

Serial No.:

Price: Rs. 500.00

ISSUED TO:

Date:

TENDER DOCUMENT
RATE CONTRACT FOR LODGING, BOARDING AND CATERING
ARRANGEMENTS FOR VARIOUS PROGRAMMES OF THE INSTITUTE

LAST DATE OF SELLING THE TENDER DOCUMENT: 18th June, 2014 upto 1700 hrs

**LAST DATE & TIME OF SUBMISSION
OF TECHNICAL & FINANCIAL BIDS**

25th June, 2014 upto 1500 hrs

DATE & TIME OF OPENING OF TECHNICAL BIDS:

25th June, 2014 at 1600 hrs.



**भारतीय वन्यजीव संस्थान
Wildlife Institute of India**

**P.O.Box 18, Chandrabani, Dehra Dun – 248001
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भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Chandrabani, Dehradun

NOTICE INVITING TENDER NO. WII/ADM/STR/2011-12/269

Sealed Tenders for RATE CONTRACT FOR LODGING, BOARDING AND CATERING ARRANGEMENTS FOR VARIOUS PROGRAMMES of the INSTITUTE+ are invited under Two Bid system (Technical and Price Bid) initially for a period of one year which is extendable for another period of two years.

Tender Document comprising full details and terms and conditions etc. may be obtained from the Cashier of the Institute on a payment of Rs. 500/- in cash or in shape of demand draft in favour of Director, Wildlife Institute of India, Dehradun, Uttarakhand, payable at Dehradun or can be downloaded from the Institute's website www.wii.gov.in or www.eprocure.gov.in In case the tender document is downloaded the tender cost of Rs. 500/- in shape of demand draft should be attached with Technical Bid.

The last date of selling the tender document is **18th June, 2014, upto 1700 hrs.** The last date of submission of Tender Document is **25th June, 2014 upto 1500 hrs.**

**Administrative officer
Wildlife Institute of India
Dehradun**



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Chandrabani, Dehradun

NOTICE INVITING TENDER NO. WII/ADM/STR/2011-12/269

(1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for RATE CONTRACT FOR LODGING, BOARDING AND CATERING ARRANGEMENTS FOR VARIOUS PROGRAMMES OF THE INSTITUTE initially for a period of one year which is extendable for another period of two years.

Description	Last date of selling of Tender Document	Last date for Receipt of Tenders (Technical & Price Bid)	Opening of Technical Bids	EMD by Demand Draft (DD) (in Rs.)
Rate Contract for Lodging, Boarding and Catering Arrangements	18 th June, 2014 upto 1700 hrs	25 th June, 2014 upto 1500 hrs	25 th June, 2014 at 1600 hrs	50,000/-

(2) The Wildlife Institute of India regularly conducts various courses, meetings and seminars of varying durations typically ranging from one day to 3-4 weeks at Wildlife Institute of India, Chandrabani, Dehradun for Senior Officers belonging to Indian Forest Service, Central Excise, Customs, Para Military Forces, etc. In addition, Institute conducts Annual Research Seminar in which guests from all over the country are invited. Participants from abroad also participate in Institute's Programmes.

(3) The training programmes are generally conducted at the Institute's Campus at Chandrabani, Dehradun and sometimes are also organized in the Hotel. For conduct of the above events at WII campus as well as at Hotels, catering arrangements are required to be made at WII Campus, Chandrabani **OR** at Hotel, in addition to requirement of air conditioned rooms in hotel for stay of guests.

(4) For making the catering arrangement at WII campus/hotel and for A.C. rooms in hotel, the Institute would like to have a Rate Contract with leading hotel(s) in Dehradun, initially for a period of one year which is extendable for another period of two years on the same rates, terms & conditions and on the basis of satisfactory performance of the hotel.

(5) **(A) Eligibility Criteria:** The Institute will shortlist technically qualified hotels on the basis of following technical parameters; failing which their offer will not be considered.

