

Price Rs. 300/-

Serial No. \_\_\_\_\_

Issued to:

Date:

## TENDER DOCUMENT

**Annual Contract for providing  
Campus Security and House Keeping Services  
including Electrical and Plumbing Services  
at  
Wildlife Institute of India, Chandrabani, Dehradun**

Last Date of Selling the Tender Document : 9<sup>th</sup> July, 2012 upto 1700 hrs.

Last Date & Time of Submission of Tender Document (Technical & Financial) : 13<sup>th</sup> July, 2012 upto 1500 hrs

Date & Time of Opening of Tender Documents (only Technical Bids). : 13<sup>th</sup> July, 2012 at 1600 hrs.



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

P.O.Box 18, Chandrabani, Dehra Dun – 248001  
Phone: 0135-2640111 to 2640115; Fax : 0135-2640117  
Website: [www.wii.gov.in](http://www.wii.gov.in); Email: [wii@wii.gov.in](mailto:wii@wii.gov.in)

## CONTENTS

<b>Sl. No.</b>	<u>Description</u>	<b>Page No.</b>
<b>1.</b>	Press Notice of the Tender	<b>2</b>
<b>2.</b>	Terms and Conditions for Providing Campus Security and House Keeping Services at WII, Dehradun.	<b>3-13</b>
<b>4.</b>	<b>Annexure I:</b> Profile & details of Tendering Company	<b>14-17</b>
<b>5.</b>	<b>Annexure II:</b> Financial bid	<b>18-23</b>
<b>6.</b>	<b>Annexure III:</b> Details of Manpower Requirement for Security in Block I, II, III and IV.	<b>24</b>
<b>7.</b>	<b>Annexure IV:</b> Details of Manpower Requirement for Electrical and Plumbing Services.	<b>25</b>
<b>8.</b>	<b>Annexure V:</b> Details of Manpower Requirement for Housekeeping and other services.	<b>26</b>
<b>9.</b>	<b>Annexure VI:</b> Payment and Uniform	<b>27</b>
<b>10.</b>	<b>Annexure VII:</b> Undertaking for Annual Financial Turnover	<b>28</b>
<b>11.</b>	<b>Annexure VIII:</b> Instruction for filling the Tender Document	<b>29</b>

—



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

(An Autonomous Institute under Ministry of Environment & Forest, Govt. of India)

Post Box No 18, Chandrabani, Dehradun, Uttarakhand

## **TENDER NOTICE FOR SECURITY AND HOUSE KEEPING SERVICES**

**No. WII/AEO/2012-13/017**

Sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bids are invited from reputed, registered & licensed agencies who fulfil the eligibility criteria for providing campus security, housekeeping services, manning/operation of DG Sets/pump house & Maintenance of Electrical and Plumbing services at Wildlife Institute of India (WII), Chandrabani, Dehradun for a period of one year which is extendable on the basis of performance & mutual agreement for a further period of two years.

The cost of the Tender Document is Rs.300/- (Non-Refundable). Tender Document comprising Eligibility Criteria and other terms and conditions may be obtained from the Cashier of the Institute on a payment of Rs. 300.00 in cash or in shape of demand draft in favour of Director, Wildlife Institute of India, Dehradun, Uttarakhand, payable at Dehradun. Tender document can also be downloaded from the Institute's website [www.wii.gov.in](http://www.wii.gov.in) free of cost.

Last date for selling the tender documents is **9<sup>th</sup> July, 2012 upto 1700 hrs.** The tender documents completed in all respects along with Earnest Money Deposit must be submitted by **13<sup>th</sup> July, 2012 upto 1500 hrs.** The Technical Bids will be opened on the same day (**13.07.2012**) at **1600 hrs** in the presence of bidders or their authorized representatives, who may like to be present.

Interested bidders are requested to submit the sealed tender addressed to the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun, Uttarakhand on or before the last date of submission of tender document.

Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender. The Institute reserves the right to accept or reject any application for issue of tender document without assigning any reasons.

