

**Serial No.**  
**Rs.500.00**

**Price:**

**ISSUED TO:**

**Date:**

**TENDER DOCUMENT**

**FOR**

**RATE CONTRACT FOR**

**(i) Hiring of Technical Manpower (ii) Map Scanning and (iii)  
Printing of Maps**

Last date & time for selling the Tender Document : **19<sup>th</sup> December, 2014 upto 1700 hrs.**

Last date & time for submission of Tender Document: **26<sup>th</sup> December, 2014 upto 1500 hrs.**  
(Technical and Financial bid)

Date & time for Opening of Tenders : **26<sup>th</sup> December, 2014 at 1600 hrs.**  
(Technical bids)



**भारतीय वन्यजीव संस्थान  
Wildlife Institute of India**

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(An Autonomous Institute of MoEF & Climate Change)

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## **Tender Notice for (i) Hiring of Technical Manpower (ii) Map Scanning and (iii) Printing of Maps**

Open tenders are invited in two bid system (Technical and Financial bid) for annual rate contract for **(i) Hiring of Technical Manpower (ii) Map Scanning and (iii) Printing of Maps** for a period of one year; extendable for further two years on an annual basis.

Tender Document with detailed terms and conditions can be purchased from the Cashier of the Institute by paying Rs. 500/- in cash or in shape of Demand Draft payable in favour of Director, Wildlife Institute of India, Dehradun or can be downloaded from the Institute's website [www.wii.gov.in](http://www.wii.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). In case the tender document is downloaded, the tender cost of Rs.500/- in form of demand draft should be attached with the Technical bid. The last date of sale of Tender Document is **19.12.2014 upto 1500 hrs and** last date of submission of tender documents is **26.12.2014 upto 1500 hrs**. The Technical Bids shall be opened on the same date (**26.12.2014**) at 1600 hrs. in presence of the bidder who may like to be present.

**Administrative Officer**  
**Wildlife Institute of India**

- (1) The rate contract for the following three categories as mentioned in the scope of work will be as under:

**A. HIRING OF TECHNICAL MANPOWER:**

**TASK COMPONENTS**

- a. Satellite data preparation . Mosaicing/georectification/subset satellite data
- b. Preparation of base maps/Land cover (LULC) maps/etc. using visual interpretation/ digital classification
- c. Digitization of boundaries and assigning attribute information, etc.
- d. Detailed case to case guidelines would be provided by WII.
- e. Complex statistical analysis in various projects.

**TECHNICAL MANPOWER REQUIREMENT & JOB DESCRIPTION**

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

**High-end Manpower**

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

**Entry-level Manpower**

- PG Diploma / Graduate / degree in Remote Sensing / GIS/ Geoinformatics with two year experience or minimum graduate degree in Natural Sciences/ Geography/ Engineering with at least three years experience in remote sensing and GIS based image interpretation and analysis using ERDAS Imagine and ArcGIS software's.

**Working hours**

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

## **TIME SCHEDULE AND QUALITY**

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost. If the work is not satisfactory and not up to the required standards, then WII has a right to terminate the contract.

## **B. SCANNING OF MAPS:**

### **TASK COMPONENTS**

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

## **TIME SCHEDULE AND QUALITY**

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost. If the work is not satisfactory and not up to the required standards, then WII has a right to terminate the contract.

## **C. PRINTING OF MAPS:**

### **TASK COMPONENTS**

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

## TIME SCHEDULE AND QUALITY

- The activities mentioned in task components will have to be completed within specified time period.
- High standard of quality will be maintained. All work will be supervised by a representative of WII.
- Any inaccuracies noticed will have to be corrected without any additional cost. If the work is not satisfactory and not up to the required standards, then WII has a right to terminate the contract.

### (2) Eligibility Criteria of the Bidder:

- (i) The Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees one lakh only) in shape of Demand Draft in favour of Director, Wildlife Institute of India, Dehradun** should be submitted along with technical bids. The tender document without EMD shall be out rightly rejected. EMD of unsuccessful bidders would be returned, and that of successful bidder would be converted into Security Deposit and returned after completion of the rate contract.
- (ii) The firm should have a local office in Dehradun, with minimum infrastructure comprising 5 High end Desk Top Computer/Work Station, A0 size on larger scanner, A0 size on larger plotter along with standard image processing (Erdas Imagine) and GIS (ArcGIS)/ Geomedia softwares. The said infrastructure/facilities may be checked by the Institute's Committee, if required.
- (iii) Proof of License of the above softwares such as Erdas Imagine, ArcGIS/Geomedia should be attached with the technical bid.
- (iv) The agency should have an experience of providing similar kind of services in at least three Government organizations/Public Sector undertakings etc. during last five years. Proof of such experience should be attached with the technical bid.
- (v) The profile of the professionals engaged by the bidding agency for carrying out the above works should be provided in the technical bid.
- (vi) The firm should have registration with Service Tax/Sales Tax and should provide an attested copy of service tax/sales tax and copy of last service tax returns.

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

## **TERMS AND CONDITIONS**

1. The rates are to be quoted by the bidder for the above work in the Financial Bid Proforma only as given in **Annexure I**.
2. The bidders are required to quote Service Tax (Government Levy) separately at the rates applicable in the Uttarakhand State.
3. The bidder should not quote the rates on behalf of anybody else. No sub letting will be allowed.
4. The financial offer of only those agencies shall be opened whose Technical Bids have been short listed by the Institute.
5. **TDS** will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the bidder by Institute.
6. **Security Deposit:** Earnest Money Deposit of successful agency will be converted into Security Deposit. The Security Deposit shall be released only after successful completion of the contract with the agency or otherwise if no dues are recoverable from the agency.
7. The duration of the contract shall be for a period of twelve months, which is extendable for a further period of two years on annual basis at the discretion of the Institute, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of twelve months, unless extended further by mutual consent of both the parties in writing.
8. The Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason.