- (i) The Hotel should have at least 30 rooms with single/double occupancy.
- (ii) The Hotel should have air conditioned conference hall facility for 40 persons at a time.
- (iii) Hotel should have a Meeting room which can be used as class/conference room with separate dining space.
- (iv) Hotel should have an air conditioned dining hall for 100 persons and above.
- (v) Hotel should be able to provide and agree for Out Door Catering (ODC) at WII Campus, Chandrabani, Dehradun. The number of persons for which ODC arrangements are to be made may vary from 10 to 100 persons.
- (vi) Hotel should have free internet facility in each room.
- (vii) Hotel should have adequate parking space in hotel premises.
- (viii) The location of the hotel should be in Dehradun and within a distance of 10 kms. only by road from Wildlife Institute of India, Chandrabani, Dehradun.
- (ix) The agency is required to deposit the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) (Refundable) along with Technical Bid; failing which their offer shall not be considered by the Institute.
- (x) The hotel should have a valid Sales Tax/VAT/TIN Registration Certificate etc. Proof of certificate should be attached.
- (xi) The hotel should have a valid registration under Hotel/Sarai Act. Proof of certificate should be attached.
- (xii) The hotel should have a valid Food License under Hotel/Sarai Act. Proof of certificate should be attached.
- (xiii) The hotel should have an Annual Turnover of Rs. 50 lakhs and above during the Financial Year of 2013-14. Documentary evidence should be attached with the Technical Bid.
- (xiv) The hotel should have registration with Service Tax Department and should provide an attested copy of service tax.
- (xv) Hotel should have an experience of at least one year for providing board and lodging arrangements with Government/Semi Government/Corporate Offices. A certificate of proof/experience from such organization(s) should be attached with the technical bid.

Note: Hotels which do not fulfill any or all of the above conditions/parameters or incomplete application shall be summarily rejected and will not qualify. The Tenderers are required to fill the aforesaid details in **Annexure-1**.

- (5) **(B) Technical Evaluation of Hotels:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers submitted by the bidding agencies/hotels. The Institute Committee will visit the Hotels who first fulfill the above Eligibility Criteria mentioned at para 5 (A). The Hotels who fulfill the above criteria as given in 5 (A), will then be evaluated by the Institute's Committee on the following parameters:

(i)	Overall ambience services offered by the Hotel	-	20 marks
(ii)	Conditions of Rooms and Toilet facilities	-	20 marks
(iii)	Conference Halls	-	10 marks

	Total	-	50 marks

After seeing the above facilities of the Hotels, the Committee of the Institute will assign marks and the Hotel who secures 25 marks or above will qualify technically and will be shortlisted for consideration of their Financial Offer. The Hotel which secure less than 25 marks will not qualify technically and their financial offer will not be considered by the Institute.

- (6) **Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given vide para (5) (A) and (B) above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each item as per details given in **Annexure – 2** only. The rates so quoted by the tenderers for various items shall be clubbed together under three categories i.e. Category-A, B & C. Weightage of 60% for Category A & B and 40% for Category-C will be given by the Institute for evaluation/arriving at the lowest bidder.

- (7) **Award of Rate Contract:** The Rate Contract will be awarded to the lowest bidder as per criteria given in para (6) above. However, the Institute may enter into the rate contract with the second lowest bidder, provided that the second lowest bidder agrees to reduce their rates to the level of lowest bidder. However, the work order will be first given to the lowest bidder and in the event of non-availability of the rooms/facilities, the work order will be given to the second lowest bidder. **Thus, the bidder should clearly mention in their offer to accept this condition.**

(8) **General Terms & Conditions:**

- i. The Meeting/Seminar venue may be at Wildlife Institute of India, Chandrabani, Dehradun **OR** in your hotel **for which no extra payment will be made**. The Hotel is required to serve tea, lunch and dinner etc. as per time and menu as required.
- ii. Hotel should have a facility of internet/wifi services in rooms/conference hall which would be provided by the hotel, free of cost.
- iii. Hotel shall provide electric kettle with tea/coffee bag, milk pouch, sugar, etc. on day to day basis during the stay of the guest at no extra cost.
- iv. Hotel shall provide daily one English newspaper in each room without any extra cost.
- v. All crockery, cutlery, good quality napkin and serving dishes, in adequate numbers will have to be provided by the Hotel during the catering arrangement. The Institute will provide only space in case seminar/meeting is held at WII Campus.
- vi. All serving bearer/manpower etc. needed for making above arrangements will have to be arranged and borne by the hotel and all of them have to be in neat, clean and proper uniform and in adequate numbers.
- vii. Rates should be quoted separately for each item i.e. Tea, High tea, Lunch, Dinner, Special Dinner etc. on per person basis as per details given in **Annexure-2**.
- viii. The rates should be quoted for A.C rooms inclusive of bed tea, breakfast, lunch and dinner on single and double occupancy basis separately.
- ix. The tenderer should quote the rates of the items 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 shall be considered for evaluation of the bid.
- x. Packed mineral water (200 ml) in glass tumblers only shall be provided during breakfast, lunch and dinner without any extra cost.
- xi. For events organized by the Institute in the hotel, meeting space to accommodate upto 40 persons including (tables and chairs) linen etc. would be provided by the hotel at no extra cost.
- xii. After having a rate contract with the selected hotel, the work order for making catering/room arrangement shall be made as per specific requirement of the Institute on case to case basis and the rates quoted by the tenderer should be valid for a period of one year and no increase of rates would be permissible during the

currency of the rate contract. The requirement of rooms/catering arrangement shall be given by the Institute depending upon the actual need on piece meal basis.

