter-3

Technical Specification, Schedule of Requirement and Eligibility Criteria

SCOPE OF WORK:

The agency will plan, design, develop, format, organize, conduct and manage online written examinations (to be held at different time) for the following as and when required:

- National Entrance Test (NET) for admission to M.Sc. Wildlife Science / World Heritage Management Courses.
- National Eligibility Test (NET) for Research Personnel including JRFs / SRFs/ Research Associates and all other categories.
- National Eligibility Test (NET) for recruitment of employees on permanent positions as well as on contract, if required.
- Any other test/examination.

Online examination to be carried out on the same date and at the same time at multiple cities/towns across the country through the agency's own network of examination centres using hired or their own hardware and software. The agency shall manage the entire range of activities related to on-line registration, examination and preparation of marks tally as detailed below:

2.1 Announcement:

- i) Uploading 'Announcement' inviting online applications from the eligible candidates.
- ii) Write up for the announcement will be provided to the agency by WII.
- iii) The agency will give link to WII's website for displaying the Online Registration, Demo Examination and Results.

2.2 Online Registration:

The agency will be responsible for the entire process of online registration of applicants such as-

- i) On-line application submission and registration of applicants. This will remain active for a period of 15 days or as decided by the Institute.

- ii) Handling of Candidate's Online Application and generation of photo based admit card with Secure Payment gateway or Challan based payment.
- iii) The agency will issue instructions regarding mode of payment (credit card/debit card/net banking/UPI or Challan based payment). After the closing date of online receipt of applications, the agency will deposit the entire amount received on account of application fee along with transaction details to the Institute.
- iv) Candidates should be intimated for successful registration and all examination related information by Email and SMS followed by admit card.
- v) Eligibility scrutiny as per prescribed criteria (criteria will be provided by WII).
- vi) Online admit card/hall ticket generation for online examination based on objective type Multiple Choice Questions (MCQ) to be issued by the agency.
- vii) Allotment of centers to the eligible candidates.
- viii) Option to check registration status of candidate online.
- ix) Any query relating to the filling of online application/registration etc shall be attended in an appropriate manner by the agency's representative so that the candidate may apply for the desired position.

2.3 Conduct of Online Examination:

The agency will be solely responsible for conducting the entire process of online examination in multiple cities/towns across the country at the agency's cost and using its own network of examination centers with hired or their own hardware and software, and making all necessary hall arrangements. Followings are an indicative list of such activities and hall arrangements.

Booking of ten Test Centers in cities/towns:

- i) Bengaluru
- ii) Bhopal
- iii) Lucknow
- iv) Dehradun
- v) Guwahati
- vi) Hyderabad
- vii) Jammu
- viii) Kolkata
- ix) Mumbai
- x) New Delhi

In addition, demand of additional center(s) in the country could be considered in case it is required. The agency will also quote separate rates (optional) for

additional center(s). An indicative list of Additional Centers is provided at **Annexure-II**.

Payment:

The Institute commits to make payment for a minimum of 30 candidates for each test centre. In case, number exceeds beyond 30 candidates per centre, payment shall be made based on actual number of candidates.

2.4. Hall arrangements:

Equipping all the Test centers with all necessary infrastructure and man power support, and doing the necessary hall arrangements required for smooth conduct of online examinations.

- a) Infrastructure support includes sufficient number of computers, monitors, key boards, mouse, LAN connectivity, UPS, other essential peripherals and connections, and generators.
- b) Necessary facilities at the examination centers include proper access to and exit from the test venue, tables, chairs, fans, lights, notice boards, drinking water, first-aid, fire safety, toilets (separate toilets for gents and ladies), and safe deposit facility for keeping personal items of the candidates such as mobile phones, calculators, handbags, books, umbrellas, etc.
- c) The selected bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Examination Centers.
- d) There must be adequate spacing between two adjacent seats. Service provider should arrange for partition of appropriate size between adjacent seats.
- e) At the test center, main server, backup server and client systems would be provided with functional UPS or generator set. Uninterrupted power should be made available for the period of each session and for 30 minutes prior to and after each session on the day of examination.
- f) The selected bidder shall obtain candidate's feedback through online Feed Back Form, after the examination is over. The Feedback Report of the candidates should be submitted to WII along with the result.
- g) The selected bidder shall provide blank paper sheet/s to the candidates as per requirement.

- h) The selected bidder shall have a contingency plan for candidate management/shifting in case of any emergency.

2.5 Engagement of Invigilator, Supervisor, computer personnel cum test coordinator(s) and attendants:

- a) The service provider will make sure that its representative is available at each examination well in advance and till the successful completion of the examination. The representative shall ensure that all hardware and software including invigilators, computer personnel cum test coordinators and attendants are in readiness for the smooth conduct of examination. The expenditures on these components will be borne by the agency.
- b) The Institute will depute one observer at each centre from WII. The cost of boarding and lodging of the WII personnel shall be borne by WII.
- c) The supervisor shall ensure that no unfair practices are adopted by the candidates during the exam.
- d) Likewise, computer personnel cum test coordinator(s) shall ensure smooth operation of the computers and the attendants shall look after other duties.
- e) Deputing supervisor, computer personnel cum test coordinator(s) and attendants at each centre including their travelling charges, lodging, boarding etc. will be at the cost of the agency.