**Administrative officer  
Wildlife Institute of India  
Dehradun**



**Terms and Conditions for providing  
Campus Security and other House Keeping Services  
at Wildlife Institute of India, Dehradun**

**(A) Eligibility Criteria for Technical Evaluation of Bidders:** The Institute will shortlist technically qualified agencies on the basis of following technical parameters. The following documents should be attached with the Technical Bid; failing which their offer will not be considered by the Institute:

- (1) The Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh only) (Refundable) in shape of Demand Draft, Fixed Deposit Receipt (FDR) from any of the Nationalized/Commercial Scheduled Bank in favour of Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid.
- (2) The agency should be registered under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 (attested copy of the valid Registration to be attached with the technical bid);
- (3) The agency should be registered under the provisions of EPF, ESI and Service Tax Registration. An attested copy of such registration certificate should be attached with the Technical Bid.
- (4) The agency must have experience of satisfactory completion of job contract of providing security and house keeping services in at least two Government Department/Public Sector Undertaking/Autonomous Bodies in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached; failing which there offer will not be considered by the Institute.
- (5) The annual turnover should be at least of one Crore in the last financial year i.e. 2011-12.
- (6) Attested copies of Company's balance sheet for the last financial year should be attached with the Technical Bid.
- (7) Attested copies of EPF, ESI and Service Tax Challan Certificates for the last one year should be attached with the Technical Bid.

**Note:** Agencies which do not fulfill any or all of the above technical conditions or incomplete shall be summarily rejected and will not qualify technically.

## **(B) General Terms and Conditions:**

- (1) The firm submitting the tender should be duly licensed and registered with appropriate Government Authorities.
- (2) The tenderer shall seek instructions from Registrar/AEO, Wildlife Institute of India, Dehradun or any other officers of the Institute authorized for the purpose. The Tenderer 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/-.
- (3) Joint tender shall not be considered.
- (4) The tenderer 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 Tenderer may visit the Institute's campus to see various locations on any working day before filling the tender document.
- (5) (a) 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) To man 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) Provide services for house keeping as and when assigned. It will be ensured by the tenderers that the campus, buildings, toilets, bathrooms etc. are kept clean and uptodate.
- (b) The tenderer shall also Provide manning/operation of 02 pump houses & 04 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 – 04 Diesel Engine Generator Sets (02 of 125 KVA, 01 of 250 KVA and 01 of 350 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 15 rooms, 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**

(i) 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. 82 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).

6. The tenderer 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 tenderer 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 tenderer, and the same shall be binding on the tenderer. In case of any theft or burglary it will be the duty of the Security agency/Tenderer 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 tenderer 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 tenderer. The decision of Director of the Institute in this regard shall be final and binding on the tenderer.
8. (i) The tenderer shall deploy, only pension drawing Ex-Serviceman or para military personal such as BSF, CRPF, or PAC etc, as Security Guards preferably below the age of 50 only for the purpose of this contract. The Security Supervisor deployed shall also be from Ex-serviceman category and shall be below the age of 55 years. 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 Tenderer before the representative of the Institute. The fact shall be verified by Institute's Authority and only those personnel shall be deployed by tenderer 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 Tenderer 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 Tenderer. A complete list of the security personnel & staff for outdoor housekeeping & upkeeping activities engaged by the Tenderer for deployment in WII shall be furnished by the Tenderer alongwith complete addresses and other antecedents. The Tenderer shall deploy only those, whose antecedents have been verified by the police authorities. Further, for safety and security reasons the Tenderer should ensure deployment of such personnel only who are not residing in the proximity/close vicinity of the Institute.

(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 immediately & rectified within 04 hrs. In case of any default on the part of tenderer, 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 I** of the tender. The copy of the documents mentioned in the Annexure are required to be also enclosed with the Technical Bid.

10. (i) The rates payable to the Tenderer for personnel to be deployed viz. Security Supervisor, Security Guard, House Keeping services, Electrical and Plumbing services are required to be quoted separately in Financial Bid only (**Annexure II**); failing which their offer shall be rejected. The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as application in case of Dehradun, Uttarakhand) specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification No. D-26/MWA-UK/Rate/2010-I dated 16<sup>th</sup> April, 2012. The personnel to be deployed for Housekeeping, Maintenance of lawns, gardens and Campus upkeep should be having experience in the relevant job. For categories of manpower, which are not covered under Minimum Wages Act, independent rates is to be quoted for each category. EPF and ESI as applicable in all such cases will be paid and deposited by the tenderer and subsequently would be reimbursed by the Institute on production of EPF and ESI Challans. The minimum wages rates as notified by the Central Government under Minimum Wages Act would be applicable. With regard to increase in emoluments for other categories not covered under Minimum Wages Act, increase in wages would be allowed proportionately.

The tenderers are required to quote Service Tax (Government Levy) separately at the rates applicable in the Uttarakhand State.

