

TERMS AND CONDITIONS OF THE CONTRACT RELATING TO ANNUAL ENLISTMENT OF THE CONTRACTORS TO CARRY PETTY AND LIMITED CIVIL WORKS IN WII, TIME TO TIME AS AND WHEN REQUIRED.

Eligibility Criteria

The WII, Dehradun hereby invite sealed proposals for the enlisting of contractor for petty and limited job works of maintenance/renovation of buildings and fixtures in WII from time to time as and when required from the approved/registered contractors of CPWD, PWD (State Government), MES, BRO to carry out civil works. The following information/documents are required to be submitted by the contractor with proposal on the letter head by the firm/contractor.

1. Copy of valid registration of contractor with CPWD, State PWD (Buildings), MES, BRO, civil works.
2. Copy of PAN No. issued by the concerned income tax department.
3. Copy of GST Registration.
4. Minimum turnover of the contractor should not be less than Rs. 25 lakhs per annum. A copy of last 3 years as the proof turnover should be enclosed with their proposal. Eg FY2022-23, FY2023-24, FY2024-25.
5. Copy of income tax return (ITR) of last three financial years should be enclosed with their proposal. Eg FY2022-23, FY2023-24, FY2024-25.
6. Experience Certificate of having successfully completed similar work individually costing not less than as stated below during the last 5 years ending previous day of last date of submission of bids/proposal.

Three similar works, each of completion value not less than 6 lakhs,

OR

Two similar works, each of completion value not less than 8 lakhs,

OR

One similar work of completion value not less than 10 lakhs.

Other terms and conditions:

- i. The enlisting of contractors will be valid for a period of one year, which can be extended by the competent authority of the Institute according to the performance of the contractor.
- ii. Non-compliance of above-mentioned required information/documents, proposals will not be considered for registration.

- iii. Proposals must be received by the Institute at the address specified above not later than the time and date specified in the notice inviting proposals and the Institute will provide a receipt of the proposal (inter alia containing time and date of receipt of the same).
- iv. Late proposals received by the Institute after the dead line for submission of the same prescribed by the Institute will be rejected and/or returned to the contractor.
- v. The Institute will open proposal in the presence of bidders, representatives, who choose to attend, at the time, date and place specified in the notice.
- vi. If the specified date of proposal opening is declared as holiday for the Institute, the same shall be opened at the appointed time and location on the next working day.
- vii. The Institute reserve the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to award of registration letter without thereby incurring any liability, what so ever, to the effected bidder/bidders.
- viii. The contractor will be entirely responsible for all taxes, duties, license fees etc. in respect of this registration of the firm, if work contract awarded to him, incurred until delivery of the contracted work.
- ix. The contractor shall be entirely responsible to follow Labour Act for engaging Labour on the site of work.
- x. The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any WII works during the enlistment period.
- xi. The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years based on the recommendations of Empowered Committee.
- xii. Shortlisting will be carried out by the **Proposal Evaluation Committee** based on the contractor's experience, capability, and supporting documents.

xiii. Grounds for Debarment of contractor:

The contractor may be debarred if any of the following is established by enquiry:

- (a) Fails to execute a contract or executes it unsatisfactorily. If the progress of any work is unsatisfactory then contractor can be debarred from tendering in WII for future tenders for minimum six months. If more works are delayed by contractor, then debarment period can be maximum up to two years; or
- (b) Violates any conditions of the contract; or
- (c) Fails to abide by the conditions of enlistment; or
- (d) Is found to have given false particulars at the time of enlistment; or
- (e) Has indulged in any type of forgery or falsification of records; or
- (f) Changes constitution of the entity or status without the prior approval of the enlisting authority; or

- (g) Changes the name of the entity without the prior approval/information to the enlisting authority; or
- (h) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) Violates the Labour regulations and rules; or any other Govt rules & regulations applicable to him
- (k) Is involved in complaints of serious nature received from any source, which have been proved; or
- (l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) Ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) Is considered as not required to be in list of WII, Dehradun contractors for any other reason considered fit by the enlisting authority; or
- (o) Does not start the work within after stipulated time the same is awarded to him on two occasions; or
- (p) Fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period as mentioned in contract.; or
- (q) Converts his individual enlistment into any other status before a period of five years from the date of enlistment.
- (r) Breach of code of integrity as per Rule 175 of GFR-2017; or
- (s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- (t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer.

Submission of proposals:

- (a) Address for submission of proposals to be given on the envelope to Registrar Wildlife Institute of India, Chandrabani Dehradun-248001**
- (b) Last date/time of sale of quotation/document: 01-12.2025 up to 15:00 hours.**
- (c) Time and date of proposal opening: 02.12.2025 at 16:00 hours**
- (d) Place of proposal opening: Board Room, WII, Dehradun.**

Format/Application Form for Enlistment of Contractors.

Annexure-II (Enclosed)