- xiii. An agreement with detailed terms and conditions shall be made with the selected hotel.
 - xiv. The Rate Contract can be terminated during the period of contract by the Institute on one month's notice.
 - xv. The EMD of the successful bidder will be converted into security deposit by the Institute which is refundable only after successful completion of the Rate Contract.
 - xvi. Taxes, if any should be quoted separately, it should not be included in the item rates.
 - xvii. Tax at source (TDS) would be deducted as per rules.
 - xviii. **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 tender 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. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
 - xix. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.
- (9) Tender document set containing technical specifications and terms & conditions can either be directly obtained from the Cashier, Wildlife Institute of India, Dehradun on a written request on the letter head of the company on payment of Rs. 500/- as cost of tender document **or** from the Institute's website www.wii.gov.in or www.eprocure.gov.in In case the tender document is downloaded the tender cost of Rs. 500/- in shape of demand draft should be attached with Technical Bid.
- (10) 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.
- (11) Number of corrections and or alterations in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.

- (12) The Unit rates in Indian rupees should be clearly quoted for each item. The agency should clearly mention for any taxes etc. if required. The rates to be quoted by the hotel should be valid for a period of one year from the date of placement of order for Rate Contract and no increase of rates shall be permissible during the period of rate contract. Prices should be quoted in Indian Rupees only.
- (13) 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.
- (14) **No commitment to accept lowest or any tender:** WII shall be under no obligation to accept the lowest or any other tender received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- (15) 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 will be returned to the bidders in their original envelope without opening.
- (16) **Submission of Tender Offers:** Tenders can be submitted either through Post or through Courier or By hand. In the event of tender received after due date and time due to postal delay, the Institute will not be responsible for such delay and will not be considered by the Institute.
- (17) The tenders should be submitted in two separate parts containing Technical and Financial bids in separate sealed envelopes and should be put together in a large envelope, sealed and superscribed **'Tender for Catering and boarding & lodging arrangement under Rate Contract'** in response to **WII/ADM/STR/2011-12/269**. If any offer contains both Technical bid & Financial bid together in one envelope, such offers shall be rejected outrightly.

- (18) The offers completed in all respect should be addressed to the Administrative Officer, Wildlife Institute of India, Post Box 18, Chandrabani, Dehradun and dropped in the tender box latest by **25th June, 2014 upto 1500 hrs.**
- (19) **Opening of Tenders/Tender:** Technical bids of the offers received 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 25th June, 2014 at 1600 hrs.** The person attending the technical bid meeting will be required to produce an authorization letter from the dealer/company/firm/agency. All tenders received without EMD and also if the same will not comply to our tendered requirement shall be summarily rejected. The Financial Bids of the technically qualified/ successful bidders i.e. who will technically qualify the tendered requirement will be considered for opening of their financial bids at a later date, which will be communicated to concerned suppliers before opening their Financial Bids. Unopened Price bids of the technically disqualified bidders shall be returned to them.
- (20) **Penalty clause:** In case of any default from the tenderer during execution of the contract, the security deposit shall be forfeited and the rate contract would be terminated.
- (21) **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the tenderer 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.
- (22) **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.
- (23) Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating hereon Sales Tax Registration, TIN Number, FAX, Email, Telephone numbers, etc.

TECHNICAL PARAMETERS

Sl. No.	Details of the facility	Yes	No	Remarks
1	Whether Hotel is having at least 30 Air Conditioned rooms.			
2	Whether Air conditioned Conference Hall facility for 40 persons at a time is available in hotel without any extra cost.			
3	Whether Hotel is having a Meeting room which can be used as class/conference room with separate dining space for 40 persons.			
4	Whether Hotel has air conditioned dining hall for 100 persons and above.			
5	Whether Hotel is able to provide Out Door Catering (ODC) i.e. Conference Tea/ High Tea, Lunch & Dinner etc. at WII Campus, Chandrabani or at location specified by the Institute. Number of persons may vary from 10 to 100.			
6.	Whether Hotel is having free internet/wi fi facility in each room.			
7.	Whether Hotel has adequate parking space in hotel premises.			
8	Whether location of the hotel is within a distance of 10 km. by road from Wildlife Institute of India, Chandrabani, Dehradun.			
9	Whether Earnest Money Deposit (EMD) of Rs.50,000/- is deposited with the technical bid.			
10	Whether Hotel is having valid Sales Tax/VAT/TIN Registration Certificate. (copies in proof to be attached with technical bid).			