(ii) The Financial Offer (**Annexure-II**) should be submitted in a separate sealed cover superscribing "Financial Offer for Providing Campus Security and Housekeeping Services at WII, Dehradun". The financial offer of only those agencies shall be opened whose Technical Bids have been short listed by the Institute.

11. The Tenderer will follow all the 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 Tenderer will be paid on monthly basis. Bill shall be raised by the Tenderer in accordance with these rates on every 1<sup>st</sup> day of the succeeding month and bills will be submitted for payment along with the EPF and ESI deposition and details of service tax paid to the Institute's authority.
12. **TDS** will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Tenderer by Institute. The responsibility of paying the Service Tax as per prevailing rates and as claimed in the bill amount, will be of the Tenderer. The Tenderer will be required to furnish proof of such deposit to the Institute every month.
13. **Security Deposit:** The successful Tenderer has to deposit a sum of **Rs.3.00 lakh (Rupees three lakhs only)** as a Security Deposit in the form of Account payee Demand Draft, Fixed deposit receipt from a Scheduled Commercial bank, Bank Guarantee in an acceptable form payable in favor of Director WII. 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 Tenderer.
14. The Tenderer 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 Tenderer shall maintain all the statutory registers under the law. The Tenderer shall produce the same on demand to Institute's authority or any other authority under law. 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 Tenderer will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. In case the Tenderer 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 Tenderer, to the extent of the loss or obligation in monetary terms.
15. 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 Tenderer, will be at his discretion only.
16. (i)The Tenderer 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-III** hereto and will be done by the Tenderer, and can be subjected to change at the discretion of the Institute. The telephone system at the main gate shall be operated by engaging a Security Guard only having knowledge of handling of telephone operations.



(iii) The deployment of operational staff for Plumbing/Electrical services shall be as per detail given in **Annexure – IV**.

(iv) The deployment of manpower requirement for Housekeeping and other services shall be as per detail given in **Annexure-V**.

17. The Tenderer will have to submit weekly duty chart of the man power deployed to Institute's authority prior to commencement of the week. Tenderer will also submit the list of personnel deployed by him.
18. The Tenderer 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 Tenderer 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 tenderer shall be sanctioned by Institute's authority. The Tenderer shall be liable to make substitute arrangements in case of the absence of the Staff for house keeping & other services. The Tenderer 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 Tenderer provides suitable substitute without any extra payment. The Tenderer will have to provide sufficient number of leave reserves.  
  
(ii) The Tenderer 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 Tenderer at the Main gate to enter in coming and out going vehicles. Apart from this the Tenderer may have to maintain any such register as required from time to time. The Tenderer will have to abide to, with any other regulatory system as will be found necessary by the Institute. Performance of duty in two shifts by the same guard on a day shall not be permitted.
20. The Tenderer will have to arrange dress all the security personnel and staff for house keeping services on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behaviour with the WII establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Tenderer will have to provide as a part of dress, appropriate woollens to the security personnel as well as to the staff for outdoor house keeping & upkeeping

services in winter season and raincoats/umbrella for the rainy season. The security personnel and staff for outdoor house keeping services 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 protective clothing & shall wear their work on duty.

21. The Institute will not be liable to provide any residential accommodation to the security personnel or staff for house keeping services. No cooking or lodging shall be allowed to the Tenderer's personnel at any place inside the campus.
22. The Tenderer as envisaged in **Annexure-VI** hereto will have to bear expenses incurred on all the items such as uniform to the security personnel and the staff for house keeping, electrical/plumbing etc. and other items as mentioned therein. There will not be any burden on this account on part of personnel and other staff to be employed by the Tenderer. The agency may mention the charges of uniform and other items for each category of staff separately in the financial bid.
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 or staff for outdoor house keeping & upkeeping services employed by the Tenderer if the services of the individual are found unsatisfactory. But in case such a request for replacement is made, the Tenderer will ensure the compliance of the required legal formality.
24. The security personnel and staff for house keeping services deployed by the Tenderer 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 Tenderer will have to maintain these items to the satisfaction of the Institute's authority.
26. That for all intents and purposes the Tenderer will be the "Employer" within the meaning of different labour legislations in respect of the security personnel and staff for outdoor house keeping & upkeeping services so employed and deployed by him.
27. The Tenderer shall be responsible for recruitment and deployment of security personnel and staff for house keeping & other services. The Tenderer shall exercise total superintendence, control and supervision over the security personnel and staff for outdoor house keeping & up keeping so deployed including over their working.
28. In case the security personnel and staff for outdoor house keeping up keeping & other services deployed by the Tenderer commit any act of omission or commission constituting mis-conduct or indiscipline, the Tenderer 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 financially or otherwise for any injury to the security personnel or staff for outdoor house keeping & upkeeping services & Electrical & Plumbing services caused in the

course of their performing the duty as per payment of any compensation. The Institute will have a right to recover any sum indicated/claimed by Labour commissioner/Courts from the Contractor.