2.6 Special Instructions/arrangements for Online Test:

- a) The Online examination will be conducted by the agency on a given date and time at all the test centers simultaneously. The exam date and time will be intimated to the agency by WII.
- b) Online exam will be of Maximum 3 hours duration based on Multiple Choice Question paper/descriptive paper, if required with questions grouped under different sections.
- c) The set of question paper will be provided to the agency by WII well in advance before the examination. The agency will upload the questions one day before the examination or on the same day.
- d) The agency must ensure:
 - i. All Computer monitors installed in all examination centers identically display all questions correctly with pictures, columns, grid, decimal or any type of mathematical symbols and color wherever required.

- ii. Randomization of questions within the same set of question paper/answer sequence while the paper is made available to the candidates.
 - iii. Access to question paper by the candidates for online test shall be through individual username and password.
- e) There will be negative marking for each wrong answer to the extent of one-fourth ($1/4$) of the mark allotted to the questions OR as may be decided by the Institute.
- f) The software/examination delivery should be designed in such a manner so that candidate can perform all operations using mouse only. Wherever necessary for login etc., use of a virtual keyboard should be made.
- g) Guidelines to be followed by the invigilators and other staff at the test centers will be provided to the agency by WII.
- h) The invigilator must keep attendance (signatures) of each candidate who undertakes the online exam and collect the admit card from the candidate with an attested photograph by the Test Coordinator on it and hand over to WII after the examination is over.
- i) The agency should ensure a robust and flexible online examination engine with the following features-
- Internet/browser/search engine connectivity of all the terminals of all exam centers must be delinked completely.
 - Candidate to login with their username and password.
 - Instruction sheet explaining about the examination.
 - Timer running on top right hand corner or bottom of the page.
 - Option to edit the answer submitted earlier within the duration of examination.
 - Auto save option of answer in the main server.
 - Re-start option: In case of any interruption/disconnection in the connectivity during the exam, the engine must ensure that the candidate can restart the exam from the last attempted and saved point using login ID and password.
 - Capability to prevent data loss even in situation of power and internet failure by deploying mirror servers.
 - Option to generate new set of question paper at the last minute from the question bank in case any need arise.

- j) Agency shall have to demonstrate to WII the complete System Test Run (STR) through URL before implementation.
- k) The agency must upload a 'Demo test for the candidates' before 15 days of the date of exam to familiarize them with the online examination.

2.7 Compilation and Communication of Result:

After the online examination is over, the agency will be responsible for the following activities:

- a) Compilation of result and drawing up the list of shortlisted candidates for each category (SC/ST/OBC/GEN category) keeping in mind the government guidelines for selection (Guidelines will be provided to the agency by WII).
- b) Uploading of the list of shortlisted candidates to be called for interview in coordination with WII.
- c) Communication with qualifying candidates by Email and SMS.

2.8 Obligations and Accountability:

The agency shall be responsible for the followings:

- a) Maintaining top confidentiality to prevent paper leaks.
- b) Any lapse/default on conducting online examination and processing result.
- c) Assisting WII in handling examination related RTI/legal issues.
- d) Providing the entire database of registration, examination and result in database, excel and other suitable format to WII in a USB Drive/Device.

Eligibility criteria for bidder:

- 1) Earnest Money Deposit (EMD) Declaration: Vide Rule 170 (iii) of GFR, 2017 no provision of EMD is kept in Bid Document, the bidder is required to give BID SECURITY/ EMD declaration, which should be attached in the Technical Bid and received by the due date and time of receipt of technical bid; failing which their offer will not be considered by the Institute.
- 2) Firms should have a minimum **average annual turnover of atleast Rs. 50 lakh** in the past 03 years. A copy of balance sheet & profit & loss A/c of past three years certified by the Chartered Accountant should be attached with the technical bid. Copy of IT Return (FY 2017-2018 to FY 2019-20) should be attached with the technical bid; failing which their offer will not be considered by the Institute
- 3) The bidding agency should have a minimum three (03) years of experience in conducting the online examination of government/state government/PSU/Autonomous bodies and reputed institutions; documentary evidence should be attached with the Technical Bid; failing which their offer will not be considered by the Institute
- 4) Certificate of registration of the company/agency should be attached with the technical bid.
- 5) The agency should have a network of conducting 60 examination centres or more located across the country out of which at least 90% having more than 60 computers with broad band connectivity. An undertaking should be attached by the bidder; failing which offer will not be considered.
- 6) The bidder should also have a full fledged office in any part of the country and should have adequate number of qualified personnel on the payroll / establishment of the company, a declaration duly signed & stamped should be submitted with the technical offer.