11	Whether Hotel is having a valid Registration under Hotel/Sarai Act. (copy in proof to be attached with technical bid).			
12	Whether Hotel is having a Food License (copy in proof to be attached with technical bid).			
13.	Whether the hotel is having an annual turnover of Rs. 50 lakhs & above during the financial year 2013-14. (Copy of last year audited certificate by the Chartered Accountant is to be attached.			
14.	Whether the hotel is registered with Service Tax Department (copy in proof to be attached with technical bid).			
15.	Whether the hotel is having experience of at least two years for providing Board and Lodge arrangement in Govt./Semi Govt. Corporate Offices. (copies in proof/experience from such organization(s) should be attached with the technical bid).			

FINANCIAL OFFER

Sl. No.	Items	Rate (In Rs.)
CATEGORY – A		
1.	Air Conditioned Room on a Double occupancy basis per night inclusive of bed tea, breakfast, lunch and dinner (menu attached as Annexure – 3)	
2.	Air Conditioned Room on a Single occupancy basis per night inclusive of bed tea, breakfast, lunch and dinner (menu attached as Annexure – 3)	
CATEGORY – B		
3.	Air Conditioned Room on a Double occupancy basis per night inclusive of bed tea and breakfast only. (menu attached as Annexure – 3)	
4.	Air Conditioned Room on a Single occupancy basis per night inclusive of bed tea and breakfast only (menu attached as Annexure – 3)	
CATEGORY – C		
5.	Extra Lunch in case of invited guests or during ODC per person (as per menu attached as Annexure -3)	
6.	Extra Dinner in case of invited guests or during ODC per person (as per menu attached as Annexure -3)	

Sl. No.	Items	Rate (In Rs.)
7.	Extra Break fast in case of invited guests per person (as per menu attached as Annexure -3)	
8.	Special Dinner per person (as per menu attached as Annexure – 4)	
9.	High tea during Seminar/meetings per person (as per menu attached as Annexure – 4)	
10.	Tea/Coffee with cookies/biscuits during seminar/meetings per person.	
11.	Mineral water bottles of 500 ml. to be served during the meetings (per bottle)	
12.	Cold drinks of various make 200 ml. to be served during the meetings (per bottle)	

MENU**Breakfast**

- Fresh/Canned Juice
- Toast with Butter and Jam
- Eggs to order
- Seasonal Fruits
- Vegetable Cutlet and chips
- Cornflakes with milk
- Indian Option (Aloo Parantha with curd/Poori Bhaji)/Masala Dosa with Sambhar and chutney/Chhole Bhature
- Tea and Coffee

Lunch

- Vegetable soup
- 2 Vegetable dishes
- 1 Non Veg. dish
- Dal of choice
- Rice Preparation of choice
- Salad
- Curd
- Indian Breads . Nan/Tandori Roti/Missi Roti
- Achar/Papad/Chutney
- Desert/Sweet . one (Vegetarian)

Dinner

- Vegetarian and Non-Vegetarian Soup
- 2 Vegetarian Dishes
- 1 Non-Veg. Dish
- 1 Chinese/Continental Dish
- Dal of Choice
- Rice Preparation of Choice
- Salads
- Indian Breads . Nan/Tandori Roti/Missi Roti
- Achar/Papad/Chutney
- Raita/Curd
- Dessert/Sweet . one (Vegetarian)

Special Dinner

- Fruit Juice . Fresh Canned
- Snacks (2 Non-Vegetarian and 2 Vegetarian)
- Vegetarian Soup
- 2 Non-Veg. Dishes
- 2 Veg. Dishes
- 2 Chinese/continental dishes
- Dal of choice
- Rice preparation of choice
- Achar/Papar/Chutney
- Salad . 2 to 3 types
- Assorted Indian Breads . Nan/Tandori Roti/Missi Roti
- Raita/Curd
- Achar/Papad/Chutney
- Desserts/Sweets . 2 Nos.(at least one should be vegetarian)

High Tea

- Tea/Coffee/Cold Drinks
- Plum Cake
- Pastry
- Cheese Tomato Sandwich
- Pakora Mix
- Two types of Biscuits (one salt, one sweet)
- Wafers

Note: Dishes in the menu will be changed regularly.