30. The Tenderer shall not be permitted to transfer or assign his rights and obligations under the contract to any other organisation or otherwise.
31. Time shall be the essence of the Tenderer 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.
32. 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 Tenderer in writing or by making equivalent payment thereof. 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.
33. In the event of the Tenderer desiring an earlier termination of the contract, he shall have to give three months advance notice to the Institute.
34. The Tenderer 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.
35. In case of breach of any of the terms of Agreement, the security deposit of the Tenderer 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 Tenderer may owe to the Wildlife Institute of India, Dehradun.
36. The Tenderer 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.
37. Entry of any stray dogs and cattle into the campus is to be prevented.
38. It should be ensured that trees, flowers, plants, and grassy lawns are not damaged either by the campus inmates or by outsiders.

39. All personnel employed by the Tenderer 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 Tenderer or his employees vis-a vis any staff of the Institute or otherwise, the right to terminate the Contract will vest with the Institute.
40. The performance of security function under the contract will be reviewed by the Head of Office/Assistant Estate Officer of the Institute at 3.00 p.m. on the second day of every month and the Tenderer will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
41. In case of the termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Tenderer, will not be entitled to and will not claim any absorption in the Regular or otherwise services of the Institute. The personnel of the Tenderer 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.
42. 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 can not 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.
43. 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.
44. 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.
45. Number of corrections and or alterations in the quotation 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.
46. 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.
47. **Short-listing of Tenderers:** The Institute will short-list technically qualified Tenderers in accordance with the technical parameters given at **(A) 1 to 7 above**. The Financial Bids of the technically qualified tenderers only will be opened.

48. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
49. **Pre-bid Conference:** If considered necessary by the Institute, a pre-bid conference for clarifying issues and clearing doubts if any will be done by the Institute on a date decided by the Institute at Wildlife Institute of India. The Tenderer may depute competent representative (competent to take on the spot decisions) for such discussions/negotiation whenever called for.
50. **Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given in Eligibility Criteria for Technical Evaluations of Bidders vide para (A) 1 to 7 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 category item as per details given in **Annexure – II** only. The rates so quoted by the tenderers for various items shall be clubbed together for evaluation/arriving at the lowest bidder.
51. **No commitment to accept lowest or any tender:** Will 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.
52. **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 Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Institute's action.
53. The tenderer should quote the rates of the each item in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.
54. Tenders received after the specified time and date of opening will be treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tender shall not be opened at all and be returned to the bidders in their original envelope without opening.
55. **Opening of Tenders:** Technical bids of the offers received with requisites EMD will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bid i.e. on **13<sup>th</sup> July, 2012 at 1600 hrs**. The person attending the technical bid meeting will be required to produce an authorization letter from the agency. All tenders received without EMD 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 the tendered specifications will be considered for opening of their financial bids at a later date, which will be communicated to concerned tenderers before opening

of their Financial Bids. Unopened Price bids of the technically disqualified bidders shall be returned to them.

**56. 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.

**57. 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.

**58. 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.

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

**60.** The Performa for Annual turnover is given at **Annexure –VII**.

**61.** Instructions for filling the Tender Document are given in **Annexure-VIII**.

\_\_\_\_\_

**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)
2011-2012	
2010-2011	
2009-2010	
2008-2009	
2007-2008	

(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:

<b>Sr. No.</b>	<b>Customer details with address, telephone no. fax, Email etc.</b>	<b>Amount of Contract</b>	<b>Duration of Contract</b>
----------------	---	---------------------------	-----------------------------

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**

\_\_\_\_\_

**FINANCIAL BID**  
(Should be given in a separate sealed envelope)

Sr. No.	Category	Number of Persons	Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act (MWA) of 1948 and as applicable in Uttarakhand State) (In Rupees)	Total Amount (Per month) (In Rupees)
1.	Security Supervisor	03 No.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: _____  b) EPF- 13.61% o-f (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a above _____  g) Total: _____	
2.	Security Guards	28 Nos.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% o-f (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a above _____  g) Total: _____	