9. In the event of the agency desiring an earlier termination of the contract, the firm shall have to give three months advance notice to the Institute.
10. In case of breach of any of the terms of Agreement, the security deposit of the agency will be liable to be forfeited by the Institute. In addition, the Contract/Agreement will also be liable to be terminated. Any sum of money due or payable to the Institute including the security deposit refundable to him/her under the contract can be appropriated by the Institute against any amount which the agency may owe to the Wildlife Institute of India, Dehradun.
11. 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.
12. The obligation and 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.
13. 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.
14. 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.
15. 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 documentation 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.

16. **Short-listing of Tenderers:** The Institute will short-list technically qualified bidders as per criteria given above ~~%~~Eligibility Criteria for Technical Evaluation+. The Financial Bids of the technically qualified bidder only will be opened.
17. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
18. **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.
19. **Evaluation of Financial Bids:** The Financial bids of only technically successful tenderers who have been technically accepted by the Institute, will be opened and ranking of the tenderers will be done according to their price quoted.
20. **Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given vide para 2 (Eligibility Criteria of the Bidder) above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each item as per details given in **Annexure – 1 (Financial Bid Proforma)** only. The rates so quoted by the tenderers for various items shall be clubbed together under four categories i.e. Category-A, B, C & D. Weightage of 50% for Category A, 30% for Category B, 10% for Category C and 10% for Category-D will be given by the Institute for evaluation/arriving at the lowest bidder.
21. **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.

22. **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.
23. The bidder 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.
24. 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.
25. **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 Hiring of Technical Manpower**" and ~~%~~**Financial Bids for Hiring of Technical Manpower**. Both separate sealed envelope should be kept in a third sealed envelope ~~%~~**Superscribing Tender for Hiring of Technical Manpower** 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 **26.12.2014 upto 1500 hrs.** Any postal delay will not be considered by the Institute. The technical bids will be opened on the same day on **26.12.2014 at 1600 hrs.** in the presence of bidders or their authorized representatives, who may like to be present.

26. **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 26.12.2014 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 requirement 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.
27. **Award of Work and Arriving to Lowest Bidder:** Lowest bidder will be arrived on the basis of combining of rates for all the above three categories and taxes, if any in accordance with the parameters given in the Financial bid proforma (**Annexure-1 of this tender document**).
28. There is no fixed or minimum guarantee for the requirement of work to be given in the currency of the Annual Rate Contract. The requirement of work will be given only in case of need by the Institute or its project. However, it is to be mentioned that during last three years total work given was to the tune of Rs.20.00 lakhs.
29. 100% payment will be made on completion of the work for any given order. The job accomplished (for which payment is to be made) shall be assessed by the concerned Scientists of W.I.I. and payment will only be released after his required certification.
30. **Penalty:** In the event of failure to complete the job within the stipulated period as will be prescribed in the work order, a penalty @ 0.5% per week subject to the maximum of 5% of the total value of the work order will be charged and such amount will be deducted from the bill of the agency.

31. **Insurance:** The agency shall be responsible for medical/insurance and other expenses for the person deployed by them and there will be no liability on part of the Institute for engaging any professionals by the agency.
32. Each firm should clearly specify that the firm agrees to abide by the conditions of this tender notice or their printed letter head.
33. The Director, WII, Dehra Dun reserves the right to reject or accept any tender without assigning any reason.

### **Force Majeure**

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) **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.

- (v) **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.
- (vi) 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.

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**Administrative Officer  
Wildlife Institute of India,  
Chandrabani, Dehradun**

**Annexure-1****Financial Bid Proforma**

<b>Category</b>	<b>Items</b>	<b>Unit Rate</b>	<b>Taxes if any</b>	<b>Total Amount (In Rs.)</b>
<b>A</b>	<b>Entry-Level Manpower:</b> PG Diploma / Graduate / degree in Remote Sensing / GIS/ Geoinformatics with two years experience or minimum graduate degree in Natural Sciences/ Geography/ Engineering with at least three years experience in remote sensing and GIS based image interpretation and analysis using ERDAS Imagine and ArcGIS/Geo media software's.	<b>Rs.____</b>  <b>Per man month</b>		
<b>B</b>	<b>High-end Manpower:</b> PG Diploma / Post Graduate degree in Remote Sensing / GIS/ Geoinformatics and knowledge of habitat analysis/web GIS/ programming using ERDAS Imagine, ArcGIS, biological and statistical software with minimum six years experience.	<b>Rs._____</b>  <b>Per man month</b>		
<b>C</b>	<b>Scanning of MAPS:</b> <b>TASK COMPONENTS</b> <ol style="list-style-type: none"> <li>A0 size mapsheets to be scanned at minimum 300 DPI in RGB format with minimum distortion</li> <li>Output file format : Uncompressed tiff or as specified (.img or grid)</li> </ol>	<b>Rs. _____</b>  <b>Per sheet</b>		

<b>D</b>	<b>Printing of MAPS:</b>  <b>TASK COMPONENTS</b> <ol style="list-style-type: none"> <li>Printing of GIS maps at various scales and sizes</li> <li>The vendor would be provided the data (GIS files) for printing in the following formats ArcGIS, Erdas Map Composition, Geo tiff, etc.</li> <li>Printing should be free of scale distortion</li> <li>Print should be on glossy paper of 170 gsm.</li> </ol>	<b>Rs. _____</b>  <b>Per sq inch</b>		
<b>TOTAL (A + B + C + D)</b>				

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

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