- 7) The agency will be required to make a Presentation of their solution before the Institute's Committee, if required for which a separate communication will be given to the bidding agencies

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

Chapter-4

GENERAL TERMS & CONDITIONS

- (1) The Financial offer shall be in accordance with the proforma given in **Chapter-5 (BOQ)**.
- (2) **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.
- (3) **Evaluation of Technical Bids:** The agency who submit their tender document by the due date and time will be required to make a presentation of their solution before Institute's Committee. After the evaluation of their presentation and based on the eligibility criteria mentioned above in Chapter -3 , the Technical Bid will be evaluated by the Institute's Committee and Financial Bid of shortlisted agencies will be opened by the Institute.
- (4) **Evaluation of Financial Bids:** The agencies are required to quote their rates in the financial bid proforma (Chapter-5) only as given in the Tender document, failing which their offer will not be considered by the Institute
- (5) **Award of Contract, Tenure and Renewal:** The contract will be awarded to the lowest bidder initially for a period of one year. The contract may be extended for another period of two years on the same rates, terms and conditions on annual basis subject to providing satisfactory services to the Institute.
- (6) 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.
- (7) 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.

(8) Conditional offer giving discount on payment terms, etc. will not be considered.

(9) 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.

(10) Director, WII reserves the right to terminate the contract at any time without assigning any reason.

Chapter -5

FINANCIAL BID PROFORMA

(BOQ)

(Rates should be quoted in this Proforma only)

Table-A

S. No	Brief Description of Work /Assignment	Rate per Candidate per centre (Rs.)	GST/Other Taxes (Rs.)	Total Cost per Candidate (Rs.)
1.	<p>Rate for conducting Online Entrance Examination for 'Online Registration, Examination and evaluation ' as per the scope of work mentioned in the tender document</p> <p>Category 1: Conducting online examination at one centre</p> <p>Category 2: Conducting online examination at two to five centers.</p> <p>Category 3: Conducting online examination at more than five upto ten</p>			

Note: The Service Provider should quote separate rates for all three categories. The lowest bidder shall be arrived by adding the rates for all categories.

List of 10 Identified Committed Centers are (i) Bengaluru; (ii) Bhopal; (iii) Lucknow; (iv) Dehradun; (v) Guwahati; (vi) Hyderabad; (vii) Jammu; (viii) Kolkata; (ix) Mumbai; and (x) New Delhi.

The Institute commits to make payment for a minimum of 30 candidates for each test centre. In case, number exceeds beyond 30 candidates per centre, payment shall be made based on actual number of candidates.

Optional Item:

The Institute may need to conduct examination at additional center(s) in the country. An indicative list is provided at **Annexure-I**. Rates for additional center (optional) may be quoted in the **Table-B** given below.

Table-B

S. No	Brief Description of Work /Assignment	Charges for Additional Centre		
		Rate per Candidate per centre (Rs.)	GST/Other Taxes Rs.)	Total Cost per Candidate (Rs.)
1.	Conducting Online Entrance Examination for 'Online Registration, Examination and Evaluation' as per the scope of work mentioned in the tender document (The service provider should quote rates for one additional exam centre). The charges shall be applicable in all the 3 categories as mentioned in above table A.			

Note:

- (i) It is compulsory to quote rates for both the items as per Table-A and Table-B; failing which their offer will not be considered. The rates quoted by the bidders (Table-A & B) shall be clubbed together. Weightage of 80% for the rates quoted in Table-A and 20% for the rates quoted in Table-B will be given by the Institute for arriving at the lowest bidder (L-1).
- (ii) Conditional tender will not be accepted by the Institute.

An indicative list of Additional Centers (Optional) for Online Examination:

1. Haldwani, Uttarakhand
2. Jabalpur, Madhya Pradesh
3. Allahabad, Agra, Uttar Pradesh
4. Shimla, Himachal Pradesh
5. Ahmedabad, Baroda, Gujarat
6. Pune, Maharashtra
7. Trivandrum, Thrissur, Kerala
8. Jorhat, Assam
9. Jodhpur, Jaipur, Rajasthan
10. Coimbatore, Chennai, Tamilnadu
11. Ranchi, Jharkhand
12. Patna, Bihar
13. Chandigarh (Haryana & Punjab)
14. Bhubaneswar, Orissa
15. Imphal, (Manipur & Mizoram)
16. Raipur, Chattisgarh

Feedback Form

Feedback details:

Name:

Email id:

Mobile no:

Feedback message:

SUBMIT

CANCEL

ANNEXURE-II

UNDERTAKING TO BE SUBMITTED BY THE BIDDER

The points/conditions mentioned in WII tender notice No. _____, have been taken into consideration while submitting this quotation in sealed cover. We declare that all terms conditions mentioned in Tender Notice are acceptable to us and will abide by the final decision of Wildlife Institute of India (WII). We also declare that we have never been blacklisted by the any Ministry of Central Government and Central Government Department/ by any State Govt./UTs/PSU, etc.

Signature:

Name & Designation of the person:

Name of the Agency with Address:

Telephone number/fax No. / Email ID:

Stamp of the Agency:

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)