Sr. No.	Category	Number of Persons	Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act (MWA) of 1948 and as applicable in Uttarakhand State) (In Rupees)	Total Amount (Per month) (In Rupees)
3.	Supervisor Electrical & Plumbing services	01 No.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a) above _____  g) Total: _____	
4.	Air Conditioning Mechanic	01	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a) above _____  g) Total: _____	

Sr. No.	Category	Number of Persons	Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act (MWA) of 1948 and as applicable in Uttarakhand State) (In Rupees)	Total Amount (Per month) (In Rupees)
5.	Electrician	02 Nos.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a) above _____  g) Total: _____	
6.	Plumber	02 Nos.	Rs. _____ per person per month  <b>Break-up:</b> b) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a) above _____  g) Total: _____	

Sr. No.	Category	Number of Persons	Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act (MWA) of 1948 and as applicable in Uttarakhand State) (In Rupees)	Total Amount (Per month) (In Rupees)
7.	Housekeeping for Guest House, Hostels and Office	19 Nos.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a above _____  g) Total: _____	
8.	Masalchi (For Hostel and Guest House)	10 Nos.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Relieving charges 1/6 <sup>th</sup> of (a to d): _____  f) Contractor's Admn./Service charges in (%) of a above _____  g) Total: _____	

Sr. No.	Category	Number of Persons	Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act (MWA) of 1948 and as applicable in Uttarakhand State) (In Rupees)	Total Amount (Per month) (In Rupees)
9.	Sweepers (without Relieving charges)	13 Nos.	Rs. _____ per person per month  <b>Break-up:</b> a) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Contractor's Admn./Service charges in (%) of (a) above: _____  f) Total: _____	
10.	Maintenance of Lawns, Gardens and Campus (without Relieving charges)	11 Nos.	Rs. _____ per person per month  <b>Break-up:</b> b) Salary: (as per MWA) _____  b) EPF- 13.61% of (a) above: _____  c) ESI-4.75% of (a) above: _____  d) Uniform & other charges: _____  e) Contractor's Admn./Service charges in (%) of (a) above: _____  f) Total: _____	
11.	Gross Total of Items No. 1 to 10			
12.	Service Tax (Govt. Levy) As applicable according to Government Rules			
13.	Grand Total of Item No. 11 & 12			

**Note:**

- (1) The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as applicable in case of Dehradun,

Uttarakhand) as specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification No. D-26/MWA-UK/Rate/2010-I dated 16<sup>th</sup> April, 2012.

- (2) Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 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.
- (3) Agency will pay the monthly charges to the staff employed by them not less than the Minimum Wages as prescribed by the Government and as mentioned in the financial offer. The Estate Officer of the Institute will verify the monthly disbursement of payment to the staff engaged by them. If at any point of time, it is noticed that the payment is made less than the prescribed rates, it will lead to termination of the contract and necessary action as deem fit shall be taken as per rules in force.

**Agency has to sign all the pages of this tender document agreeing to all the terms and conditions given in the tender.**

**(Signature of the Tenderer/Representative of the Tenderer)**



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

<b>Sl. No.</b>	<b>Category &amp; location</b>	<b>No. of Persons needed</b>	<b>No. of shift(s)</b>	<b>Total Manpower</b>
1.	Security Supervisor (for all four Blocks)	01	03	03
2.	<b>Security Guards</b>			
(i)	Main Gate Block I	01	03	03
(ii)	Administrative Building and around	01	03	03
(iii)	Residential Area Block I	01	03	03
(iv)	Survey Chowk, Pump House and area	01	03	03
(v)	Telephone duty at main gate	01	03	03
(vi)	Forest Area Block II	01	03	03
(vii)	Main Gate Block III	01	03	03
(viii)	Residential Area Block III	01	03	03
(ix)	Residential Area Block IV	01	03	03
3.	Night Security Duty (2200 hrs to 0600 hrs) at Guest House, Old Hostel and DG Set Area.	01	01	01
<b>Total</b>				<b>31</b>

**Details of Manpower Requirement for Electrical and Plumbing Services**

<b>Sl. No.</b>	<b>Category</b>	<b>No. of Persons needed</b>	<b>No. of shift(s)</b>	<b>Total Manpower</b>
1.	Supervisor Electrical and Plumbing Services	01	01	01
2.	Air Conditioning Mechanic	01	01	01
3.	Electrician	01	02	02
4.	Plumber	01	02	02
<b>Total</b>				<b>06</b>

—

**Details of Manpower Requirement for Housekeeping and Other Services**

Sl. No.	Category & Location		No. of Persons needed	No. of shift(s)	Total Manpower
1.	Housekeeping	Guest House & Hostels	03	03	09
		Office	10	01	10
2.	Masalchi				
	(a) Old Hostel		02	02	04
	(b) New Hostel		02	02	04
	(c) Guest House		01	02	02
3.	Sweepers		13	01	13
4.	Maintenance of Lawns, Gardens and Campus		11	01	11
<b>Total</b>					<b>53</b>

**Payment and Uniform**

**1. Payment:** The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as application in case of Dehradun, Uttarakhand) as specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification No. D-26/MWA-UK/Rate/2010-I dated 16<sup>th</sup> April, 2012.

The Tenderer will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like EPF, ESI and provide uniforms and other day to day requirement of the security guards like torch, cells, sticks etc. as has been elaborated under **Clause 2 Uniform below**.

**2. Uniform & other items:** The Tenderer will bear full responsibility of providing a smart uniform to the security personnel and the staff for house keeping, 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 Tenderer. The agency may mention the charges of uniform and other items for each category of staff separately in the financial bid.

- (i) The details of uniform & other items to be provided per annum per security personnel are as follows:-
  - (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 and other items to be provided per annum for operating staff of Supervisor Electrical & Plumbing/ Air Conditioning Mechanic/ Electrician/ Plumber Housekeeping for Guest House, Hostels and Office/ Masalchies/ Sweepers and labourers 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.**

**INSRUCTIONS FOR FILLING THE TENDER DOCUMENTS**

1. If space for information is found insufficient a separate sheet may be attached (neatly typed and filled up).
2. Tendering Agencies are required to attach certified/attested copies (Attested by a Gazetted Officer) of the following certificates/documents along with the **technical bid**. In case of any doubt arising original copy may be asked for clarification of doubt:
  - (i) The Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh only) (Refundable) in shape of Demand Draft, Fixed Deposit Receipt, Bank cheque or Bank Guarantee from any of the commercial Bank in an acceptable form payable to Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid.
  - (ii) Company's valid Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970 should be attached with the technical bid.
  - (iii) A copy of Registration Certificate of EPF, ESI and Service Tax Registration should be attached with Technical bid.
  - (iv) The agency must have experience of satisfactory completion of job contract of providing security and house keeping services in at least two Government Department/Public Sector Undertaking/Autonomous Bodies in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached with the technical bid.
  - (v) The annual turnover should be at least of one Crore in the last financial year i.e. 2011-12.
  - (vi) Attested copies of Company's balance sheet for the last financial year should be attached with the Technical Bid.
  - (vii) Attested copies of EPF, ESI and Service Tax Challan Certificates for the last one year should be attached with the Technical Bid.
3. **Financial Bid:** The rates in words and figures should be quoted for each items only in the prescribed proforma (Financial Bid : **Annexure-II**) given with the Tender Document. The Financial Bid should be kept in a sealed separate envelope superscribing "*Financial Bid for Campus Security and House Keeping Services*".
4. The bidders may inspect the premises of Wildlife Institute of India, Chandrabani, Dehradun for assessing the area for which security and other services are to be provided.
5. **Submission of Tender (Technical and Financial):** The Technical and Financial Bids are required to be submitted in a separate sealed envelopes superscribing "Technical Bids for Security and Housekeeping Services" and Financial Bids for Security and Housekeeping Services". Both the separate sealed envelopes should be kept in a third sealed envelopes "Superscribing Tender for Security and House Keeping Services at Wildlife Institute of India, Chandrabani, Dehradun. The sealed tender addressed to Director, Wildlife Institute of India, Chandrabani, Dehradun should be deposited in the Tender Box kept in the Director's Office, Wildlife Institute of India, Dehradun or may be sent by Speed Post/ Registered Post/Courier or through by hand so as to reach the Institute latest by **13<sup>th</sup> July, 2012 upto 1500 hrs**. Any postal delay will not be considered by the Institute. The technical bids will be opened on **13<sup>th</sup> July, 2012 at 1600 hrs**. in the presence of bidders or their authorized representatives, who may like to be present.
6. All the pages and appendices attached should be numbered and signed by the Tenderer.
7. All entries in this form should be clearly filled. No overwriting is permitted. All cuttings must be initialed by the Tenderer.

\*\*\*\*\*